

Clinical Laboratory Science Department

2023 – 2024 Handbook

East Carolina University
College of Allied Health Sciences



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Introduction

Welcome to the Clinical Laboratory Science department. This handbook provides written documentation of East Carolina University (ECU), the College of Allied Health Sciences (CAHS), and the Clinical Laboratory Science (CLS) department policies, guidelines, and expectations for students in the program.

Historical Background

The East Carolina University College of Allied Health Sciences (CAHS) was established in 1968 (originally known as the School of Allied Health and Social Professions). It is made up of the following medically-related professional departments: Addictions and Rehabilitation Studies, Clinical Laboratory Science, Communication Sciences & Disorders, Health Services and Information Management, Nutrition Sciences, Occupational Therapy, Physician Assistant Studies, and Physical Therapy. The College is located on ECU's West Campus, along with the Brody School of Medicine, the College of Nursing, the School of Dental Medicine, ECU Physicians, and the William Laupus Health Sciences Library. The Department of Clinical Laboratory Science graduated its first class in the spring of 1972.

The CLS Department's educational program structure is based on the accreditation standards of the National Accrediting Agency for Clinical Laboratory Science (NAACLS), and is fully accredited. Upon program completion, graduates are eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) examination or the American Medical Technologists (AMT) examination, to be nationally certified as generalist medical laboratory scientists.

Contact information:

National Accrediting Agency for Clinical Laboratory Science
5600 N. River Rd; Suite 720
Rosemont, IL 60018-5119
Phone: 773-714-8880
Fax: 773-714-8886
E-mail: info@naaccls.org
Website: www.naaccls.org

Program Officials

Medical Advisor: John T. Fallon, MD, PhD

Education Coordinators: one designated person per clinical affiliate.

Faculty

Guyla C. Evans, PhD, MLS (ASCP)^{CM} SC^{CM}; Program Director and Chair

Office: Health Sciences Building (HSB) Room 3410B

Phone: 252-744-6063

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- BSMT (Medical Technology), East Carolina University, Greenville, NC
- MAEd (Adult Education), East Carolina University, Greenville, NC
- Graduate Certificate (Health Informatics), East Carolina University, Greenville, NC
- PhD (Rhetoric, Writing, and Professional Communication), East Carolina University, Greenville, NC
- Program Director and Chair, July 2023 – present; Program Director and Interim Chair July 2021 – June 2023; Clinical Associate Professor, 2020 - present; Clinical Assistant Professor, 2016 – 2020; Adjunct Faculty 2015 – 2016.
- Courses taught: Clinical Microbiology (CLSC4460/4461 & 4470/4471); Immunohematology (CLSC 4210/4211); Clinical Education: Immunohematology/Serology (CLSC 4994); Clinical Education: Microbiology (CLSC 4497).

Ann Mannie, PhD; Clinical Associate Professor

Office: HSB Room 3410D

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- BA (Biology), Lawrence University, Appleton, WI
- PhD (Microbiology and Immunology), Northwestern University, Chicago, IL
- Clinical Associate Professor, 2021 – present; Clinical Assistant Professor: 2015 – 2021; Adjunct Faculty 2014 – 2015
- Courses taught: Clinical Chemistry I & II (CLSC 4430/4431 & 4440/4441), Clinical Immunology (CLSC 3430), , Professional Practice Issues I & II (CLSC 4801/4802), Molecular Diagnostics I & II (CLSC 4491 & 4492), & Clinical Education: Chemistry (CLSC 4993).

Abigail Croom, MHA, MLS (ASCP)^{CM}, SH^{CM}; Clinical Instructor

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- BS (Clinical Laboratory Science), East Carolina University, Greenville, NC
- MHA (Healthcare Administration), Pfeiffer University, Misenheimer, NC
- Clinical Instructor, August 2022 – present
- Courses taught: Hematology I & II (CLSC 3410/3411, CLSC 3420/3421); Clinical Microscopy & Serology (CLSC 3440/3441); Professional Practice Issues I & II (CLSC 4801/4802); Introduction to Clinical Laboratory Science (CLSC 2000); Clinical Education: Hematology/Coagulation/Urinalysis (CLSC 4992).

Staff

Ms. Lorie Schwartz, MT(ASCP); CLS Laboratory Manager

Office: HSB Room 3410E

Office Phone: 252-744-6062

Laboratory Phone: 744-6065

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Program Objectives

Upon completion of the CLS program, the graduate will be able to perform the following with MLS entry-level competence:

1. Develop, establish, and carry out collection and processing of biological specimens for analysis.
2. Perform simple and complex analysis on body fluids, cells, and other specimens as required.
3. Establish and monitor systems which verify the accuracy of laboratory results and accept the responsibility for producing accurate results.
4. Integrate and relate the data generated by various laboratory tests to make judgments regarding possible discrepancies, confirm abnormal results, and develop solutions to problems encountered taking into account both technical and physiological variables.
5. Establish and perform function verification and preventive maintenance on equipment and instruments used in the clinical lab.
6. Demonstrate basic knowledge of laboratory information systems and use/evaluate them.
7. Participate in the evaluation of new techniques and procedures in terms of usefulness and practicality within the context of a given laboratory's personnel, equipment, space and budgetary resources.
8. Demonstrate professional conduct (including attendance) and appropriate interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Apply the basic principles of management and supervision and build upon these skills.
10. Demonstrate professionalism in laboratory practice to include complying with safety regulations, participating in continued learning, and practicing discretion, confidentiality, honesty and integrity.
11. Assist health care providers in the acquisition of laboratory test-related knowledge, correct usage, and result interpretation.
12. Pass a national certification exam for medical laboratory scientist generalists. Example: American Society for Clinical Pathology Board of Certification (ASCP-BOC).
13. Recognize the role and importance of laboratory professional organizations and actively participate.
14. Apply basic knowledge of research design and statistics to method comparison and other research endeavors applicable to and encountered in clinical laboratory science practice.

Technical Standards & Essential Functions

In order to perform at an acceptable level in both the academic and clinical portion of the educational program in medical laboratory science, students in the Clinical Laboratory Science program must:

Possess adequate communication skills to:

- Comprehend and communicate conversational and written technical information in English.
- Communicate effectively and with sensitivity in oral and written form with patients, laboratory staff, and other health care personnel.

