

**THE UNIVERSITY OF TEXAS AT EL PASO  
COLLEGE OF HEALTH SCIENCES**

***CLINICAL LABORATORY SCIENCE PROGRAM***

**STUDENT HANDBOOK**

*Class of 2012 - 2014*



**A NATIONALLY ACCREDITED PROGRAM**

**Accredited by the**

**National Accrediting Agency for Clinical Laboratory Sciences**

**5600 N. River Road, Suite 720,**

**Rosemont, Illinois 60018; Ph:(773)714-8880**



## Mission Statement

In accordance with the UTEP College of Health Sciences' mission, it is the UTEP Clinical Laboratory Science Program's (CLS) mission to provide competent Clinical Laboratory Scientists that will serve and fulfill the current and future needs of the U.S. – Mexico border populations and other areas throughout the Southwest.

The CLS Program is committed to providing high quality educational experiences that develop knowledgeable, skillful, and ethical professionals who will fulfill leadership positions and contribute to the growth and advancement of the health care community.

As an academic program, the CLS program is dedicated to the pursuit of scholarly endeavors, continuing education, and life long learning.

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# **The University of Texas at El Paso**

## ***College of Health Sciences*** **Clinical Laboratory Science Program**














Welcome to the UTEP College of Health Sciences and the Clinical Laboratory Science Program.

### **Description of the Profession**

The Clinical Laboratory Scientist is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The Clinical Laboratory Scientist must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a Clinical Laboratory Scientist. They must demonstrate ethical and moral attitudes, honesty, and principles which are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

Clinical Laboratory Scientists are competent in:

-  developing and establishing procedures for collecting, processing, and analyzing biological specimens and other substances;
-  performing analytical tests of body fluids, blood cells, and other substances;
-  integrating and relating data generated by the various laboratory departments while making decisions regarding possible discrepancies;
-  confirming abnormal results, executing and verifying quality control procedures, and developing solutions to problems concerning the generation of laboratory data;
-  evaluating quality control results and quality assurance measures, and instituting proper procedures to maintain accuracy and precision;
-  establishing and performing preventive and corrective maintenance of equipment and instruments as well as identifying appropriate sources for repairs;
-  developing, evaluating, and selecting new techniques, instruments and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space and budgetary resources;
-  demonstrating professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals and the public;
-  establishing and maintaining continuing education as a function of growth and maintenance of professional competence;
-  providing leadership in educating other health personnel and the community;
-  exercising principles of management, safety, and supervision;
-  applying principles of educational methodology, and
-  applying principles of current information systems.

Upon graduation and initial employment, the Clinical Laboratory Scientist should be able to demonstrate entry-level competencies in the above areas of professional practice.

## **Clinical Laboratory Science Program**

The Program at the University of Texas at El Paso offers three semesters of classes and laboratories and two semesters of clinical preceptorships in conjunction with several clinical laboratories in El Paso, Las Cruces, NM, and Tucson, AZ. El Paso and Las Cruces students return to the university, one day a week, to complete classes in Education, Ethics, Research, and Supervisory and Management courses. Students in Tucson will take these courses on-line. These are structured courses including practical achievements, the mastery of skills and techniques, and the development of attitudes and behaviors indigenous to a professional clinical laboratory scientist.

### **I. The Clinical Practicum**

Four separate courses are included in the Clinical Practicum:

PRECEPTORSHIP I (CLSC 4471)

PRECEPTORSHIP II (CLSC 4472)

PRECEPTORSHIP III (CLSC 4476)

PRECEPTORSHIP IV (CLSC 4478)

Completion of all professional courses in the junior and senior year leads to the award of Bachelor of Science in Clinical Laboratory Science and eligibility for the national certification examination. The certification examination is offered by The Board of Certification (BOC), American Society for Clinical Pathologists (ASCP).

### **II. The Academic Program**

The Southern Association of Schools and Colleges accredit The University of Texas at El Paso. The Clinical Laboratory Science Program is accredited by The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois, 60018; Phone: (773) 714-8880.

