

# Orlando Health Bayfront Hospital School of Medical Laboratory Science Program Application Packet Contents

Application cycle for Medical Laboratory Science (MLS)  
and Categorical Training classes 2027-2028

## Application and Program Information

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\*Please refer to the Student Handbook for the class year

# Program Information

Orlando Health Bayfront Hospital School of Medical Laboratory Science is licensed by the State of Florida (TP61) and is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is recognized by the Council for Higher Education Accreditation (CHEA). NAACLS is located at 5600 N. River Road, Suite 720 Rosemont, IL 60018-5119, (773) 714-8880, or [NAACLS.org](https://www.naacls.org).

Orlando Health Bayfront Hospital is a member of the Orlando Health system. The hospital, which has served the community since 1906, is a 416-bed tertiary academic medical center in downtown St. Petersburg, Florida. In addition to accreditation by the Joint Commission, Orlando Health Bayfront Hospital is home to a Level 4 epilepsy center, a primary comprehensive stroke center, and Pinellas County's only Level II adult trauma center. In partnership with Johns Hopkins All Children's Hospital, it is the only state-accredited Level III Regional Perinatal Intensive Care Center (RPICC).

The program offers a fifty (50) week upper-level curriculum in Medical Laboratory Science (MLS) (licensed as a clinical laboratory technologist) which leads to a bachelor of science degree award to students from affiliated universities, or a certificate of completion for non-affiliated post-baccalaureate students. Both degree and non-degree seeking students are considered for admission long as criteria are met.

The staff includes pathologists and Florida-licensed medical laboratory scientists who are actively involved in the training and teaching of the MLS students. The program has a classroom and student library as well as access to the hospital resources. All clinical experience is gained in a hospital laboratory setting.

MLS students are generally placed in the system as PRN or per diem laboratory assistants so must meet all employment requirements whether they elect to work paid hours outside of the student day or not.

Our policy is to assure that students are **not used for service work** within the laboratory. Per Florida law, students shall not be substituted for licensed clinical laboratory personnel. Students may perform procedures under direct and responsible supervision by a Florida licensed medical laboratory scientist as an educational experience, but they may not report test results. Direct supervision means the supervising Florida licensed medical laboratory scientist shall be in the immediate bench area where the trainee is performing tests. No service work is expected and would be elective, non-compulsory and outside of student hours.

As a member of the Orlando Health System, Orlando Health Bayfront complies with the Notice of Non-Discrimination of Orlando Health: Orlando Health complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, sex, age, disability, gender identity or sexual orientation. Orlando Health does not exclude people or treat them differently because of race, color, national origin, sex, age, disability, gender identity or sexual orientation.

# Program Goals and Graduate Competencies

## Program Mission and Goals

The philosophy of the program is consistent with the primary mission of the Orlando Health System and Orlando Health Bayfront Hospital, which is to provide quality healthcare for all we serve. The mission statement for the program is “to provide a professional quality-driven curriculum in clinical laboratory science that meets community needs and exemplifies Orlando Health Bayfront Hospital values.”

Our primary goal is to provide the student with a thorough understanding of the skills and behaviors necessary for career entry-level positions as medical laboratory scientists.

To enable us to fulfill our mission, we strive to:

1. Provide a broad educational background by using a variety of educational materials and clinical experiences.
2. Provide a quality-driven curriculum that is based on current needs and includes the latest testing methodologies and technological advances.
3. Incorporate all aspects of quality laboratory practice into student development.
4. Develop in students the necessary professional behaviors and attitudes to enable them to function in career entry-level positions and allow future professional development.
5. Supply the community with qualified clinical laboratory scientists capable of functioning at career entry-level positions.

## Program Career Entry Competencies and General Objectives

The following are general program objectives (cognitive, psychomotor and affective domains) which students should strive for during attendance and be able to achieve upon successful completion of the program.