Possess adequate visual skills to:

- Read dials, analog or digital displays, switches, etc., on a variety of laboratory instruments.
- Read calibration lines on pipettes and laboratory instruments that are one millimeter apart.
- Distinguish between solutions that are clear, opaque or particulate in test tubes and on glass slides.
- Identify stained and unstained cellular components in the range of one micrometer using a binocular brightfield microscope.
- Discriminate colors in order to differentiate stained cells under a microscope or colored chemical reactions.
- Distinguish between positive and negative agglutination reactions of cellular components.
- Differentiate characters/letters of ~1.5 mm on a computer screen or on sample tubes.

Possess adequate manipulative skills to:

- Turn dials, press keypads, move switches, and utilize equipment commonly found in a clinical laboratory.
- Use a rubber bulb to draw liquid into a marked pipette and control release of that liquid to within one millimeter of a fixed point on the pipette.
- Isolate an individual bacterial colony on the surface of transparent agar gel without tearing the surface of the agar.
- Pipette small volumes of samples into test tubes (~12 x 75 mm) and recognize errors.
- Perform phlebotomy.

Possess adequate quantitative and conceptual skills to:

- Carry out calculations needed in the laboratory such as dilutions and conversion of units.
- Solve problems in clinical laboratory situations using reasoning, analysis, and synthesis.

Possess adequate occupational skills to:

- Sit at a microscope and examine microscopic biological specimens for an extended period of time.
- Perform multiple tasks quickly and accurately within the time frames required in a clinical setting.
- Tolerate physically taxing workloads and function effectively under stress and while working with a variety of biological and chemical materials.

Possess the emotional health required to:

- Fully utilize intellectual abilities, and exercise good judgment.
- Complete all responsibilities with maximal attention to safety of self and others in dealing with potentially hazardous equipment and materials.
- Adapt to changing environments, display flexibility, and function effectively in presence of the uncertainties inherent in the clinical problems that come to the laboratory.

Possess the maturity, judgment, and socialization to:

- Demonstrate respect for all people (students, faculty, clinical instructors, laboratory professionals, patients, and other health care providers) without bias on the grounds of age, race, gender, sexual preference, disease, mental status, lifestyle, opinions, or personal values.
- Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers, and patients.
- Demonstrate appropriate affective behaviors and mental attitudes so as not to jeopardize the emotional, physical, mental, safety, and well-being of individuals with whom there are interactions, including students, faculty, clinical instructors, laboratory professionals, patients, and other health care providers with whom one interacts in the academic and clinical settings.
- Possess mental and emotional stability and flexibility in order to meet the rigors of a demanding medical laboratory educational program, which includes didactic, laboratory, and clinical requirements that occur within set time constraints, and often concurrently.

Academic Policies, Regulations and Procedures

The ECU CLS program goal is to educate and train individuals to possess the appropriate “body of knowledge” and technical skills required for success in the profession. Demonstration of ethical and professional behavior is also essential for quality medical laboratory scientists (MLS). In addition to the general academic policies stated in the ECU University Catalog, the regulations and procedures described below apply to all students currently in the Clinical Laboratory Science program.

A. Continuation in the Program

1. In order to graduate with a B. S. in Clinical Laboratory Science (CLS) from East Carolina University, a student must maintain a minimum cumulative C (73%) average for CLS major courses.
2. For all CLSC major courses, a student who earns any final course grade below C (73%) is dismissed from the program. If only **one** course grade of C minus, but not lower, is earned, the student may appeal the dismissal following the procedure in Section B.
3. Professional behavior is an academic component of the CLS degree. Demonstration of personal and academic moral integrity, and appropriate conduct are assessed for each CLS didactic lecture and laboratory course per the Professional Behavior Objectives and Grading Rubric (Appendix III). Use of alcohol, narcotics and/or drugs of abuse are forbidden per the ECU Student Code of Conduct (Appendix II). Acceptable behavior is also evaluated during the senior year, in both on-campus courses and at student clinical rotation sites. A student who breaks the ECU Academic Integrity Regulations (Appendix II), Student Code of Conduct, violates Clinical Laboratory Science department behavioral regulations, or earns less than 73% for any individual course professional assessment may be dismissed from the program at any time per the discretion of the CLS department chair.
4. In the senior year, student performance and professional behavior in clinical rotations must be acceptable to clinical instructors, the CLS faculty member responsible for that subject area, and the CLS department chair. Students must meet the rotation objectives and academic goals outlined by academic and clinical faculty. They must also follow clinical rotation regulations per the Student Clinical Rotation Handbook given to them prior to the start of their rotations in the fall of their senior year. All rotation requirements must be successfully completed in order to pass the rotation courses (CLSC 4992, 4993, 4994, and 4997). A student dismissed from a clinical rotation for any reason may be dismissed from the program per the discretion of the CLS Department Chair. The student may be required to withdraw from all other CLS courses in which they are currently enrolled at the Chair's discretion. There are no guarantees of alternate clinical placement or acceptance into a subsequent year's cohort for a student who is dismissed from a clinical rotation.

B. Appeal process

1. A student who earns one C minus in a CLS course may appeal dismissal from the program. If more than one C minus, or any course grade lower than C minus is earned, the student is not eligible to appeal.

A student dismissed from the CLS program for poor academic performance (as described in Section A, page 9) may appeal the decision **in writing** to the CLS Department Chair within seven (7) days of the dismissal.

This request must include an explanation for academic difficulties, and proposed activities for improvement that will lead to successful completion of the program.

The CLS Chair and faculty will evaluate the written appeal as to assessment of the severity of the poor academic/behavioral performance, any contributing extenuating circumstances, plausibility of future success in the program, predicted success on the ASCP national Board of Certification (BOC) examination, and employment potential. The student must then meet in person with the CLS Department Chair and faculty to discuss the dismissal and the possibility of continuation in the program.

A student who successfully appeals program dismissal will be allowed to continue in the CLS program on probationary status. Any future final course or professionalism grades less than C (73%), or behavior deemed inappropriate, may result in permanent dismissal from the program. The decision made by the Department Chair regarding a student appeal/dismissal is final.

For a student on probation, the CLS chair, faculty, and student may develop a structured action plan that may include remediation, periodic meetings, and other activities to assess the student's progress.

2. A student dismissed from the CLS program due to behavioral violations (Section A: 3 & 4) who wishes to appeal the decision must do so according to the steps described in Section B1. Note that violations of the University's academic integrity policies that occur in either didactic or clinical rotation courses may result in permanent dismissal from the program per the discretion of the CLS Department Chair. The University requires that such violations be reported to the ECU Dean of Students office.