A. Address and phone number of the CLS program is:

The University of Texas at El Paso  
College of Health Sciences  
Clinical Laboratory Science Program  
1851 Wiggins Rd.  
El Paso, Texas 79968  
(915) 747-8396

B. Administrative officers and program faculty:

Delfina C. Dominguez, Ph.D. MT(ASCP)  
Education Coordinator  
Science  
College of Health Science, Room 420  
(915) 747-7238 delfina@utep.edu

M. Lorraine Torres, Ed.D, MT(ASCP)  
Program Director, Clinical Laboratory  
Science  
College of Health Science, 423  
(915) 747-7282 lorit@utep.edu

Ms. Elizabeth Camacho, MT(ASCP)  
Clinical Coordinator  
College of Health Science, Room 417

Ms. Dora Meraz, MEd, MT(ASCP)  
Director of Student Laboratories  
College of Health Sciences, Room 421

(915) 747-8596 ecamacho@utep.edu

(915) 747-7243 demeraz@utep.edu

Arturo Vargas, M.D.  
President Advisory Board/Adjunct Professor  
Providence Memorial Hospital  
2001 N. Oregon, El Paso, TX 79902

Harry Wilson, MD  
Adjunct Professor / Pathologist  
Providence Memorial Hospital  
2001 N. Oregon, El Paso, TX

William Lewis, MA MT(HASCP)  
Distance Learning Instructor  
(925) 747-7243 wlewis@utep.edu

### III. Admission to Professional Phase of Program (Upper Division)

Admissions criteria and capacity policy

A. The number of students admitted to the program is limited to 20 - 25 by the number of available clinical affiliated laboratories.

A. Students aspiring to enter the professional phase of the program *must* complete all academic requirements prior to starting the upper division classes.

Students completing approximately 72 semester hours of prerequisite courses must apply for the professional phase of the program in the spring semester. Applicants must have an overall GPA of 2.0 and a 2.5 GPA in math and sciences. University faculty will interview all applicants. A limited number of clinical sites are available; therefore, students will be selected to enter the professional phase of the program based upon stated availability and begin the professional phase once a year in the summer session.

*All lower-division course work must be completed prior to enrolling in the professional Clinical Laboratory Science courses.* All students beginning the professional courses will be required prior to the clinical practicum to show evidence of professional liability insurance, current CPR certification, a recent physical examination, and current immunizations, including a Hepatitis B vaccination. A grade of "C" (75%) or higher must be earned in each CLS class. Issuing of the BS degree IS NOT contingent upon the student's passing of any type of external certification or licensure examination.

C. CLS students may compete for the professional phase of the program.

D. Students are selected using the following criteria:

- a. GPA of 2.5 or better in the Sciences/Math
- b. Overall GPA of 2.0 or better
- c. Application to the CLS upper division
- d. Interview with UTEP, CLS Faculty and/or Hospital Clinical Instructors
- e. Students selected will begin the summer semester of each new academic year

E. Background checks and Drug Screens: Students must undergo and pass a background check and drug screen prior to being admitted into the Clinical Laboratory Science Program. Information concerning the background checks and

drug screens may be found at the UTEP College of Health Sciences web site under Compliance Resources <http://chs.utep.edu/complianceclearances/> ).

#### IV. General Policies and Information for New CLS Students

##### A. Vaccinations

a. All students must have Hepatitis B vaccine prior to Fall semester of the upper division.

b. All other vaccinations will be up-to date, including test for TB

c. Vaccination records will be taken to the UTEP Student Health Center

##### B. Attendance

a. Students are expected to be on time for all classes and to keep absences to an absolute minimum.

b. UTEP faculty and the clinical instructor should be informed of any necessary absence in advance.

c. In the case of an emergency or illness that will necessitate an absence, the instructor should be telephoned prior to class time.

##### C. Competency Based Laboratories

a. Clinical laboratories are competency based.

b. Laboratory techniques will be practiced in the lab until specific skills are acquired and mastered.

c. Students will demonstrate their competency to perform these specific skills to a CLS faculty member before advancing to the next laboratory test procedure.

d. Students will be given laboratory Terminal Performance Objectives (TPO's).

procedures 1. TPO's are questions pertaining to the laboratory testing policies, and protocols.

2. Students will be required to answer these questions in their own words.

help 3. Class textbooks, reference material, and library services may be used to the student answer the TPO questions.

4. TPO's will be turned in to CLS clinical instructor prior to demonstrating competency.

be 5. Plagiarism is illegal and will not be tolerated in this program. Student may subject to disciplinary action as indicated in the UTEP Student Manual and as posted on the Bulletin Board at the College of Health Sciences.

