



Medical Laboratory Science

STUDENT ROTATION  
MANUAL

## Table of Contents

Purpose & Philosophy of Rotations.....	2
Student Responsibilities.....	3
Student Evaluation and Grading.....	4
"Chain of Command".....	5
Inclement Weather Statement.....	5
Accidental Exposure to Blood or Body Fluids.....	6
Infection Control Rules.....	7
Rotation: The Basics.....	9

# **THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**

## **MEDICAL LABORATORY SCIENCE PROGRAM**

### **PHILOSOPHY ON ROTATIONS**

Clinical experiences should be the capstone of all that has gone before - the opportunity for the learner to apply their acquired knowledge and skill in a real-world setting. The University of Tennessee Health Science Center (UTHSC) recognizes the importance of allowing students to apply this knowledge early in their educational process and therefore schedules rotation periods during the first semester of coursework. Hospital and private medical laboratories are very diverse in their operations because they utilize a variety of different instrumentation, laboratory methodologies, and management practices. Medical laboratory science (MLS) students should experience these differences as part of a well-rounded education in preparation for clinical practice.

This premise serves as a cornerstone for the UTHSC MLS Program's philosophy of providing students with a diverse clinical education in a variety of laboratory settings. While working under the direction of a certified medical laboratory scientist, clinical experiences afford students the opportunity to develop relevant clinical skills, to enculturate students into the MLS profession, and to grow professional relationships in numerous medical laboratories. The State of Tennessee laboratory law permits students to perform laboratory tests under the supervision of a medical lab scientist, allowing them to obtain real laboratory experience. The varied clinical experiences of the MLS Program at UTHSC is one that cannot be gained in any other institution in this state and is one that will produce a more proficient, flexible, and valuable graduate.

## STUDENT RESPONSIBILITIES FOR CLINICAL EXPERIENCES AT AFFILIATE SITES

1. Students must always demonstrate professional behaviors befitting a medical laboratory scientist.
2. Students must always carry their Tennessee Student Trainee permit issued by the Tennessee Medical Laboratory Board at all times while on rotation.
3. Call your clinical instructor a few days before the rotation begins for any special instructions. These include where to park, and the time and place you are to report on the first day of your rotation.
4. Students must attend all rotation sessions except for announced holidays or when specifically excused by their instructor. **Absences due to religious holidays must be sought in writing 30 days in advance of the expected absence. Students must inform the teaching instructor (or other appropriate person as listed in the student rotation handbook) as soon as possible of the reason for the absence. The MLS program director should also be informed of the absence for the school records. If a student has any absence without notifying the site and their UTHSC professor, the student's final rotation grade may be reduced by a letter grade.**
5. Students are responsible for making specific arrangements with their clinical instructor in collaboration with UTHSC faculty to make up time missed due to absence(s).
6. Students must meet all deadlines for tasks and assignments assigned by the clinical instructor and UTHSC faculty.
7. Students must immediately report all injuries or accidents while on rotation to the appropriate persons as described in the "Student Health and Accident Policy" section of this handbook.
8. Students must adhere to all written policies and procedures, including those pertaining to infection control, when rotating at affiliate institutions
9. Patient care and laboratory work will always take priority over student training activities for clinical faculty.
10. Cell phones must be placed in silent mode and stowed out of sight to prevent disruption at the clinical rotation site.

## STUDENT EVALUATION AND GRADING

1. Clinical rotation grades are derived from:
  - a. Student rating sheets,
  - b. Learning Assessments (tests, quizzes, or practical exams) administered by the clinical/UTHSC instructor, and
  - c. Professionalism (Affective Behaviors) evaluations – Pass/Fail
  
2. Students should receive:
  - a. An evaluation with a letter grade of “C” or better,
  - b. an average grade of **at least 70%** on all learning assessments, and
  - c. a passing score on all professionalism (affective behaviors) rating sheet items for promotion and/or graduation.
  
3. Failure to meet grading requirements for a clinical experience may result in failure to be promoted and/or graduate.

### Blood Bank

36-40 = A  
28-35 = B  
21-27 = C  
13-20 = D  
< 13 = F  
40 pts. maximum  
8 categories

### Clinical Chemistry

47-50 = A  
42-46 = B  
38-41 = C  
32-37 = D  
<32 = F  
50 pts. max  
10 categories

### Hematology II, IV & Coag

94-100 = A  
85-93 = B  
75-84 = C  
65-74 = D  
< 65 = F  
100 pts. max  
20 categories

### Molecular Diagnostics

94-100 = A  
85-93 = B  
75-84 = C  
65-74 = D  
<65 = F  
210 points max  
8 categories