The curriculum at Orlando Health Bayfront Hospital is designed to enable graduates to:

1. Perform procedures to collect, process, and analyze biologic specimens according to established protocols, resolving problems related to specimen handling.
2. Accurately perform and verify laboratory testing on body fluids, cells and other biologic substances, resolving common problems.
3. Explain principles and methodology used in the clinical laboratory.
4. Evaluate laboratory findings and history to identify probable physiological disease process and suggest confirmatory testing.
5. Apply general comprehension of the physiologic, biochemical, immunologic, microbiologic, and genetic factors which affect health, disease to laboratory testing.
6. Confirm abnormal and/or questionable laboratory test results and analyze according to established laboratory protocol, outlining an approach to solution.
7. Execute quality control procedures to verify test acceptability, institute proper procedures to maintain accuracy, and adhere to principles of quality assurance in all laboratory operations.
8. Properly operate, perform preventive and corrective maintenance, troubleshoot and identify appropriate repairs for laboratory equipment.

9. Develop, evaluate and select new techniques, procedures and instrumentation within given parameters of laboratory personnel, equipment, space and budgetary resources.
10. Perform and evaluate pre-analytical, analytical and post-analytical procedures to ensure the quality of laboratory results.
11. Demonstrate professional attitudes in interactions with patients, other health care professionals and the public.
12. Demonstrate and defend the practice of professional ethics.
13. Apply principles of management, safety, supervision, marketing and budgeting to laboratory operations.
14. Demonstrate appropriate use of laboratory information systems and computers.
15. Apply principles of educational methodology in the workplace as well as to lifelong learning to maintain technical competence.
16. Exercise initiative, reasoning ability, and good independent judgment in dealing with the broad scope of procedural and technical problems.
17. Comply with all safety, governmental and accreditation standards.
18. Obtain certification as a medical laboratory scientist by passing a national certification exam and thereby qualifying for State of Florida licensure in all areas (if so desired).

## Program Outcomes

The school maintains a rigorous program for assessment of program outcomes to ensure CQI (continuous quality improvement).

**Outcome measures** may be defined by accreditation standard or developed based on a specific need of the program. All are carefully monitored and evaluated for program improvement by the program director, faculty, and advisory council.

The measures used include:

1. External certification exam results – aggregate certification examination scores achieved by Orlando Health Bayfront Hospital graduates generally meet or exceed the national (passing) means for the specialty areas of the MLS Generalist examination of the American Society of American Pathologists (ASCP) or other MLS or MT exam taken by the graduating student (AAB, AMT).
2. Graduation rate – reflects the number of students who start the year that go on to graduate.
3. Attrition rate – reflects the number of students that start but do not complete the year.
4. Placement rate into employment or further education after graduation.
5. Evaluation feedback from students and instructors actively collected during the year.
6. Feedback from employers and graduates giving retrospective evaluation of the program.
7. Performance on internal cumulative final(s) to assess preparation for certification examination.

The results of these measures will be used as follows:

1. Analyzed upon collection and reviewed by the director, faculty and advisory committee
2. Provide the basis for program planning and improvement
3. Reflected in ongoing curriculum development, resource allocation and program modification
4. Subject to ongoing re-analysis and monitoring for effectiveness of changes and further modification if indicated

Measures are included in information for prospective students (website and application packet), current students (handbook) and are submitted to NAACLS as required. The intent is for CQI to be a dynamic and ongoing quest for excellence.

|                                                | ASCP MLS or AMT MT<br>Board Exam Pass Rate | Graduation<br>Rate | Job<br>Placement<br>Rate | Pass/Class |
|------------------------------------------------|--------------------------------------------|--------------------|--------------------------|------------|
| 2021-2022                                      | 100%                                       | 100%               | 100%                     | 6/6        |
| 2022-2023<br>Categorical Clinical Microbiology | 100%                                       | 100%               | 100%                     | 1/1        |
| 2022-2023                                      | 100%                                       | 100%               | 100%                     | 4/4        |
| 2023-2024<br>Categorical Clinical Hematology   | 100%                                       | 100%               | 100%                     | 1/1        |
| 2023-2024<br>Categorical Clinical Microbiology | 100%                                       | 100%               | 100%                     | 1/1        |
| 2023-2024                                      | 100%                                       | 100%               | 100%                     | 6/6        |
| 2024-2025                                      | 100%                                       | 100%               | 100%                     | 8/8        |
| 2025-2026                                      | 100%                                       | 83%                | 100%                     | 5/6        |

# Admission Requirements

Both academic performance and personal characteristics are evaluated for admission. The following are **minimum** admission standards. Meeting minimum admission standards does not guarantee acceptance into the program.