##### e. Academic Dishonesty

1. Academic dishonesty by a student will not be tolerated.

2. Any student suspected of academic dishonesty may also be subject to disciplinary action as stated above.

3. Taking pictures of the exams is prohibited. Any student suspected of or caught taking pictures of exams will be sent to the Dean of Students and subject to disciplinary actions.

##### D. Evaluation criteria

Grade Percent

A 90-100

B 80-89

C 75-79

D 74 - 70

F 69 or below

**Each CLS course instructor has the right to increase the grade percent as seen fit per course.**

a. **A grade of "C" or higher must be earned in each CLS class.**

- b. **If a student earns less than a “C” in any CLS class, the student will not proceed to the professional phase (preceptorships) until the class has been successfully passed with a C or better.**

## V. PRECEPTORSHIPS:

- A. Before beginning the Preceptorship, students *must* show the College of Health Sciences Compliance Coordinator proof of:
1. Current physical exam including the following lab tests: CBC and UA.
  2. Current immunizations: MMR, DPT, Hepatitis B, TB skin test, Flu shot.
  3. Current CPR certification
  4. Liability and Health insurance coverage.
  5. Current “City Wide Orientation” (CWO)
  6. Background check and Drug Screen
  7. Any additional documentation required to be specified by the Compliance Office
- B. Orientation
1. The student must take the online citywide orientation before entering Preceptorship. This is mandatory. **STUDENTS WILL NOT BE ALLOWED TO ENTER PRECEPTORSHIPS IF THEY HAVE NOT ATTENDED THE CITY-WIDE ORIENTATION.**
  2. In addition, each individual clinical affiliate may require mandatory orientation for their facility to familiarize the student or newcomer to their own policies, procedures and protocols. See Preceptorship syllabus for details.
- C. Supervision
1. Supervision of the student should be available at all times by a clinical preceptor.
  2. It is expected that considerable supervision will be necessary at the start of a rotation and that minimal supervision will be required at the end of the rotation, but the degree of supervision is left to the discretion of the clinical preceptor in charge.
  3. All laboratory testing results which were completed by the student must be reviewed and counter signed by the technologist in charge prior to being reported out. Under **NO** circumstances should a student sign and release lab results without the acknowledgement and signature of his/her immediate supervisor.
- D. Policy and Safety Regulations
1. You are required to observe all safety requirements, regulations, policies and protocols of your clinical training affiliate, as if you were an employee of that facility.
  2. All OSHA (Occupational Safety and Health Act of '88) procedures and protocols will be adhered to.
  3. Any conduct unbecoming to a UTEP, CLS student, or failure to adhere to any of these policies and procedures, could result in being withdrawn from clinical practicum.
- E. Absentee and tardiness at the clinical sites must be kept a minimum. Missed days from the clinical practicum will be made up. Students must attend a minimum of 8 hours per day. If you must be absent from rotation then the student is obligated to call the clinical site as well as the UTEP Clinical Coordinator.

F. Transportation

Students are required to provide their own transportation to and from clinical sites.

G. Tuition and Fees

1. UTEP tuition is charged for all courses and clinical practicum per semester.
2. Students may expect the following *approximate* expenses each semester plus fees

which are not included in the figures below:

Tuition estimate	\$ <u>313.43 / Credit hour</u>
Liability Insurance (estimated)	\$ <u>30.00</u>
Health Insurance	\$ <u>UTEP student Health insurance 282.00</u>
Books (purchased in (1 <sup>st</sup> year)	\$ <u>500.00 +</u>
Books during 2 <sup>nd</sup> year	\$ <u>200.00</u>

H. Professional Dress Code for Clinical Preceptorship

1. All students will be attired in a CLS uniform. Jeans are not allowed. Clinical facilities will require wearing specific disposable lab coats.
2. The CLS clinical uniform is to be worn during clinical rotations. Nametags (UTEP ID) are to be worn at all times. If a long-sleeved shirt is to be worn under the CLS uniform it must be either Black or White as per hospital regulations.
3. Closed toed shoes will be worn at all times. Wear comfortable flat to low heeled shoes is recommended. Tennis shoes are acceptable but must be kept clean at all times.
4. Do not wear jeans, as this does not reflect a professional appearance.
5. Beards and moustaches are to be kept clean, neat and trimmed.
6. Long hair is to be tied back to keep it away from the facial area.
7. Students that have hair that is not considered a professional color will be asked to dye their hair to a more appropriate color.
8. For safety purposes, do not wear dangling earrings, lose bracelets, and sharp or oversized rings. The wearing of nominal jewelry that is small and in good taste is acceptable. Wearing body-piercing jewelry is not recommended in a hospital laboratory setting.
9. Visible tattoos must be covered at all times.
10. Long finger nails and sculptured nails are not acceptable in a clinical setting. Nail polish should be a discrete color.