Professional Curriculum

Junior Year: Fall Semester

Course Numbers	Course Names	Credit Hours
CLSC 3410/3411	Hematology I: Lecture/Lab	3/1
CLSC 3430	Immunology: Lecture	2
CLSC 4430/4431	Clinical Chemistry I: Lecture/Lab	3/1
CLSC 4460/4461	Microbiology (Bacteriology): Lecture/Lab	3/2
Semester Credit Hours		15

Junior Year: Spring Semester

Course Numbers	Course Names	Credit Hours
CLSC 3420/3421	Hematology II: Lecture/Lab	3/1
CLSC 4440/4441	Clinical Chemistry II: Lecture/Lab	3/1
CLSC 4470/4471	Microbiology (Mycology, Virology, & Parasitology): Lecture/Lab	3/1
Semester Credit Hours		12

Junior Year: Summer Session I & II

Course Numbers	Course Names	Credit Hours
CLSC 4210/4211	Immunohematology (Blood Bank): Lecture/Lab	3/1
CLSC 3440/3441	Serology & Urinalysis: Lecture/Lab	2/1
CLSC 4491	Molecular Diagnostics I	1
CLSC 4992	Molecular Diagnostics II	1
Semester Credit Hours:		9

Summer Courses:

During the summer of the junior year, CLS academic courses are taught one at a time in a "block schedule" format. The classes meet the same total number of hours as in a regular semester, but in a compressed time period.

Senior Year: Fall and Spring Semesters

Course Numbers	Course Names	Credit Hours
Clinical Courses: 2 in the Fall and 2 in the Spring*		
CLSC 4992	Clinical Education: Hematology	2
CLSC 4993	Clinical Education: Chemistry	2
CLSC 4994	Clinical Education: Immunohematology	2
CLSC 4997	Clinical Education: Microbiology	2
Fall		
CLSC 4801	Professional Practice Issues I	3
Spring		
CLSC 4802	Professional Practice Issues II	3
Semester Credit Hours each for Fall and Spring	Due to modifications in clinical rotation hours in the current catalog, students in this year's cohort may require elective credits to maintain full-time status and complete the 120 s.h. required for graduation. Be sure to review DegreeWorks carefully and work with your advisor during registration to ensure you will meet all requirements.	12

***Scheduling subject to change based upon clinical staffing needs.**

Note:

On-campus courses (CLSC 4801, 4802) are taught each Monday. **Students must attend campus courses each week regardless of their clinical site assignment.** Seniors are on clinical rotation Tuesday through Friday at their assigned hospitals.

Clinical Education

During the senior year, students are required to complete four (4) clinical rotation courses at one of the program's affiliated hospitals. The length of each rotation may include days during ECU's final exam period.

Individualized rotation schedules are assigned by the program director/department chair with input from clinical affiliates. The order in which students rotate through the laboratory departments varies.

Students are assigned to clinical sites based on availability. An attempt will be made to accommodate student preferences, but **students must attend the site assigned to them by the CLS department chair; NO student is guaranteed assignment to a particular clinical affiliate.** The final decision regarding clinical rotation assignments rests with the CLS Department Chair/Program Director.

Transportation and associated expenses related to assigned clinical affiliate sites are the responsibility of the student.

In the unusual event there are not enough clinical rotation spaces for all students, placement decisions will be based on student overall GPA, CLS course GPA, and overall performance (including professionalism grades) in CLS lecture and laboratory courses. Students who do not have initial access to a clinical site will be given priority when space becomes available, most likely the following fall semester.

All clinical sites have pre-rotation requirements that must be completed by the student prior to the beginning of the clinical rotations. The CLS department chair/program director will provide information about these requirements well in advance. All CLS affiliated clinical sites require a criminal background check prior to entering the clinical laboratory. Certain felony or misdemeanor convictions may prevent a student from being allowed on the hospital grounds. If this occurs, the student would not be able to complete the clinical education component of the CLS program, and therefore not graduate with a CLS degree. The sites also require urine drug screens; documentation of immunizations, including hepatitis B, influenza, and COVID-19; tuberculosis testing; and completion of training modules. All expenses related to pre-rotation requirements are the responsibility of the student. Some sites may also have specific uniform requirements for students.

ECU CLS Clinical Laboratory Affiliates

Name	Location	Maximum # per Site
Cape Fear Valley Health System	Fayetteville, NC	2
CarolinaEast Medical Center	New Bern, NC	1
Carteret Health Care	Morehead City, NC	1
ECU Health (formerly Vidant Medical Center)	Greenville, NC	8
Nash UNC Health Care	Rocky Mount, NC	1
UNC Lenoir Health Care	Kinston, NC	1
Wayne UNC Health Care	Goldsboro, NC	3
Wilson Memorial Hospital	Wilson, NC	1

National Certification

CLS graduates are eligible for national certification by several organizations. Graduates typically seek certification by the American Society for Clinical Pathology (ASCP) Board of Certification (BOC). Information related to the BOC examination will be given to you during your senior year in the program. Successful completion of national certification is **not** a requirement for awarding of the BS degree with a major in Clinical Laboratory Science. Certification is optional, but is strongly recommended. Some employers require certification as a condition of employment or advancement. Additionally, an MLS who is certified is typically paid a higher salary than an uncertified laboratorian.

Attendance Guidelines

Both on-campus faculty and clinical instructors take punctuality and attendance seriously.

A student who misses >10% of the on-campus expected attendance days may be required to withdraw from the course, resulting in dismissal from the CLS program. Decisions related to excessive absences will be made by the Department Chair in consultation with the CLS faculty.

Students are expected to be present and on time for all scheduled lecture classes, laboratory sessions and exams. In the event of either an anticipated or an unexpected absence, the student must notify **each** CLS faculty affected **in advance, preferably** via email. If the student fails to notify the instructor(s) in advance, email communication regarding the absence is still required. In cases where the student anticipates missing class due to an event that cannot be postponed or scheduled outside of class time (**not** personal appointments, family events, working, etc.), the student must discuss this with the instructor(s) prior to the absence, and send an email reminder the day prior to the absence. Exceptions to attendance are at the discretion of the instructor.

Punctual attendance means being outside the classroom or laboratory when the instructor arrives. At the start of class, laboratory session, or exam, the door will be closed. Students not present at that time are marked absent and

may not be allowed to enter the room/laboratory. For each unexcused absence or tardiness, the student will lose 10 points off their professionalism grade (see Appendix III).

A student who is absent from class/lab, either pre-approved or unexpected, is responsible for communication with the instructor and completion/delivery of assignments as agreed upon per the course syllabus and the instructor. Students with unexcused absences who do not turn in assignments on the due date may receive a grade of "0." Refusal to accept late assignments and point deduction decisions are at the discretion of the instructor. The instructor may also require the student to make up time, particularly in laboratory courses, in order to meet the course objectives as described in the course syllabus.

