



**School of
Medical Laboratory Science**

Student Handbook and Course Catalog

**580 W. 8th Street, Box T-56
Jacksonville, FL 32209
904-244-9240**

<https://ufhealthjax.org/education/medical-laboratory-science/>

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Enrolled students are team members of UF Health Jacksonville. Team members must abide by all hospital's policies and procedures in addition to UF Health School of Medical Laboratory Science procedures. Students will attend Hospital Orientation in their first two day of the program.

MEDICAL LABORATORY SCIENCE PROFESSION

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

INTRODUCTION AND PHILOSOPHY:

UF Health Jacksonville is a private, not-for-profit hospital, affiliated with the University of Florida. UF Health Jacksonville is part of UF Health, the Southeast's most comprehensive academic health center, with campuses in Jacksonville and Gainesville. The hospital's origins date to 1870 as Florida's first nonmilitary hospital and was known then as Duval Hospital and Asylum. UF Health Jacksonville is a leader in the education of health professionals, a hub for clinical research and a unique provider of high-quality patient care. Combining its strengths with the UF College of Medicine – Jacksonville, it offers residents in Northeast Florida and Southeast Georgia all the benefits of an academic health center. UF Health Jacksonville's newest campus, UF Health North, which opened in 2015, includes a bed tower with 92 private rooms and a medical office building that houses an emergency room, outpatient surgery suites, imaging services and physician offices. It is the only full-service hospital in North Jacksonville.

UF Health Jacksonville is an equal opportunity employer. UF Health will recruit, hire and train individuals without regard to race, religion, age, gender, national origin, marital status or status as a disabled veteran. The medical center employs and trains handicapped persons based on their ability to do the essential requirements of the job available and without consideration to their disability. These Equal Employment Opportunity standards apply equally to the applicants and students of the School of Medical Laboratory Science.

In keeping with the philosophy of UF Health Jacksonville, the School of Medical Laboratory Science affirms the importance of educational programs in the advancement of health care in both the prevention of disease and the promotion of health and believes in the benefits to patient health care delivery derived from ongoing educational programs.

MISSION STATEMENT:

It is the mission of UF Health Jacksonville School of Medical Laboratory Science to graduate competent and ethical medical laboratory scientists with entry-level skills, knowledge, and insight to excel in the practice of laboratory medicine and to pass national certification examinations. The Program's goal is to foster the importance of professional development through life-long learning, an atmosphere that promotes courteous and professional communication, provide the community with dedicated and highly skilled laboratory professionals, promote ethical behavior, and provide for future laboratory leaders and educators in a positive, non-discriminatory and supportive learning environment in its graduates.

The School of Medical Laboratory Science is an integral part of the Hospital's clinical laboratories and includes a student classroom with a desk for each student, a separate student laboratory with space for each student, student library and Program Director's office. The classroom is equipped with microscopes including a teaching microscope and camera connected to a large monitor and up to date audio visual equipment.

The clinical laboratory is housed on the first floor of the clinical center and encompasses more than 30,300 square feet of well-designed space that is equipped with state-of-the-art materials, technology and instrumentation that is utilized during the student's clinical experience.

OUTCOME MEASURES

As students graduate from the Program and take their licensing exams, the UF Health Jacksonville School of Medical Laboratory Science will post the following outcomes using the 3 most recent years of student data:

- Graduation Rate
- Board of Certification (BOC) Exam Pass Rate
- Average BOC Score
- National Average BOC Score
- Placement Rate

PROGRAM IN MEDICAL LABORATORY SCIENCE:

The School of Medical Laboratory Science offers a twelve (11.5) calendar month program for up to 6 students with a Bachelor's degree in medical technology, chemistry, biological science, or related science.

Note: This program is seeking accreditation through NAACLS**.

**National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd, Suite 720, Rosemont, IL 60018-5119, Phone (773) 714-8880,
FAX (773) 714-8886, info@naaccls.org

AFFILIATED SCHOOLS:

Students admitted into the program will possess a Bachelor's degree from a regionally accredited college or university.

- c. **Mathematics:** For all degree paths, a minimum of one course in college level mathematics to include algebra, trigonometry and/or calculus. Minimum requirements are met by courses recognized as prerequisites for admission to physics courses.
2. **Recommended Courses:** Two semesters of physics, computer science, statistics, genetics, anatomy and physiology, biochemistry, molecular biology and immunology.
3. **General Requirements Include:** Sufficient credit hours for additional courses to satisfy all pre-clinical requirements of the college/university and ensure a broad academic background, including English, social science, and humanities in which the student is enrolled in order to be eligible for a Bachelor's degree prior to the start of the clinical program.
4. **Minimum Grade Point Average:** A.5 ()feMCID 16 BDCo . .1 peag5-0.004 Tw 4.55i (g5-0.004 Tw 4E.6 (t)-1.3 (Ts

MINIMUM TECHNICAL STANDARDS

The essential functions (technical standards) are the essential non-

Bachelor's degree prior to the start of the Program, the offer of acceptance to the Program will be withdrawn. Up to 6 students are accepted per year. It is the applicant's responsibility to see that all required materials are forwarded as necessary.