I. Counseling

1. Counseling is available from the CLS faculty and the UTEP Counseling Center.
2. If problems develop, call the UTEP CLS Clinical Coordinator before problems get out of hand.

J. Clinical Rotation Schedule

1. A complete syllabus for preceptorships will be given to the student before classes begin. The syllabus will include practicum calendar, rotation schedule, and schedule of exams for Preceptorships I, II, III, and IV.
2. Students, in no way, replace paid staff members in these clinical laboratory rotations.
3. **Students will be allowed lunch breaks and coffee breaks and will be assigned these by clinical supervisors at the individual sites.**

K. Integrity

1. Absolute honesty and integrity are a critical aspect of your chosen profession.



Confidentiality of patient information is another. These must be strictly observed.

2. Any student who falsifies patient records and/or results, cheats on quality control results, interferes with laboratory functions, deliberately cheats on any CLS program exam or exhibits any of the behaviors listed in the Probation/Dismissal policy will be considered to be in violation of both the UTEP and CLS program policies, and may be subject to immediate dismissal from the clinical practicum and the CLS program itself.
3. If such a dismissal is warranted from the CLS Program, a detailed signed statement will be permanently placed in the student's files

#### L. Student Employment and Service Work

1. No service is required of any student in the UTEP Clinical Laboratory Science Program.
2. Qualified students may be offered employment **HOWEVER**, students are cautioned to remain cognizant of their responsibility to the CLS program and their academic responsibilities.
3. Qualified student(s) can be employed by clinical facilities provided such openings are available and employment does not interfere with the students educational goals.

#### M. Affiliate Site Visits

1. UTEP CLS faculty will visit the clinical affiliate to determine the student's progress.
2. Each student will have an opportunity to discuss progress and / or any concerns that may arise at the student's clinical site.
3. The student is encouraged to seek counsel with the CLS Clinical Coordinator/Program Director concerning any other clinical facility situation that may arise.

#### N. Evaluation of Clinical Affiliates

1. Each student will complete an evaluation of the department they were assigned to, at the end of each clinical rotation.
2. The evaluation will be held in strict confidence by the program faculty and will be shared with the clinical affiliate only after completion of the entire clinical practicum.
3. Comments will in no way affect the student's grade or recommendation for future employment.

## **VI. Additional Student Responsibility**

### A. Pregnancy

1. CLS students assume the responsibility of somewhat hazardous working conditions during said time.
2. Student must have a physician's statement of physical ability to continue activity in classes, labs, and clinical activity rotations.

B. Changes of name, address, or telephone numbers must be reported to the UTEP CLS Program Director and Affiliate Education Coordinator as soon as possible.

### C. Professional Membership

1. Each student is urged to become a member of the Student Society for Clinical Laboratory Science (SSCLS).
2. Those students that choose to belong to SSCLS receive favorable rates for CLS publications, group insurance, and sponsored seminars.

## VII. Insurance Responsibility

- A. Health Insurance and accident insurance is mandatory and may be purchased through the University at reasonable cost. **Students are not covered by workmen's compensation. If injuries occur during the clinical practicum the student is responsible for any costs incurred.**
- B. Students enrolled in the clinical practicum **must** purchase a liability insurance policy. A group insurance policy is available through UTEP and costs approximately \$20.00 for the fall and spring semester (paid in fall semester).