Students in clinical rotation must **directly** notify the clinical education coordinator or departmental preceptor and all related clinical faculty. **It is unacceptable to be absent/late without communication or to indirectly inform instructors via a classmate.** Communication should be verbal (telephone) with hospital personnel to ensure that the message is received. Email may not be seen in a timely manner due to clinical staff scheduling, days off, training, etc., so is not considered an appropriate primary form of communication with hospital personnel. It may be used as a backup and to provide documentation.

Severe Weather

On-Campus Classes:

If the University cancels class or is closed due to inclement weather or other unforeseen circumstances, CLS classes are cancelled. **If the University is open, students are expected to be in class.** The faculty will notify students via Canvas or email of any alterations to class and/or assignments. Students are responsible for all course assignments given by the instructor. In the event of snow, ice, flooding or other severe weather conditions in which a student is unable to travel safely, all instructors for missed courses must be notified prior to the start of class. If power where you live is out, please notify the department chair via email or voice mail.

Clinical Rotations:

Per the senior clinical rotation schedule, students should follow the University's official announcements related to class cancellations or University closings. Students should report to rotation when the University is open and classes are in session. If the student is unable to travel safely, the clinical education coordinator and CLS department chair must be notified. Students may be required to make up missed time at the clinical instructor's discretion. Information concerning ECU operations may be obtained from the emergency information hotline: 252-328-0062. It is also available via a red alert banner on the ECU homepage. You may register to receive alerts on your cell phone via text messaging by going to the website: www.ecu.edu/alert.

Professional Behavior Expectations

Professional behavior and attitude are an academic component of the Clinical Laboratory Science program. Behaviors listed below serve as a guideline for faculty assessment of student professionalism. This list is not comprehensive, and additional behaviors may be included at the discretion of the CLS department chair and course instructor, and will be reflected in the student's final course professionalism grade. The professionalism grading rubric is located in Appendix III.

Students are given 100 points in professionalism at the beginning of each CLS course. Points will be deducted for each absence from lecture, lab or exam session in which the instructor was not notified directly or deems as unexcused. Additional points may be deducted at the discretion of the course instructor for behaviors that do not follow CLS department . A final course professionalism grade of 73% or greater is expected in each class for continuation in the CLS program. A student may be dismissed from the program at any time based on unprofessional or unacceptable behavior as determined by the Department Chair. If allowed to continue, the student will be on probation. Any future professionalism issue may result in dismissal from the program.

General Classroom Lecture and Laboratory Behavior:

- Maintains a respectful attitude toward instructor and other students at all times.
- Arrives on time and is prepared for lecture, lab & exams.
 - Comes with appropriate course materials (textbooks, handouts, assignments, etc.)
 - Has reviewed the day's course materials
 - Turns in assignments on time
- Is alert and actively engaged in learning
- Is not disruptive to instructor or classmates
- Works independently unless group work is approved by the instructor.
- Remains in class/lab until dismissed by the instructor.
- Laboratory
 - Follows written and verbal instructions
 - Adheres to safety procedures at all times
 - Demonstrates preparedness, organization, and multitasks lab work as appropriate; completes assignments in an accurate and timely manner
 - Accurately performs and records lab work; does not copy classmates' answers or falsify results
 - Repeats tests if requested by instructor
- Cell phones
 - Are not allowed to be used during CLS lectures, with the exception of instructor approved activities, and are forbidden in lab.
 - Must be muted and put in book bag or purse (**not** on the tabletop).
 - May only be used between classes, during lunch, or while on break.
 - The CLS main office number, 252-744-6064, may be given to anyone who may need to contact you in case of emergency during class time.
 - Are not allowed during review of or taking of exams.
- Laptop computers
 - May only be used in lecture courses with instructor permission.

- During CLS courses, a student found to be using a computer to check e-mail, search the internet, or play games will have points deducted from their course professionalism grade. They may also be prohibited from further laptop use in the course per instructor discretion.
- Music players, recorders, or other electronic devices **are not allowed**.

Biosafety Level II (BSL-2) Student Laboratories

Biological and microbial samples used for medical laboratory testing have the potential to be infectious. Therefore, the University has designated all CLS labs as Biosafety Level 2 (BSL-2). Universal precautions and laboratory safety guidelines are strictly enforced by the Clinical Laboratory Science department, ECU Prospective Health, and ECU Environmental Health and Safety. **The behaviors listed below must be followed at all times by all persons in the student labs.** Additional safety protocols may be added by course instructors as relevant to their laboratory procedures.

1. **NO FOOD (INCLUDING GUM), DRINKS OF ANY KIND, CELL PHONES, OR OTHER ELECTRONIC DEVICES ARE ALLOWED IN THE LABORATORY AT ANY TIME. ELECTRONIC DEVICES MUST BE SECURED IN LOCKERS. BRINGING ELECTRONIC DEVICES INTO BSL-2 LABORATORIES IS STRICTLY FORBIDDEN.**
2. Personal protective equipment (PPE) is a requirement for all persons working in the student laboratory space, and includes:
 - Department-approved scrubs
 - Disposable fluid-resistant lab coat that snaps in the front, is long enough to cover the lap while seated, and has cuffed sleeves.
 - Closed-toed shoes made of material that will protect feet in the event of a fluid spill
 - Nitrile gloves when performing any laboratory procedure which has the potential for biohazard exposure.
 - Safety glasses with side protection when handling liquids with the potential of splashing.
3. Only papers and textbooks required for the day's lab exercise are allowed in the laboratory. Book bags, notebooks, extra paperwork, etc. should be placed in student locker prior to lab. Sweatshirts, jackets, hats/caps or other outerwear is not permitted in the labs. Tops with hoods may be worn, but **hoods must be completely covered by the lab coat.**
4. No items may be placed on the floor at student workstations; papers and books must be placed on the pull-out workstation shelves in room 3415, and placed away from lab mat or test materials in room 3435.
5. "Sharps" refer to needles, scalpels, pipettes, glass microscope slides, broken glassware, or any other item that can cut through a biohazard bag and produce injury. All sharps must be placed in **puncture-resistant, specifically designated containers used for sharps disposal.**
6. Non-sharps waste must be disposed of the orange biohazard bags. **This includes gloves and all other items used for procedures in the lab. Do not place any items in the regular trash bags without first checking with CLS faculty or staff.** Paper towels used for drying hands after washing may be disposed of in the regular trash.