Correspondence by US Postal service must be sent to:

Program Director
UF Health Jacksonville School of Medical Laboratory Science
UF Health Jacksonville
580 West 8th Street, Tower 1, 1st Floor Mailroom, Mailbox T-56
Jacksonville, Florida 32209-6597

Correspondence via email must be sent to:

RSVP-MLS@jax.ufl.edu

Please submit the following:

1. Complete UF Health Jacksonville School of Medical Laboratory Science application form at <https://ufhealthjax.org/education/medical-laboratory-science/>
2. A \$25.00 application fee. Payment may be made by credit card, check or money order payable to the UF Health Jacksonville and place School of Medical Laboratory Science on the MEMO line on the check or money order and submit with your application. Payments in cash may be made directly to the Cashier's office on the first floor of the clinical center. Credit card payments may be made over the phone to the Cashier's office at 904-244-2298. **Reference all payments through the cashier be applied to the "Medical Laboratory Program" cost center 610200, subaccount 491000. The cashier button color is lime green.**
3. Request the Cashier's office forward proof of Application fee payment to you for student records and promptl.1 (d)-16nt02ff

Textbooks and Supplies

Required textbooks are provided by the Program. At completion of the program, books are returned to the school. Should a student leave the Program prior to graduation, textbooks must be immediately returned to the School. Students wanting physical copies after graduation must purchase on their own.

There are two **recommended** texts that a student may choose to purchase.

1. *Taber's Cyclopedic Medical Dictionary, 23rd Edition* (or an equivalent medical dictionary) is an optional text, list approx. \$53.
2. *Henry's Clinical Diagnosis and Management by Laboratory Methods, 23rd Edition*, is an optional text, list approx. \$195.

Reference books in the Student Reference Bookcase are available for student use but may not be removed from the school area without permission of the Program Director. The Borland Library, located at the UF Health Jacksonville campus may be used as a resource through University of Florida Health Science Center.

Students will be provided with a subscription to MediaLab at no cost to the student for use throughout the program.

The student is responsible for providing all miscellaneous school supplies such as a calculator, notebooks, paper, pens, etc.

Uniforms

Wine colored scrubs and white lab coat is the official UF Health Jacksonville School of Medical laboratory Science uniform. Purchase and laundering of the uniforms and white lab coats is the responsibility of the student. The uniform can be purchased at many retailers locally and online.

Licensing and Certification Examination Fees

To meet individual agency deadlines, some applications for national certification examination and state licensure by endorsement are made while the student is still in their clinical rotation. Fees vary among examinations and are submitted with each application. Below lists licensing information for national and state agencies.

Florida Department of Health (DOH) Student Trainee \$45.00 fee (subject to change)

- Required by the DOH/BCLP* when application is made for licensure as a trainee.
- Students are not permitted to begin clinical rotations until issuance of a training license by the state of Florida. The training license application may be found at <http://floridasclinlicallabs.gov/resources/>

Florida Department of Health Clinical Laboratory Technologist \$100

- Paid after successful completion of NAACLS approved program and passing of either ASCP or AAB exam
- See Florida rules at https://www.flrules.org/Gateway/View_notice.asp?id=25292767 for license requirements

ASCP \$240

- paid while in the 2nd half of their program

AAB MT \$165 Generalist + \$30 Proctor Fee

- paid while in the 2nd half of their program

Liability Insurance

Students are employed by UF Health Jacksonville; therefore, liability insurance is not required.

ORIENTATION

It is the policy of UF Health Jacksonville and the School to provide a carefully planned introduction and orientation program of information to help all new students learn more about the Hospital and School and what is expected of them.

While in hospital orientation, students are scheduled to attend a one-day Hospital orientation program which includes: infection control; personnel policies; public relations telephone training; quality assurance procedures; techniques of body mechanics; fire safety; loss pr.7 TicpitalrTc -0.009o fcl o tslicaisa {y}2.8.5 (w)5.9 (n(e)0.7 (c)0.6g-1.7 (;)-1.8 {y}2.1 ()16.1

will be maintained in confidential student files or another secure location. Counseling of a more serious nature will be referred to social agencies or the student's health care team.

Library Privileges

Medical Library

The Borland Medical Library privileges will be extended to all Medical Laboratory Science students as employees of UF Health Jacksonville. Services include literature searches, article retrieval, training, and computer access. The library is located in the LRC building and is open during normal business hours.