Prerequisite for MLS admission includes:

1. 90 semester hours or 135 quarter hours credit (or required equivalent) acceptable as the first three years of a baccalaureate level medical technology program at a university affiliated with Orlando Health Bayfront Hospital and be eligible for a baccalaureate degree upon completion of the program, or
2. A baccalaureate degree in medical technology or biological or chemical sciences.
3. Course work should include the following:
  - A. Biological Sciences - a minimum of 16 semester hours or 24 quarter hours credit acceptable toward a major in biology or medical technology or medical laboratory science to include courses in general biology, microbiology and immunology (survey courses do not qualify). Additional recommended courses include parasitology, physiology, genetics, cell biology, mycology, virology, hematology, blood banking.
  - B. Chemistry - a minimum of 16 semester hours or 24 quarter hours credit acceptable toward a major in chemistry or medical laboratory science to include one full year of general college chemistry with laboratory and one semester of organic, biochemistry, or equivalent with associated labs (survey courses do not qualify). Additional recommended courses include clinical chemistry, analytic chemistry, and instrumentation.
  - C. Mathematics - a minimum of one college level course to include algebra, trigonometry and/or calculus. Remedial courses will not satisfy this requirement. There is no alternative for this requirement. Additional recommended course includes statistics.
  - D. Sufficient credits for additional courses in English, social sciences and humanities to insure a broad academic background.
  - E. Sufficient credits for additional courses to satisfy all pre-clinical requirements of the academic institution in which the student is enrolled in order to be eligible for a baccalaureate degree upon completion of the clinical program.
4. A cumulative grade point average of 2.75/4.0 both overall and in the sciences, and a grade of "C" or higher in each required course in biology, chemistry, and math. Too many "D's", "F's" or repeated classes may eliminate the applicant from consideration.
5. Applicants who met the minimum requirements seven or more years before application should update their academic preparation.

6. Applicants who possess a foreign baccalaureate degree must satisfy one of the following requirements:
- A. Possess a foreign baccalaureate degree with a major in either chemistry or biology.
  - B. Possess a foreign baccalaureate degree in either general studies or a professional area with a minimum of 80 academic semester hours or equivalent which are exclusive of any practical clinical components, including 16 semester hours or equivalent each in chemistry and biology.
  - C. Admission to an accredited graduate program in a U.S. college or university when the academic institution has accepted the foreign degree, regardless of the declared major.

In addition, all course work must meet NAACLS requirements as specified in the Standards and is subject to review and evaluation.

7. Equivalency testing is not utilized to shorten clinical experience as this program does not have the capabilities to accommodate advanced placement of students.
8. Applicants may be accepted from affiliated and non-affiliated academic institutions. Admission of a student from a non-affiliated academic program may be considered if all the aforementioned requirements are met and an affiliation agreement is signed for the individual student for that class year.
9. Applicants interested in training in a single discipline ("Categorical Training") generally meet these criteria but should contact the program director to evaluate eligibility.

# Essential Functions

Essential functions are the essential nonacademic requirements of the program that a student must be able to master to participate successfully in the MLS school and become employable. Our program's essential functions are provided below. If you are not sure that you will be able to meet these essential functions, please consult with your advisor on campus for further information and to discuss your individual situation.

## Essential Observational Requirements

**The MLS student must be able to:**

- Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological and histochemical components.
- Characterize the color, odor, clarity and viscosity of biologicals, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers and graphs displayed in print and on a video monitor.

## Essential Movement Requirements

**The MLS student must be able to:**

- Move freely and safely about the laboratory.
- Reach laboratory bench tops and shelves, patient lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens for patients.
- Control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e., 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

## Essential Communication Requirements

**The MLS student must be able to:**

- Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks and instruction manuals).
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, fellow students, staff and other health care professionals verbally and in a recorded format (writing, typing, graphics or telecommunication).
- Independently prepare papers, prepare laboratory reports, and take paper, computer and laboratory practical examinations.

## Essential Intellectual Requirements

### The MLS student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression and criticism.
- Be able to exercise sufficient judgment to recognize and correct performance deviations.

## Essential Behavioral Requirements

### The MLS student must:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., “stat” test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Adopted from Fritsma, GA. Essential Requirements for Clinical Laboratory Science. Clinical Laboratory Science 1996, Volume 9, Number 1, pp 40-43.