### Microbiology II & IV

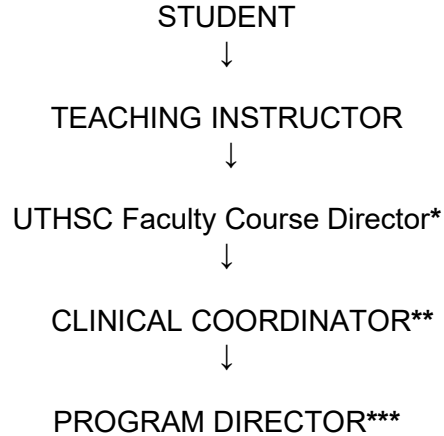
50-53 = A  
38-49 = B  
28-37 = C  
17-27 = D  
< 17 = F  
53 pts. max  
11 categories

### Urinalysis

41-45 = A  
32-40 = B  
23-31 = C  
14-22 = D  
< 14 = F  
45 pts. max  
9 categories

**Professionalism (Affective Behaviors) Evaluation = Pass or Fail**

## "CHAIN OF COMMAND"



\* = Urinalysis: Wes Williamson  
Microbiology: Robert Hatfield  
Chemistry: Jacen Moore and Wes Williamson  
Hematology: Sheila Criswell  
Blood Bank: Wes Williamson  
Molecular: Jacen Moore

\*\* = Robert Hatfield

\*\*\* = Jacen Moore

## INCLEMENT WEATHER STATEMENT

If inclement weather occurs, UTHSC students, faculty, and staff may stay informed of the campus' status by:

- 1) Calling 44UT ICE (448-8423). Since the hotline can provide the most up-to-date information, it will be the official source of information.
- 2) The UTHSC website - [www.uthsc.edu](http://www.uthsc.edu).
- 3) Local television and radio stations.
- 4) Email alerts sent to UTHSC email accounts.
- 5) UTHSC text alerts sent to your mobile phone.

Students on clinical experience outside of the Memphis-Metropolitan area where inclement weather is occurring are to contact the UTHSC faculty member for directions.

*Because State law prohibits unsupervised student clinical activities, medical laboratory science students are not expected to report to their clinical assignments when the University is closed due to inclement weather. Extra efforts will be made to reach students known to be a distance from UTHSC during a weather emergency.*

## ACCIDENTAL EXPOSURE TO BLOOD AND/OR BODY FLUIDS

In the rare event that you should have an accidental exposure to blood and/or body fluids (i.e., needle stick cuts, splash to mucous membranes, etc.) while on rotation, you must do the following immediately:

1. If you have an eye splash, go to an eyewash station immediately. If you have a larger chemical spill, go to the nearest safety shower. **Eyes, lips, mouth, nose, face: Flood affected parts with LARGE VOLUMES of tap water as soon as possible and DO NOT RUB.**
2. Broken, cut, or scraped skin or other open skin lesion: Same as above. Gentle lathering with soap and application of antiseptic may be of benefit.
3. Percutaneous injury: Same as immediately above.
4. Notify the clinical instructor at the rotation site and follow any in-house procedures as requested. If there are none, proceed to #5.
5. If you are in Memphis, go to University Health Services and inform them of the accident and if applicable inform them of any steps taken at your rotation site. It is very important that you are seen at University Health Services, if possible, to prevent any financial charges from other facilities. If for any reason you cannot be seen immediately at UTHSC, you should go without delay to the nearest emergency room. You can also call 901-448-5630 to reach the provider on call.
6. Inform the Medical Lab Science Program Director and/or UTHSC Faculty member of the accident after completing the above. These steps must be taken as soon after the accident as possible.
7. Report any accidents or exposure to your faculty member. Even if you think it is minor, it is better to report than wait.
8. Student incidents are reported online to the Office of Risk Management at: [https://utk.co1.qualtrics.com/jfe/form/SV\\_8qqXWoUfCZ9yjoq](https://utk.co1.qualtrics.com/jfe/form/SV_8qqXWoUfCZ9yjoq)

**Time is of the essence! However, prophylaxis may work even if significantly more time has elapsed (24 hrs. or more), so do not fail to report the incident immediately!**

## **INFECTION CONTROL RULES**

Most laboratories will follow the guidelines below. Students must comply with these institutional rules and guidelines. Failure to do so will result in disciplinary action. Faculty will also comply with these rules and will instruct students how to properly follow these precautions.

All human blood and body fluids are treated as if infectious for HIV, HBV and other bloodborne pathogens.