School of Medical Laboratory Science Library

The School of Medical Laboratory Science also has a small library pertinent to the student's clinical education. Books may be checked out from the Program Director but are not to leave the school unless permission is granted by the Program Director. Time limits may apply.

SERVICE WORK AND PART-TIME EMPLOYMENT

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

If students are employed at UF Health Jacksonville and wish to perform work outside of regular academic hours it is noncompulsory, paid, supervised, on site, and subject to employee regulations and based on departmental staffing needs

STUDENT RECORDS

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

The program transcript will include:

1. Legal name and identifying number specific to the student such as birthdate or social security number
2. Grades and credits
3. Dates of admission and completion

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

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

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

Note: Certificate copies of the mandatory orientation of all the students in the program, including a signed acknowledgment of HIPAA, Code of Conduct, Drug Free Campus and Core Values are held in School student records. It is the student's responsibility to print these certificates and present to the Program Director for placement in the student's permanent record. Employee Health will maintain a copy of the student's required health records.

PERSONNEL ISSUES

Time Off and Holidays

The student will have ten (10) days of time off during their 11.5-month clinical year. This time off is prearranged with one week in March or April and one week in July or August. I

Unexcused Absences

Unexcused absences and tardiness corrective actions are not independent of each other. A corrective action for any disciplinary event will be taken into consideration on all future corrective actions. Corrective actions will remain on the student's record for 12 months from the date of the event. Unexcused absence time must be made up before the student is eligible for graduation. It is the responsibility of the student to make arrangements with the Program Director for make-up time. A student meeting the threshold of unexcused absences may be dismissed from the Program on the basis of excessive absenteeism. Refer to the chart below. For more information, refer to the UF Health Jacksonville School

Incident Reporting

PASS-FAIL CRITERIA

The final grade for each major course is weighted as follows:

Departmental grade (practical):	45%
Lecture series grade (didactic):	45%
Comprehensive final examination:	10%

The minimum grade for any didactic or practicum assessment, practicum procedure, comprehensive exam, or any other gradable item in the program is a grade of 76%. The final course grade is weighted with practicum at 45%, didactic at 45%, and comprehensive final exams at 10% of the total grade.

Final grades are assigned for each major course based on the following scale:

93 - 100 = Amin md

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STANDARD OF CONDUCT

Students must review and abide by the Program Policies stated and/or referenced in the Student Handbook and UF Health Jacksonville's policies, procedures, professionalism, and values reviewed during orientation. UF Health Jacksonville values encompass excellence

5. Unacceptable performance after the Performance Improvement Plan has been implemented and completed is as follows:
 - a. After having been taught a procedure and after a “practice period” the student is unable to achieve accurate results using acceptable techniques.
 - b. After receiving the proper directions and precautions, the student exhibits carelessness in handling specimens, laboratory equipment, or instruments.
 - c. After receiving instructions and watching demonstrations, the student continually shows disorganization, inattention to detail, or lack of regard for written protocol.
 - d. After being given assignments, readings, lectures, and discussions as applicable, the student is unable to

STATE LICENSURE

Graduates of the UF Health Jacksonville School of Medical Laboratory Science and upon successfully passing one of the national certification exams, are eligible to obtain a license as Technologist in the state of Florida. Graduates are also able to obtain Florida Technologist Certification which is required for Florida Technologist License. (C) 07(d) 0.7-11

ACCREDITING AGENCY, STATE LICENSURE AND CERTIFICATION AGENCIES

National Accrediting Agency

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

The UF Health Jacksonville MLS program is seeking accreditation

5600 N. River Rd., Suite 720

Rosemont, IL 60018-5119

Phone: (773) 714-8880

Kelly Anderson, MS CHT(ACHI) MLS(ASCP) MB, SBB^{CM}
Laboratory Manager
LifeSouth Community Blood Centers

Agnes Aysola, MD
Associate Professor, Pathology and Laboratory Medicine
University of Florida College of Medicine-Jacksonville
Director, Transfusion Services and Coagulation
UF Health Jacksonville

Brett Baskovich, MD, FCAP
Associate Professor, Pathology and Laboratory Medicine
Associate Director of Molecular Pathology
Mt. Sinai/Icahn School of Medicine

Matthew Feldhammer, PhD, DABCC, NRCC, FAACC
Associate Professor, Department of Pathology and Laboratory Medicine
Director, Clinical Chemistry, Toxicology, and Point of Care Testing
University of Florida College of Medicine-Jacksonville
Medical Director, Wildlight Laboratory
UF Health Jacksonville

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Sonia Rivera, BS, MT (ASCP)
Manager, Transfusion Services
UF Health Jacksonville