# Curriculum

The school starts in August and ends 50 weeks later. There are at least three weeks of vacation scheduled (depending on the calendar), two during winter holidays and one during the spring.

The clinical rotation is generally 6:00 am – 2:30 pm, five days a week, Monday through Friday. Hours may vary occasionally to accommodate special rotations or department workflow. Lectures are generally 1-1½ hours and are scheduled at various times during the day. Approximately 7 to 10 hours per week are scheduled for lectures and/or didactic tests. The balance of time is spent in the clinical laboratory. The departmental laboratory rotations vary in length, depending on the individual department. Rotation schedules are handed out at the beginning of the year and lecture schedules are continually updated. Major tests are announced in advance.

Affiliated university/college course descriptions can be found in their respective catalogs. The clinical program at Orlando Health Bayfront Hospital includes the following courses and distribution of credit hours briefly described below. Please note that detailed course descriptions are in the Student Handbook or could be provided upon request.

## Lecture Series

### **MLS 4038 INTRODUCTION TO MEDICAL TECHNOLOGY (1 hour)**

This course includes general hospital and laboratory orientation with emphasis on hospital goals, quality processes and policies; department functions; risk management; infection control; laboratory calculations; phlebotomy and lab safety.

### **MLS 4860 - URINALYSIS AND BODY FLUIDS (2 hours)**

This course includes renal function and physiology and the significance of cellular and chemical constituents of urine. Analysis and evaluation of other significant body fluids and clinical diagnosis are also covered.

### **MLS 4861 - CLINICAL IMMUNOLOGY (2 hours)**

This course covers basic immunologic mechanisms including the cells, tissues and organs of the Immune system, as well as the mechanisms of specific and nonspecific immune response. Clinical conditions and diseases related to immune responses are included.

### **MLS 4862 - CLINICAL HEMATOLOGY (6 hours)**

This course in hematology and coagulation covers blood formation, cell morphology, and coagulation factors. Normal cells and diseases such as anemias and leukemias are included as well as testing methodologies.

### **MLS 4863 - CLINICAL MICROBIOLOGY (6 hours)**

This course covers theoretical knowledge and practical applications needed to work with and identify microorganisms including bacteria, fungus, parasites, and viruses. Microbial identification and sensitivity testing are included.

### **MLS 4864 CLINICAL CHEMISTRY (6 hours)**

This course emphasizes biochemistry and pathophysiology of various diseases and body systems in the lecture series. Testing methodologies, instrumentation and correlation of lab results to diseases is emphasized in the clinical rotation.

### **MLS 4865 - IMMUNOHEMATOLOGY (6 hours)**

This course covers the theory and practice related to transfusion medicine including typing, compatibility testing and identification of antibodies.

### **MLS 4866 - CLINICAL LAB MANAGEMENT AND EDUCATION (1 hour)**

This course is designed to enable the student to gain entry-level knowledge of education principles, management functions and basic management principles.

## Clinical Laboratory Rotations

Clinical rotations are scheduled at Orlando Health Bayfront Hospital.

**Microbiology** - Includes specimen collection and processing, organism identification, antibiotic susceptibility testing, instrumentation, proper use of various media, quality control and clinical correlation. The fields of mycology, parasitology, mycobacteria and microbiology are studied during this rotation.

**Chemistry** - Includes specimen processing, theory and principles of manual and automated chemistry for analysis of chemical substances found in the body, quality control and clinical correlation.

**Hematology/Coagulation** - Includes specimen processing, theory and principles of manual and automated testing, cell identification using morphology or biochemical characteristics, blood coagulation, quality control and clinical correlation.

**Urinalysis** - Includes specimen processing of body fluids, routine biochemical analysis, microscopic examination, quality control and clinical correlation.

**Immunology (Serology)** - Includes specimen processing, theory and principles of automated and manual testing, antibody detection using serologic, immunologic and molecular techniques, quality control and clinical correlation.

**Immunohematology (Blood Banking)** - Includes specimen processing, blood typing and compatibility testing, antibody detection and identification, special techniques, component preparation and use, transfusion associated disease, quality control and clinical correlation.