## VIII. Clinical Practicum Curriculum

- A. Goals and Objectives
  1. Specific goals and objectives for each clinical discipline are provided in the rotation NOTEBOOK requirements. Notebook requirements for each of the seven areas will be distributed during an orientation held in the Spring semester.
  2. During the course of the 2<sup>nd</sup> year of the CLS clinical practicum, students will enroll in the four Preceptorship courses.
  3. During this clinical practicum, students will be required to be at their specific facility Monday through Wednesday, for eight hours a day. The students will leave at 12:00 noon on Thursday. Students will then come to UTEP at 2:00 p.m. for additional class requirements. Students are required to be on site for a minimum of 29 hours per week (lunch and/or coffee breaks are not counted).
  4. Students will take preceptorship exams on Friday mornings.
  5. Students are required to be in class at UTEP, College of Health Sciences for additional classes. These classes may take place in the evenings or on Friday mornings.
- B. Practicum Performance
  1. Student Clinical Notebooks
    - a. Your laboratory instruction will not only entail hands on clinical experience and training, but also additional outside reading and studying are required to achieve the highest learning potential possible.
    - b. Each student will be given a set of Notebook requirements for each department they will be training for. Specific requirements will be given in the preceptorship syllabus.
    - c. These Notebooks will be required to be submitted to the CLS department faculty for evaluation at the end of each clinical rotation.
    - d. Notebook requirements should be original material and written in your own words. All students are encouraged to make use of reference materials, procedure manuals, package inserts, or library facilities from the different clinical affiliates.
    - e. **Notebooks will comprise 10% of the overall grade.** See syllabus for details.
  2. Written Examinations
    - a. Written examinations will be formal examinations based on the study material from the BOC and other appropriate study books. See Syllabus for author information.
    - b. These written examinations will be given in an online format and will be timed.
    - c. Examinations are given on Fridays and the dates of exams are printed in student schedules.

- d. **Written examinations will comprise 30% of the overall grade.**
  - e. Comprehensive examinations will be given during each semester. See Preceptorship grading system below for percent of total grade.
3. Performance Evaluations
- a. Each clinical facility will have a certified technologist who will be your “mentor” during your specific department rotations.
  - b. At the end of students rotation, his/ her mentor will evaluate the student’s overall quality of performance, professional conduct, and clinical competence.
  - c. Students will be evaluated on their overall ability to function in a laboratory as a productive hematologist, bio-chemist, microbiologist, immunohematologist, serologist etc.
  - d. A list of specific tasks and competencies must be completed at each site before the clinical facility instructor (mentor) will sign, acknowledging completion.
  - e. **Performance evaluations will comprise 10% of the overall students grade.**

### C. Practicum Grading System

#### **PRECEPTORSHIP ASSESSMENT (How will I be graded?)**

##### **FALL**

1. Pre-comprehensive exam - September	2%	
2. Pre-comprehensive exam - November	3%	
3. Pre-assessment exam for each rotation	0%	<b>EXAM GRADE SCALE (%)</b>
4. Exam after each rotation	30%	100 - 90 = A
5. Rotation evaluation scores	30%	89 - 80 = B
6. Attendance on Thursday	10%	79 - 75 = C
7. Notebook	10%	74.9 - 70 = D
8. Comprehensive semester final	15%	69 and below = F

##### **SPRING**

1. Pre-comprehensive exam - January	2%
2. Pre-comprehensive exam - April	3%
3. Pre-assessment exam for each rotation	0%
4. Exam after each rotation	30%
5. Rotation evaluation scores	10%
6. Attendance on Thursday	10%
7. Notebook	10%
8. Comprehensive semester final	25%
9. Proof of registration for ASCP exam	10%

#### **A grade of "C" is the minimum grade acceptable for the Preceptorship.**

1. All written exams must be passed with a minimum of 75%. If an unsatisfactory grade is received, the student will have only one opportunity to make up the unsatisfactory grade. The unsatisfactory grade will then be changed to a grade of 75%. The student is given this opportunity twice. At the second unsatisfactory grade, the student will be dismissed from the program. However, the CLS Program is committed to valuing student achievement, and thus will offer the student two options.

**Option I:** You will be placed on a **Retention Action Plan** and must comply 100% with the following criteria. If you successfully complete the requirements, you will receive a final grade of C for the remaining rotations. Failure to meet the criteria will cause you to be withdrawn from the UTEP CLS Program *with no option to return*.

- A passing grade of 84% on all remaining rotation exams
- Mandatory attendance in all classes and activities

**Option II:** Withdraw from the UTEP CLS Program and reapply for next year. Let it be known that your reapplication is not a guaranteed admittance and is dependant upon available Clinical Affiliate sites.

2. If an unsatisfactory grade is received in any section of the clinical practicum, it will be necessary for the student to petition a Review Committee, consisting of the CLS Program Director, Affiliate Education Coordinator (technologist and/or mentor), and the CLS Program Faculty in order to obtain permission to repeat that section.
3. Each section may be repeated only once.

## **IX. Probation /Dismissal Policy**

A. Unsatisfactory academic performance.

1. A cumulative grade of 75 % must be maintained for all CLS courses.
2. A cumulative grade of 75% must be maintained in all clinical practicum rotations.
3. The student will receive a final grade of C if the unsatisfactory grade is replaced with a 75%.