7. Bench tops must be decontaminated in the event of a spill and at the end of each laboratory session. For microbiology labs, benchtops must be cleaned both before and after the lab session. Surface disinfectant is available, and should be used per instructions found on the bottle or per the laboratory instructor.
8. Prior to leaving the laboratory, gloves must be removed and properly discarded, lab coats hung on designated rack, and hands washed with antibacterial hand soap located beside the sinks. **PPE should never be worn outside the labs, and must be removed prior to going into the Health Sciences Building hallways.**

Student Advising & Guidance

Adapting to the rigors of a medically-oriented professional program can be stressful. Students often report that previously used study habits do not work well for them in this program. Students are encouraged to maintain communication with their instructors as needed. The CLS faculty are willing to assist you with review of your academic progress, make suggestions for study habit improvement, management of course loads, and stress reduction techniques. Please be respectful of faculty time and schedule an appointment, preferably during the faculty member's posted office hours. Faculty typically eat lunch between noon and 1:00p.m.; this personal time should be respected.

Program-related Student Expenses

1. Textbooks and printing: Textbooks may be purchased through the East Carolina University bookstore, online, or at the store of your choice. Course packs are available through the ECU bookstore only. Other lecture and laboratory materials will either be available on Canvas or provided by your instructor. Course materials may be printed in any of the ECU libraries or on your home computer. The Laupus Health Sciences library is located on the second floor of the Health Sciences Building. Note that the number of pages is limited by semester; students are required to pay for printing over the amount allowed by the University.
2. All transportation costs related to the CLS program are the responsibility of the student. This includes transportation to all campus classes and clinical rotations. A parking map of the Health Sciences campus is available at: <https://parking.ecu.edu/map/>.
3. Pre-rotation requirements by clinical affiliates must be paid by the student. These expenses may include: criminal background check, urine drug screen, PPD (tuberculosis) testing, etc.

Student Employment while in the CLS Program

1. The ECU CLS program is academically rigorous and time-consuming. Successful completion of the program requires true commitment as a full time student. Therefore, students are strongly advised to financially prepare for expenses related to college, and avoid employment if at all possible. Students who deem employment to be necessary are advised that work hours **must not interfere with their regularly scheduled classes and clinical rotations.**
2. Based on individual hospital policy, students may be offered part-time employment once they have completed portions of the clinical rotations. The hospital affiliates agree to not schedule the CLS students more than 10 – 12 work hours per week. Working as a student **does not reduce the number of hours required in clinical**

rotation for completion of the program and graduation with a CLS degree. Students may not be paid for any work performed during clinical rotation hours, and students may not be substituted for paid staff during clinical rotations.

Scholarships

There are currently three CLS department scholarships that are awarded annually in May. The Smith and Humienny scholarship funds are distributed at the start of the fall semester of the student's senior year; the Bamberg scholarship monies are distributed during the summer for a rising senior.

1. **W. James & Susan T. Smith Clinical Laboratory Science Student Scholarship**

Established by Dr. Susan Smith and her late husband Dr. W. James Smith. Dr. Susan Smith was the first CLS department chair; her husband was tenured ECU biology faculty. They both taught students and served ECU in numerous ways for over 30 years. Dr. Smith also wishes to acknowledge the many years of dedicated service by other CLS retired faculty, Ms. Madge Chamness and Mr. Frank Rabey (both deceased). The Smith scholarship is awarded primarily to students who demonstrate financial need and academic success.

2. **Stas and Brenda Humienny Scholarship**

Both Mr. and Mrs. Humienny are alumni of ECU's CLS program. Mr. Humienny worked as a supervisor in the Vidant clinical laboratory, and then moved into laboratory information systems. He taught a laboratory information systems (LIS) course as an adjunct instructor in the CLS department for many years. To show their appreciation of obtaining financial assistance while in the CLS program, Mr. and Mrs. Humienny offer this scholarship as a way to "pay it forward". The Humienny scholarship is given to students with high academic achievement, as well as demonstrated financial need.

3. **W. Richard Bamberg Memorial Scholarship in Clinical Laboratory Science**

Dr. Bamberg served as a CLS Professor and Department Chair for 10 years. The scholarship that bears his name recognizes his contributions to the CLS department. This scholarship is awarded to a student who demonstrates leadership, specifically in the medical laboratory profession. Applicants are also assessed as to documented financial need.

4. **College of Allied Health Sciences Scholarships**

Various College of Allied Health Sciences scholarships are awarded each year. The College uses an electronic system which allows students to complete a single on-line application form. They are then matched with any scholarships for which they are eligible.

5. **Other**

The CLS department chair receives information throughout the academic year of various external scholarships offered to undergraduate CLS students. Links to scholarships will be given to CLS students as they become available. Two examples are listed below:

American Society for Clinical Laboratory Science (ASCLS)

ASCLS is the predominant national professional organization for the clinical laboratory science profession. Scholarships are offered annually, and information may be obtained from the website: www.ascls.org.

North Carolina Society for Clinical Laboratory Science (NCSCLS)

NCSCLS awards one scholarship each July to an MLS student. Their website is: www.ncscls.org

Health Sciences Building (HSB) Safety, Security & Facilities

Building Hours

Monday through Friday: 7:30 am – 8:00 pm

After-hours building access for CLS students may be provided by responsible faculty. Students may not be in the CLS laboratories, office suite, research lab, or media room without faculty supervision.

Individuals working in the building after hours should practice common sense with regard to their own personal safety, and be certain doors remain locked. Suspicious activity should be reported immediately to campus security at 744-2247 (BSOM Police/Security).

Emergency phones

Emergency telephones, connected directly to campus police, are located around the outside of the Health Sciences building. Emergency phones are also located in the elevators.

Dialing 911 from any CAHS telephone goes directly to the Campus Police. In the event of an emergency in the Health Sciences building, **use the building phones** (located in hallways, classrooms, and laboratories) to dial 911; **do not use a cell phone**. The address is: 500 Health Sciences Drive.

Smoking Regulation

In the interest of promoting a healthy environment and healthy behavior among students, staff and faculty, the health science campus, including the HSB, has been designated smoke-free.

Food/Dining

Students may purchase food at the Student Recreation Center located to the south of the HSB. Vending machines are also available on the second floor of the HSB outside the entrance to Laupus Library. A refrigerator and microwave are available in Room 3401 for CLS student use.

Library Facilities

A large selection of textbooks, reference materials, and medical and laboratory journals are available to students in the Laupus Health Sciences Library. The library entrance is located on the second floor of the HSB. Library resources may also be accessed online through the ECU homepage.