**Phlebotomy** - Includes correct specimen collection and processing, use of standard precautions, special phlebotomy procedures, correct patient approach, proper patient identification, and correct specimen labeling. Emphasis is made on all aspects of pre-analytic activities.

**Laboratory Operations** – is included with the phlebotomy rotation and includes education, management and quality assurance activities.

## Outside Clinical Experiences

Clinical laboratory enrichment experiences may become available during the year. These are designed to include advanced techniques as well as alternate testing aspects. Out-of-hospital lab tours may be scheduled if the opportunities arise. Students may also have the opportunity to attend professional society meetings. Rotation times may be adjusted during the year due to facility needs however the student experiences will not be reduced.

## Evaluations

Students have practical and/or written exams in each area. The final grade for each course is calculated using the academic grades, clinical performance and attainment of professionalism expected of the student.

Students receive evaluations from the bench instructors, lead medical laboratory scientists, and program director. Students evaluate themselves, the lead medical laboratory scientists, the clinical departments and bench instructors, and the classroom instructors.

Academic Credit

Upon successful completion of the program, a student (baccalaureate-degreed or non-baccalaureate degreed) will receive a Certificate of Completion. Academic credit is granted by affiliated universities and colleges as published in their catalogs. The program's hours reflect those of our major affiliate, the University of South Florida.

The program fulfills requirements for the granting of a baccalaureate degree in medical technology (or similar clinical laboratory science program) by its affiliated universities and colleges. Therefore, affiliated students who have successfully completed the program requirements as well as the requirements of their respective institution also receive a baccalaureate degree from their institution. Successful completion of the program includes attaining a "C" average in each lecture series and each clinical rotation, and payment of any accrued fees, minimum attendance of 225 days (combined on and off site), and attaining desired level of professionalism.

The program also fulfills requirements for national certification exams in medical laboratory science given by various certification agencies and state licensing exams. These exams are taken by the student after successful completion of the program. Awarding of a baccalaureate degree or Certificate of Completion is not contingent upon passing the state licensing or national certification exams.

Tuition and Fees

MLS Program Fees:

- Florida Department of Health, Board of Clinical Laboratory Personnel Trainee License Fee\* ..... \$ 45.00
- Book Fee\*\* ..... \$600.00
- Student professional liability insurance\*\*\* ..... see note below

\*The trainee license fee is paid to the Florida Board of Clinical Laboratory Personnel before the program begins. This application fee is non-refundable and subject to change by the Board of Clinical Laboratory Personnel.

\*\*The textbook fee is an estimate of cost if the student elects to purchase texts on both the required and recommended lists. List of mandatory texts will be provided. Students purchase texts on their own and should acquire the same title and edition as specified by the program. Texts are available for loan however quantities may be limited.

\*\*\*The hospital requires each student to carry professional liability insurance with coverage of \$1,000,000 for each claim and \$3,000,000 aggregate. A certificate of insurance proving coverage is required. Costs will vary depending upon the insurance provider.

The tuition is waived for the year for non-affiliated students who are independently enrolled, but any accrued fees must be paid in full no later than the day of graduation, unless other arrangements are made with the program director. All deadlines must be met.

- Students enrolled in a university program affiliated with Orlando Health Bayfront Hospital pay tuition to the university, which reimburses Orlando Health Bayfront Hospital directly.

Student Withdrawals/Refunds

An official withdrawal consists of a written notice from the student stipulating the reason(s) for withdrawal and effective date of withdrawal.

When requested in writing, a student can officially withdraw from the program on or before the end of the second week of enrollment. Any withdraw beyond this time frame will be considered a dismissal from the program. Exceptions will be made if: a student is involuntarily called back to duty with the armed forces, or if an event occurs which precludes successful completion of the program such as an incapacitating illness or a death in the immediate family (parent, sibling, spouse, child or the student himself). Each circumstance will be reviewed on a case-by-case basis.

Students enrolled in an affiliated university which reimburses Orlando Health Bayfront Hospital directly must abide by the refund policies of their university.

For liability insurance, students must abide by the refund policies of their specific insurance provider.

Non-Payment of Fees

Successful completion of our program includes the payment of any fees accrued during the year as stipulated in the Student Handbook.