1. There will be no eating, drinking, smoking, applying cosmetics, or handling contact lenses in the laboratory. Do not put anything in your mouth in the laboratory including gum or candy, pens, or pencils.
2. Food and drinks shall not be brought into the lab or kept in or on refrigerators, freezers, shelves, cabinets, or benchtops where blood or other potentially infectious materials are present.
3. Purses, books, and personal items are not to be kept on benchtops and should be kept away from laboratory work areas.
4. Full length disposable lab coats gloves, gowns, and other personal protective equipment (PPE) such as goggles or face shields, as specified by the institution, must be worn while performing laboratory procedures.
5. Only closed toed shoes composed of fluid resistant material are to be worn in the laboratory. Canvas shoes and sandals are not acceptable. Clothing including jeans, shorts, miniskirts, T-shirts, midriff tops, or clothing that is torn or dirty is not acceptable.
6. When personal protective equipment (lab coats and gloves) is removed, it shall be placed in an appropriately designated area of the laboratory or container for storage, decontamination, or disposal.
7. Wash hands frequently and always before leaving the laboratory. Handwashing should always occur after the removal of gloves.
8. All procedures involving blood or other potentially infectious materials shall be performed using methods toto minimize splashing, spraying, spattering, and the generation of droplets or aerosols of these substances. Do not open a centrifuge that is still spinning. Cover the stoppers of tubes with gauze pad when opening or open the tube behind a shield.



9. Specimens of blood or other potentially infectious materials shall be placed in a designated container which prevents leakage during collection, handling, processing, storage, transport, or shipping. Dispose of all body fluids and other biological materials in special biohazard waste containers designated for that purpose.
10. Work surfaces shall be cleaned and decontaminated with an appropriate disinfectant before and after the completion of lab procedures. Surfaces should be decontaminated immediately when overtly contaminated or after any spill of blood or other potentially infectious materials.
11. Contamination of pipetting devices or other equipment must be reported to the instructor immediately so they can be decontaminated and cleaned before further use.
12. Needles and other sharp objects such as lancets must be discarded in designated puncture-resistant containers immediately after use. Do not attempt to bend or break, recap, or otherwise manipulate sharp objects using your hands. Containers for sharps shall be easily accessible and located as close as is feasible to the immediate area where sharps are used.
13. Broken glass should be cleaned up using a dustpan and broom or similar equipment and not by hand. Glass that is not contaminated with bodily fluids or other biohazards and should be disposed of in glass boxes designated for that purpose. Contaminated glass should be placed in a puncture-resistant biohazard container.
14. Immediately report any spills, breakage, event, or accident which may put you at risk to your instructor.

## MLS Student Rotation Orientation: The Basics

1. The UTHSC Clinical Education Coordinator will send the following documentation to the Education Coordinator of the affiliate site laboratories:
  - a. Rotation Final Schedule,
  - b. Rotation Guidelines or Checklist
  - c. Class Composite Photo,
  - d. Student Evaluation Forms
  - e. UTHSC Student Liability Insurance document
  
2. You are responsible for sending the following documentation to the Education Coordinator of the affiliate site laboratory via the Exxat software system:
  - a. Your Student Profile and Emergency Contact Info,
  - b. TN Laboratory Trainee Permit,
  - c. Verification of Student Health Insurance,
  - d. Certification of HIPAA Training,
  - e. Safety Documentation,
  - f. TB Skin Test Results,
  - g. Immunization records (this can include COVID and influenza),
  - h. Criminal Background Check (Verified Credentials. Inc.),
  - i. Drug Screen (if required by site),
  - j. Site Specific Documents

These sites have additional requirements that will be provided to you prior to your start date:

Regional One Health, VAMC, Jackson Madison Co. Medical Center Lab, Erlanger Medical Center, St. Francis Hospital, St. Jude Children's Research Hospital, and the Baptist Health Care Corporation

3. Call your clinical instructor a few days before the rotation begins for any special instructions. These include where to park, and the time and place you are to report on the first day of your rotation.
  
4. When you report to your affiliate site, you must dress in professionally appropriate attire. Scrub suits and your UTHSC white lab coat are preferable. Always wear your UTHSC ID tag in a visible location above your waist. Refer to the Affiliation site-specific dress code and to your student handbook for additional information.

### **Do not wear:**

Jeans, leggings, sweat or yoga pants  
T-shirts or shirts with logos or printing,  
Hats, or caps

Shoes that are open at the toe or back, sandals, or canvas shoes  
Clothing that is torn or dirty

5. Please be sure to bring the following items with you **every day** to the affiliate site:
  - a. Copy of your Tennessee Laboratory Trainee Permit
  - b. Textbook, notes, pens, sharpies (permanent), calculator
  - c. **Positive Attitude**