Computer Labs

The Laupus Health Sciences Library has a large computer lab (Room 2502) available to ECU students. The CLS department computer lab is located in HSB Room 3401. These computers have Microsoft Word and Excel programs, as well as specific software for CLS course assignments. The computers are on the University network, and may be accessed for personal use by CLS students. Access to the computer lab will be provided by CLS faculty or staff as appropriate.

Disability Support Services

East Carolina University seeks to fully comply with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a covered disability must go to the Department of Disability Support Services, located in Slay 138 (8:00 a.m. – 5:00 p.m.), to verify the disability before any accommodations can occur. The telephone number is 252-737-1016. You can also e-mail the department at: dssdept@ecu.edu

American Society For Clinical Laboratory Science (ASCLS) Code Of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education 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.

Retrieved 7/20/2022 from: <https://ascls.org/code-of-ethics/>

Appendix I: East Carolina University Academic Integrity Regulations

1. University Policy

The University policy on academic integrity is available at:

<https://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf>

As is pointed out in that document, an "academic integrity violation (AIV) is any activity that exhibits dishonesty in the educational process or that compromises the academic honor of the university." Examples include but are not limited to cheating, plagiarism, falsification/fabrication, and assisting others commit a violation. In clinical laboratory science, this issue is especially sensitive because, as a practicing medical laboratory scientist, patient lives depend on your knowledge and integrity.

If a student can only complete a course by cheating, the course content has obviously not been learned. This is a great disservice both to the student, their future employers, and patients for whom they provide test results.

2. Definition

For the Department of Clinical Laboratory Science, cheating is defined to include, but not be limited to:

- a. *Cheating on an exam*: using answers from or comparing answers with another student's paper; using aids which are not authorized for use in the exam; writing an exam for another student; securing an unauthorized copy of the current or old exam or a copy of the answers before the exam is given.
- b. *Cheating (plagiarism) on homework or laboratory exercises*: writing the assignment by copying another student's work; having another student share his/her homework; combining efforts of several students in completing an activity unless specifically indicated by the faculty; willfully destroying class laboratory data; taking or using another student's laboratory results, falsifying test results, or using false or otherwise inappropriately obtained results.

3. Departmental Regulations

1. The penalty for a first offense will be:
 - a. Minimum: grade of zero for that test or assignment
 - b. Maximum: expulsion from the program.
2. The mandatory penalty for a second offense will be expulsion from the program.
3. In all cases, the instructor is obligated to report the offense to the Department Chair, Dean of the College of Allied Health Sciences, and the Office of Student Rights and Responsibilities (OSRR).
4. The student may appeal any such decisions by the process defined in the University Policy.

Appendix II: East Carolina University and the Student Conduct Code

The faculty and members of the College of Allied Health Sciences (CAHS) have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of allied health professions. Students enrolled in the CAHS are expected to uphold at all times standards of integrity and behavior that will reflect credit upon themselves, their families, and East Carolina University (ECU). The faculty members of CAHS endorse the ECU Student Code of Conduct and Policies and recognize those policies and procedures as providing the appropriate government of student conduct. The ECU Student Code of Conduct and Policies may be found at www.ecu.edu/osrr.

Students will be provided with documents expressing expectations regarding academic and professional conduct within all academic and clinical aspects of the curriculum during general advisement sessions, course work, clinical affiliations, and other instructional forums. All CAHS students are expected to be familiar with their department policies and professional code of ethics and to conduct themselves in accordance with these standards.

Student inquiries and complaints regarding the implementation of the ECU Student Code of Conduct and Policies should initially be addressed at the departmental level. Students may seek the assistance or counsel of the Office of the Dean of Students at any time.

Appendix III: CLS Department Professional Behaviors Grading Record

Student name: _____ Course Number: CLSC _____ Term: _____

Starting grade: 100 points

Date	Incident	Points Deducted	Current Grade
Final Professionalism Grade			

Appendix IV: Biological Exposure Control Plan

Any student having an accidental biological exposure to an unprotected skin surface or mucous membrane, including a sharps stick, must immediately report the incident to a CLS faculty member. Policies regarding exposure control are included in the next section, including incident report forms and post-exposure guidelines.

Exposure Control Plan

The intent of this policy is to provide the students, staff, and faculty in the Clinical Laboratory Science Department with the safest possible working and learning environment. The CLS Department abides by the OSHA Universal Precautions/Bloodborne Pathogens standard issued December 1991, as described by the following document "Protection of Laboratory Workers from Infectious Disease Transmitted by Blood, Body Fluids, and Tissue" (CLSI M29-T and further amended in 2000).

1. **All** samples or specimens will be treated as potentially infectious. Infectious substances and agents include blood and blood products. Other potentially infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, feces, nasal secretions, sputum, sweat, tears, urine, and vomitus. Agents identified by OSHA as potential pathogens when handling blood, blood products and body fluids are: hepatitis B, D, and C; HIV; syphilis; and malaria. Quality Control (QC) samples should also be treated as potentially infectious.
2. Students will be expected to follow all infection control measures and safe laboratory practices as described below whenever they are in classes on campus or during their clinical rotations.
3. Students are required to provide documentation of having received the 3-shot hepatitis B vaccination. A titer demonstrating active immunity is preferred, but not required.
4. Bloodborne Pathogen and Hazard Communication standards training, which includes a presentation and post-test, will be provided during the CLS junior orientation session, and reviewed in each CLS laboratory course.
5. Specimens obtained from clinical facilities will be transferred from the original container and aliquoted into sample containers with no patient information in order to comply with HIPAA requirements and maintain patient confidentiality.
6. Students will be required to wear department-approved scrubs, disposable fluid resistant lab coats (long enough to cover the lap when seated with cuffed sleeves), nitrile gloves, and safety glasses with side protection at all times while in the lab and handling patient and QC samples. PPE **must not** be worn outside the lab. When lab coats become torn or blood stained, they must be discarded in biohazard containers. A new lab coat will be then issued by the instructor. Handling of hazardous chemicals must be done under the departmental fume hoods. Biological materials that may become aerosolized, including specific bacteria, molds, and fungi, must be processed in certified laminar flow biosafety cabinets (rooms 3415 and 3403).
7. Safety medical devices for obtaining blood specimens are required by federal law. This includes: Needles with safety shields, plastic collection tubes with aerosol-preventing caps, and non-latex tourniquets and bandages.
8. All biohazardous waste will be placed in appropriately labeled containers, autoclaved, and picked up weekly by a biological waste courier from Brody School of Medicine.