National Certification Fees

ASCP Board of Registry MLS Certification Exam Fee ..... \$250.00  
(actual amount may vary and due date depends on exam schedule, payable to ASCP)

Florida State Licensing Fees

Licensure as Medical Laboratory Scientist

Application and Licensure Fees ..... \$100.00  
(Fees payable to Board of Clinical Laboratory Personnel and may vary at the time)

# Affiliations

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## Academic

Our school currently has academic affiliation with the University of South Florida in Tampa, Florida. Our affiliations may vary from year to year, depending upon the university(ies) and/or college(s) in which our students are enrolled. If an affiliation should be discontinued for any reason, all enrolled students will be allowed to complete their studies.

## Clinical Affiliate

There are no official clinical affiliates.

# Faculty – Orlando Health Bayfront Hospital

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## School of Medical Laboratory Science Program Officials

**Jeremy Bowers, MD**

Medical Director

**Jocelyn Hopkins, MA, MLS (ASCP)**

Laboratory Education Coordinator, NAACLS Program Director

## Pathologists

**Jeremy Bowers, MD**

**Brian J. Martens, MD**

## Laboratory Administration

**Maria Duynslager, MBA, DLM (ASCP)**

Director, Laboratory Services

## Primary Faculty

### Immunohematology

**Devin Ferretti, MLS (AMT)**

Lead Medical Laboratory Scientist

### Microbiology/ Immunology

**Danielle Bibler, MLS (ASCP)**

Lead Medical Laboratory Scientist

**Taylor Little, M(ASCP)**

Medical Laboratory Scientist II

### Chemistry/Hematology/ Coagulation/Urinalysis

**Jeremy Bowers, MD**

**Jocelyn Hopkins, MA, MLS(ASCP)**

**Candice Fruth, MS, MLS(ASCP)**

POC Lead Medical Laboratory Scientist

# Program Policies and Procedures

Upon acceptance into the program the student will be provided with a more detailed comprehensive Student Handbook specific to that class year. A copy may be requested at any time during the application process.

## Guidance and Counseling

Student guidance and counseling are considered confidential and impartial. They are available through regular and timely evaluation sessions covering strengths, weaknesses and progress in the program. The program director of the school can be consulted at any time. Employee Assistance Programs are also available through the facility. Orlando Health Bayfront Hospital has a Pastoral Care Department which may be used for personal counseling.

## Clinical Placement

Orlando Health Bayfront Hospital is the hospital sponsor of the program, so all clinical experience is completed within the facility. Immunology, microbiology and core lab enrichment experiences may take place at Johns Hopkins All Children's Laboratory. If, for any reason, this arrangement is not possible, all clinical experience is completed at Orlando Health Bayfront Hospital.

If for any reason, including the event of a disaster such as hurricane, flooding, fire, etc., the school and/or laboratory are unable to operate, every attempt will be made to find alternative classroom and clinical experience on system campus or at neighboring facilities. If alternative sites cannot be found, the school may be suspended until it is safe to be operational again.

## Student Grievance Procedure

The purpose of this procedure is to resolve any misunderstanding or situation in which a student feels they are being unfairly treated. It is to the mutual advantage of the student and the program to deal with the misunderstanding or situation as fairly and as quickly as possible. The procedure consists of three (3) successive steps which must be followed in order and within the time frames provided for in the Student Handbook procedure. The first appeal must be filed within ten (10) school days after the original action or incident has occurred. Appeals to the successive steps must be filed within five (5) school days after the decision has been made in the previous step, or the appeal will be presumed settled and not subject to further consideration.

## Conduct

The efficient operation of our hospital and the general welfare of our employees, students and patients require the establishment of certain uniform standards of behavior.

Students are expected to demonstrate the following professional behaviors:

1. Honesty and integrity
2. Dependability
3. Responsibility
4. Initiative
5. Attention to detail
6. Cooperation with others
7. Ability to admit and correct errors
8. Accept constructive comments
9. Follow policies and procedures
10. Maintain a professional appearance
11. Use acceptable communication skills
12. Maintain confidentiality

## Probation

If a student fails to attain or adhere to the standards listed in or referred to in the Student Handbook, they may be placed on probation. In this event, a Probation Evaluations Committee is formed consisting of the program officials and members of the didactic and clinical faculty from within the program or laboratory.