Ann Ruby, MS, MT (ASCP), SM (ASCP)
Laboratory Education Coordinator
UF Health Jacksonville

Frederick Schumann, MHA, MT (ASCP)
Director Laboratory Administration
Advisory Committee Chair
UF Health Jacksonville

Kathryn Voorhees, BSCLS, MHA, MLS (ASCP)^{CM}
Manager, Core Laboratory
UF Health Jacksonville

Derick A. Welch, MLS (ASCP)^{CM}
Education Coordinator, Department of Laboratory Medicine and Pathology
Mayo Clinic, Jacksonville, FL

Ryan Wilke, MS, MT (ASCP)
Technical Specialist, Blood Bank
UF Health North

Crispina Marie Sy-Trias, MPH, MLS (ASCP)^{CM}^{M^{CM}}, MT(AMT)
Supervisor, Core Laboratory
UF Health Jacksonville

Program Staff:

Ezra Mae Magaya, BS, MLS, SH(ASCP), CLS (AMT)
Laboratory Education Coordinator
UF Health Jacksonville

Ann Ruby, MS, MT (ASCP), SM(ASCP)
Laboratory Education Coordinator
UF Health Jacksonville

FACULTY

The program will have qualified faculty who hold appointments within the educational program (UF Health Jacksonville School of Medical Laboratory Science). These appointees will be certified professionals in their respective fields. Faculty members will be chosen at the discretion of the Program Director, department manager/supervisor, and laboratory directors. Faculty selection will not discriminate on the basis of age, race, gender, color, creed, religion, national origin, disability, or any other classification with faculty appointments. The program will ensure and document ongoing professional development and assessment of the faculty.

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

Faculty members are designated and responsible for students learning experiences and assessment assigned to their area. Faculty will ensure all procedures performed by students take place under qualified supervision. Faculty should report any issues, of any kind, with a student to the Program Director. Faculty will ensure an instructor to student ratio of 1:1 and on occasions a 1:2 throughout clinical rotations. The program will also ensure to maintain an instructor to student ratio of no more than 1:2.1 (a)0e-11. (m)-1g7 .5 (6 ()0.5 (t)-1.8.6 (r)-1.3 (e. (m)-1gr)-1.3 (e)0.5 (t)-1.8.6 (r)-6 (c)01

UF HEALTH JACKSONVILLE CREDENTIALS

UF HEALTH JACKSONVILLE

Accredited by The Joint Commission (TJC)

THE LABORATORY

Accredited by:

1. College of American Pathologists (CAP)
2. Association for the Advancement of Blood and Biotherapies (AABB)

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Clinical Urinalysis/Microscopy

This course covers the examination of body fluids. Emphasis is placed on: physical examination, chemical analysis, and microscopic sediment, examination of urine and the correlation of results in the diagnosis of disease; the

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Molecular Diagnostics

This course offers an overview of molecular based principles, techniques and applications for an array of nucleic acid amplification, signal amplification, and nucleic acid sequence-based testing. Lectures cover nucleic acid chemistry as well as structure and function.

DIDACTIC AND CLINICAL CURRICULUM

The program provides instruction and didactic assignments in accordance with a standardized schedule. The program reserves the right to modify the schedule when unforeseen circumstances arise. In the first half of the program, students receive formal classroom lectures and student mock laboratory activities. During the 2nd half of the program, students rotate through the Clinical Laboratory, learning "at the bench" typically one-on-one with their clinical instructor. Approximate times for formal classroom lecture, mock laboratory activities and clinical rotations are as follows:

Program Course/Schedule

Clinical Rotation
Length

Student Laboratory , uET Hours

44hchcg.6 551 2.6 5.6 557.6 4hchcgf

APPENDIX 3: ESSENTIAL FUNCTION DEFINITIONS

PHYSICAL DEMANDS

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

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

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

Sitting: remains in the normal seated position.

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

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

Climbing: ascending and/or descending stairs or ladders.

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

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

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

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

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

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

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

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

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

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

SENSORY DEMANDS

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

Talking: expresses or exchanges ideas through words.

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

Seeing: Perceives the nature of objects by the eye.

Near: clarity of vision at 20 inches or less

Far: clarity of vision at 20 feet or more

Depth: judges distances between objects

Color: identifies and distinguishes color

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

Taste/Smell: interprets tastes and odors.

ENVIRONMENTAL DEMANDS

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

are larger than one's hands.

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

COGNITIVE DEMANDS

Simple Arithmetic: addition, subtraction, multiplication and division.

Mathematics: algebra, trigonometry and/or calculus.

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

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

Accuracy/Precision: performs tasks without error, consistently.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Self-Control: modulates and modifie