9. Pre-existing cuts or abrasions should be covered with an impervious bandage. If the cut is on the hands, this should be done before putting on gloves. Bandages are available in the storage area of the Prep Room (3425).
10. In the case of spills and/or broken glassware, the instructor must be notified immediately.
Clean as follows:
 - Gloves, lab coat, and safety glasses or face shield should be worn.
 - Remove broken glass with forceps or tongs and place in sharps container
 - Absorb the spill with paper towels or lab mats, flush area with disinfectant, let stand 10 min (or longer if so directed by manufacturer), absorb again with paper towels, and re-clean with disinfectant. All paper towels or lab mats should be disposed of in biohazard bucket.
 - For larger spills, a chemical clean-up mat is available in Room 3425.

NOTE: For chemical spills, consult Safety Data Sheets in Prep Room (3425) for clean-up procedure. The instructor and laboratory manager (Ms. Schwartz) should be notified. If the spill involves a hazardous chemical, ECU's Environmental Health and Safety office should be contacted immediately at 252-328-6166.
11. Accidents or injuries:
 - Report all accidents or injury to the instructor immediately.
 - Complete an incident report form found on page 33.
12. CLS faculty and appropriate staff will complete and document bloodborne pathogen training on an annual basis. Documentation of their participation will be on file in the Biological Safety Notebook in the prep room (Room 3425) and will be maintained by the departmental safety officer.
13. The exposure control plan will be reviewed and updated annually to reflect changes to reduce or eliminate exposure to blood borne pathogens. Injury incident reports will be maintained in the CLS office (Room 3410).

Appendix V: Regulations for Students with Clinical Exposure to Blood and Other Potentially Infectious Materials

Regulations:

The ECU Student Health Services (SHS) will adapt and modify the policies and procedures of ECU Prospective Health to evaluate students with both on-campus and clinical exposures to blood and other potentially infectious materials (Allied Health, Nursing, Dentistry, Sports Medicine, Recreation Services and Human Performance Lab). All students must have an ECU 1 card to be treated by SHS.

Purpose:

To insure complete and effective management and care to the students receiving exposures. For a full copy of ECU Prospective Health's Bloodborne Pathogen Exposure Control policy, or for listed Appendix documents, visit: <https://prospective-health.ecu.edu/infection-control-plans/>.

Procedure:

I. Responsibility of Departments

- Review policy with all students before clinical rotation annually
- Ensure Hepatitis B vaccination of students
- Be aware of specific contact persons and policy for each clinical site
- Supply list of contact persons to SHS and update annually
- Provide a copy of departmental policy to Student Health

II. When an exposure occurs:

- The student should immediately notify the supervisor or preceptor and complete appropriate paperwork.
- The facility policy for counseling and screening the source patient should be instituted immediately
- The results of source patient testing should be forwarded to SHS as soon as possible
- SHS or other appropriate party will assess need for Post Exposure Prophylaxis (PEP)

III. Student with low risk exposure should:

- Report to SHS as soon as possible
- Have the following initial screening:
 - HIV antibody
 - Hepatitis B surface antigen, surface antibody, and core antibody
 - Hepatitis C antibody
- Bring the complete name and demographic information (to include DOB) on the source patient, so that SHS may obtain lab reports from involved facility as soon as available. Lab reports should include:
 - HIV antibody
 - Hepatitis B surface antigen, surface antibody, and core antibody
 - Hepatitis C antibody
- Receive counseling including:
 - What constitutes exposure, protocol for determining risk
 - Responsibilities of SHS and student
 - HIV counseling protocols
 - Implications of positive and negative results
 - Reporting symptoms of febrile illness
 - Refraining from blood donation
 - Avoiding pregnancy
 - Using condoms
- Have follow-up screening based upon exposure risk

IV. Student with known HIV exposure or high risk exposure should:

- Report to SHS as soon as possible. In high risk, (PEP) may be considered up to two weeks after exposure. After hours exposure should be handled through the Emergency Department (ED) per facility policy and reported to SHS the next day.
- Bring the complete name and demographic information on the source patient, so that SHS may obtain lab reports from involved facility as soon as available. Lab reports should include:

- HIV antibody
 - Most recent CD₄ count
 - Viral load
 - Current and previous antiviral treatment
- Be evaluated by the SHS provider to see if the exposure meets the criteria, and if the source patient meets risk criteria. If so, PEP may be offered after consultation with ECU Infectious Disease.
- Receive counseling by SHS provider concerning:
 - Risk of developing communicable disease
 - Student's relevant history
 - Side effects of medications
 - Have the following labs drawn:
 - HIV Antibody
 - Hepatitis B surface antigen, surface antibody, and core antibody
 - Hepatitis C antibody
 - Serum HCG
- Be scheduled by SHS for follow-up appointment with Infectious Disease.
- Receive counseling including:
 - What constitutes exposure, protocol for determining risk
 - Responsibilities of SHS and student
 - HIV counseling protocols
 - Implications of positive and negative results
 - Reporting symptoms of febrile illness
 - Refraining from donating blood
 - Avoiding pregnancy, using condoms
- Have follow-up screening including:
 - 6 wks. – HIV
 - 3 mos. – HIV, STS
 - 6 mos. – HIV, Hepatitis C (if source patient positive for Hepatitis C)
- Other follow up labs may be indicated per Infectious Disease to monitor for side effects of PEP
- Be treated for any positive tests per protocol

V. Billing

Billing charges may be handled through interdepartmental transferred funds where a departmental fund exists. In incidences where no departmental policy or procedure exists, the student may be evaluated at SHS following the above protocols at the student's expense.

VI. Source Patients

Only source patients who are ECU students may be screened and counseled at SHS. The SHS is responsible for advising the student/department of the need to screen the source. The department will be responsible for approaching the source and obtaining blood specimens after consent. Options for screening would include referring the source to his family physician or the Pitt County Health Department (will screen for HIV and syphilis only).

VII. Lab Reports

Lab reports for the source patient will be kept in a locked cabinet in the Tracking Nurse's office.

VIII. Hotline

Blood exposure hotline for additional assistance: 847-8500.

**College of Allied Health Sciences
Department of Clinical Laboratory Science**

Bloodborne Pathogen Incident Report

Student Name: _____ Banner #: _____

Local Address: _____

Permanent Address: _____

Cell Phone: _____

Incident Location: _____ Incident Date and Time: _____

Blood or Other Body Fluid	√	Respiratory	√	Chemical Exposure	√
Needle stick		Inhalation		Inhalation	
Sharps injury				Skin contact/absorption	
Cut					
Splash					
Scratch					
Other:		Other:		Chemical involved:	

Patient Source: _____

Brief description of incident:

Personal protective equipment in use at time of incident:

Was appropriate procedure being followed?