Criteria for probationary status result from the faculty's belief that emphasis should be placed on utilization rather than accumulation of knowledge in the education of medical laboratory science students. General criteria used by the Probation Evaluations Committee to determine if a student is placed on probation include academic grades, assessment of clinical performance, and attainment of professionalism expected of the student in each major.

## Dismissal Policy

The following are considered to be violations of the hospital standards or academic standards of our school. Students who do not accept this guidance will be subject to appropriate corrective action, up to and including dismissal. This list is not intended to be all inclusive; it is being presented as a guide.

Dismissal from the program may occur as a result of any of the following:

1. Cheating, falsification of records, theft, willful destruction of hospital property, possession of weapons, gambling, fighting.
2. Unethical behavior in any phase of the program.
3. The manufacture, use, sale, or possession of alcohol, illegal drugs, and/or other non-prescribed, controlled substances on hospital property or failure to pass the urine drug screen given during the pre-employment process.
4. Verbal or physical abuse of patients, visitors or employees.
5. Absence from duty without notification or a valid reason; abusing sick or personal time.
6. Failure to maintain a "70%" average in any clinical rotation or lecture series.
7. Obtaining two or more unsatisfactory department evaluations.
8. Violating the Rules of Conduct as defined in Orlando Health Bayfront Hospital Policies and Procedures and/or the Student Handbook.

## Procedures Leading to Dismissal

1. Verbal reprimand/written reprimand.
2. Written reprimand.
3. Conference with the program director and medical director of the school (either academic remediation, probation, or dismissal may be recommended).
4. Hearing before the Appeals Committee.

## Appeal Procedure

Any probation or dismissal decision may be appealed to the Appeals Committee (consisting of administration, representatives of human resources and the School of Medical Laboratory Science, and former students without faculty status — in cases of academic problems, a university representative will be included if the student is seeking any type of degree). The student's request shall be in writing and submitted within 10 calendar days after the original action. The student shall have the opportunity to speak on his/her behalf. The final decision shall rest with the majority rule of the Appeals Committee.

## Orlando Health Bayfront Hospital School of Medical Laboratory Science Specialty Categorical Training Program Policy

As of August 2016, the program license TP\_61 documentation reflects inclusion of certificate (4+1) categorical training for the specialty of Immunohematology.

Notification to the Board of Clinical Laboratory Personnel to add Clinical Chemistry as a second categorical training was sent July 15, 2019. This is as per conversation during the Board teleconference meeting in May 2019; next license renewal for TP-61 will include MLS with both categorical trainings.

Additional specialty of Microbiology was requested 8/1/2022 for license TP61.

Additional specialty of Hematology was requested 8/2023 for license TP61.

Although NAACLS does not accredit categorical training, the single courses of study will be contained within the NAACLS accredited MLS framework and be conducted using the same curriculum and clinical requirements as those experienced by the MLS students. This will be included in the Self Study materials. It will be governed by the program Advisory Council, and regulatory requirements described in 64B3-3.001 FAC will be met.

### **This training will be conducted as follows:**

- Trainee(s) will apply to the program following the same procedure as all other applicants; the same Application Packet will be used to ensure that all required information is available to them. Some forms and information will be edited to reflect the single specialty rather than MLS generalist disciplines.
- Acceptance will be contingent upon meeting eligibility criteria that will include MLS requirements with the exception of certain course requirements which may not be applicable to the specialty. Transcript review will be conducted to verify GPA and course requirements in order to be eligible for the AAB, AMT, or ASCP Certification Exam (as required to meet requirements for MLS specialty licensure in Florida).
- Upon acceptance, the student must obtain a Trainee license with the Florida Board of Clinical Lab Personnel. The program will submit a roster to Tallahassee.
- Curriculum requirements as described at 64B3-3.003 F.A.C. will include: Medical Errors and HIV training; didactic and clinical curriculum equivalent, if not identical, to the MLS program. Lecture material may be covered as a combination of face-to-face with guided independent study. Clinical rotation will include experiences equivalent to MLS students.
- Examinations and grading will follow the same format and criteria.
- Review will be specific to the content of the certification exam upon graduation.
- The program will support the student through the exam and license application process.
- Outcomes will be collected, analyzed, monitored and presented to the Advisory Council, however will not be included in annual reports required by NAACLS.
- Tuition is waived.