Recommended follow-up:

Student signature: _____ Date: _____

Supervisor/instructor signature: _____ Date: _____

Appendix VI: College of Allied Health Sciences Safety Plan

A. Emergency Procedures

1. ECU procedures for emergency situations, including an evacuation plan, are posted on the bulletin boards in the CLSC student labs 3415, 3425 and 3435.
2. Dialing 911 from any telephone in our College will contact the campus police. If additional assistance is needed. Campus Police will contact the appropriate individuals.

If there is an emergency in the Health Sciences building, use building phones to dial 911; DO NOT USE A CELL PHONE. The building's address is 500 Health Sciences Drive.

West Campus (Health Sciences) police may be reached by calling 252-744-2247.

3. Evacuation routes are posted throughout the Health Sciences building (HSB), and identify both primary and secondary routes. They also identify the location of the fire alarms and fire extinguishers. You should review these diagrams so that you will be prepared in an emergency.
4. The three stairwells have been designated and posted as “Areas of Rescue Assistance”. In the event that evacuation of the building is necessary, wheelchair-bound or other disabled individuals should be taken to one of these areas and rescue personnel notified. Rescue personnel will assist them from these points.
6. Fire drills are conducted regularly by the Office of Environmental Health & Safety. When you hear the fire alarm sound, you should leave your office or classroom immediately, closing the classroom or office door behind you. Evacuate to your designated departmental meeting place at least 100 feet from the building and remain there until instructed to return by Environmental Health & Safety personnel.

If you are in the lab when a fire drill occurs, turn off heat sources, remove your PPE and leave the lab. Your instructor should turn off main gas source.

B. First Aid supplies

1. First aid kits are available in the CLS labs rooms 3415 and 3435.
2. Sterile gauze, bandages and nitrile gloves are available on the miscellaneous supply shelves in Room 3425.
3. Eye washes and safety showers are available in 3415, 3425 and 3435.

Appendix VII: College of Allied Health Sciences & CLS Emergency Evacuation Plan

1. When the fire alarm sounds, assume the emergency is real.
2. Upon discovering a fire, **immediately sound the building fire alarm and alert other occupants.**
3. **Call 911 using one of the building phones (found in hallways, classrooms and labs),** giving your name, department, location, and telephone number.
4. **Fire:**
 - If the fire is small, you may want to extinguish it with a fire extinguisher from a position of escape. Be sure you are using the proper extinguisher for the type of fire you are fighting. **When in doubt, just get out.** The nearest fire extinguisher location is indicated on the building evacuation route plan.
 - Fire extinguishers are located:
 - Outside 3410 (CLSC office suite)
 - In the hallway outside 3435 (Chemistry lab)
 - Inside rooms 3403, 3415, 3425 and 3435.
 - If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If you have to go through smoke, crawl on hands and knees.
5. **Evacuation:**
 - Move individuals who need assistance to the designated Area of Rescue Assistance (for CLSC this would be stairwell #4 landing across from Room 3403). Leave the area and notify the rescue personnel the location of these individuals so they can be rescued.
 - When you evacuate, do not stop for personal belongings or records. Leave immediately using the nearest exit according to the building evacuation route plan. Close room doors behind you and **do not use the elevator.**
 - Potential hazards should be secured if possible. Turn off gas supply for open flames. Emergency shut-off buttons are located by the door in Rooms 3415 and 3425.
 - Evacuate to a distance of at least 500 feet from the building to the designated area:
 - **Primary area: grassy area across the parking lot near the gazebo and lake on east side of Health Sciences Building (HSB). Do not return to the building until instructed to do so by authorized personnel.**
 - **Secondary: area between HSB and the School of Dental Medicine**

CLSC evacuation route

- **Rooms 3410, 3415, 3425, 3401, and relevant classrooms.**
 - Exit via stairwell #4 across the hall from Room 3401 (CLS multi-media/computer lab). Go down to first floor to exit the building. Cross the parking lot, and meet in the grassy area near the gazebo and lake.

ECU CLS Student Consent Form

I, _____ (print name), a student in the Clinical Laboratory Science program at East Carolina University, have been informed of and read University, College of Allied Health Sciences (CAHS) and Clinical Laboratory Science (CLS) department policies, regulations and guidelines. CLS departmental information contained in the 2022 – 2023 Department Handbook was presented to me both orally and in written form. I was given the opportunity to ask questions, and I attest that my questions were answered to my satisfaction by a CLS faculty member.

I gave special attention to laboratory safety guidelines and participated in bloodborne pathogen training. I agree to comply with all requirements related to working in a BSL-2 rated laboratory. I consent to the “Blood and Other Potentially Infectious Materials Exposure Follow-up Protocol” should this unlikely event occur. Prior to the start of the Fall 2020 semester, I will provide the CLS department chair with my immunization records, including immunization against hepatitis B.

I consent to participate in finger stick and venipuncture procedures which are performed as part of my professional educational requirements. These procedures are performed under direct supervision of CLS faculty, clinical instructors or other qualified healthcare professionals.

I understand that by signing this document, I agree to abide by University, CAHS and CLS protocols, and will accept the consequences of non-compliance. I acknowledge that this signed, dated, and witnessed form will be kept in the CLS office in my permanent student file.

Student Signature

Date

CLS Faculty Witness

Date

CLS Student Information Form



**CLASS OF 2025
STUDENT INFORMATION**
(Please print)

Name: _____ Banner #: _____

Local address: _____

Phone number(s): _____

Local Emergency Contact Information:

Name: _____

Phone number(s): _____

Address: _____

Relationship to you: _____

Other Emergency Contact:

Name: _____

Phone number(s): _____

Address: _____

Relationship to you: _____

Allergies, medications or health-related conditions you want CLS faculty to be aware of:

Photography/Videography Release Form

Consent, Waiver and Release

I hereby give my consent to East Carolina University to prepare, use, reproduce, publish, or exhibit, my picture, portrait, likeness, or voice, or any or all of them in or in connection with production of university print and electronic publications. Any photograph, photo transparency, digital file, audiovisual tape, or any audiovisual illustration may be used without my prior examination of the finished product. I further give my consent to East Carolina University to use my name.

I hereby waive my right to privacy in connection with the consent above given, and release, discharge, and agree to hold harmless all the parties to whom this consent is given from any liability whatsoever and agree that this consent and waiver will not be made the basis of a future claim of any kind against staff and administration of East Carolina University.

Student Name (Print)

Date

Student Signature

CLS Faculty Witness Signature

Date

Rev. 11/09