B. Unsatisfactory Clinical Laboratory Performance.

1. Unprofessional conduct, excess tardiness, or absences either at the clinical facilities or CLS classes.
2. Inability to perform designated clinical tasks, or consistent failure to obtain satisfactory results.
3. Cheating or falsifying patient results.
4. Falsifying QC /results.
5. Unsatisfactory or unethical conduct as defined in the UTEP Student Manual.

C. Recommendations for dismissal.

1. Recommendations to dismiss the student from clinical practicum will be brought to the CLS Program Director and the CLS Program Faculty.
2. A decision to remove the student from the clinical practicum may be appealed through the UTEP Student Due Process procedure. (see below)

D. Illegal Drugs and Narcotics

In compliance with the Drug Free Schools and Communities Act of 1990, The Board of Regents of The University of Texas System provides the following: any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic, including any amount of marijuana, on the campus is subject to discipline. If a student is found guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum penalty shall be suspension for a specified period of time and/or suspension of rights and privileges for a specified period of time.

## **X. UTEP Student Laboratory Safety Requirements**

- A. Wearing a laboratory coat is mandatory and open toed shoes are not allowed in the laboratory. High heeled shoes are not acceptable in a laboratory setting. Shorts, short skirts and sandals are not acceptable attire for a clinical laboratory and the student will be asked to leave the lab until more appropriate attire is worn.**
- B. Students are expected to observe the following general safety precautions at all times:
- a. The practice of personal cleanliness is important in any laboratory. It is a safe practice to wash your hands frequently and always before leaving the laboratory.
  - b. Eating, drinking and applying cosmetics in the laboratory are strictly forbidden as a precaution against accidental infection.
  - c. Working area should be free of extraneous articles ie: books, purses, etc. With the disinfectant solution provided, wet a sponge and wipe the table top area before and after work.
  - d. No organisms are to be removed from the laboratory at any time.
  - e. If infectious material is spilled on the table top or floor, flood the entire contaminated area with 10% bleach. Cover immediately with paper towels and let it stand for 10 min. Next, collect the paper towels and dispose them in the biohazard container. Notify the instructor at once of any accident. Instruction for the decontamination of clothes and shoes will be given if needed. Caution nearby workers to avoid the contaminated area until it is properly cleaned and disinfected.
  - f. Always dispose all contaminated material in the biohazard container. These containers are not to be used for regular trash or paper.
  - g. Since you are responsible for the safety of other students as well as yours own, failure to observe these guidelines may result in **dismissal** from the laboratory.
  - h. If in doubt on how to clean a spill, consult the laboratory safety manual for instructions on how to clean up the contaminated area and notify instructor at once.**
  - i. For safety purposes, do not wear dangling earrings, lose bracelets, and sharp or oversized rings. The wearing of nominal jewelry that is small and in good taste is acceptable. Wearing body-piercing jewelry is not recommended in a hospital laboratory setting.
  - j. Visible tattoos must be covered at all times.
  - k. Long finger nails and sculptured nails are not acceptable in a clinical setting. Nail polish should be a discrete color.
  - l. Hand washing is of the utmost importance. The proper procedure for hand washing is located at the end of this document.

**C. Safety Policy.** Students are expected to observe personal safety when handling laboratory equipment. Students are encouraged to review laboratory equipment manuals at their own time to safely operate equipment. Students are expected to observe universal precautions when dealing with blood and body fluids (see flyer at end of document). Students are expected to observe Material Safety Data Sheet (MSDS) guidelines when handling chemicals. MSDSs are available via the internet in each department for the chemicals located or used in that area. A back-up file of MSDSs is also available from the **Environmental Health and Safety (EH&S) Office in the Carl Hetzog building room 170**. For help in locating a particular MSDS, contact the EH&S Office at **747-7124**, or try the UTEP MSDS website under EH&S at <http://admin.utep.edu/default.aspx?tabid=7068>

NO ONE WILL BE ALLOWED IN THE LABORATORY WITHOUT PROPER PROTECTIVE COVERINGS. UNIVERSAL PRECAUTIONS WILL BE OBSERVED AT ALL TIMES. AT THE INSTRUCTORS DISCUSSION, THE INSTRUCTOR MAY DISMISS A STUDENT WHO DOES NOT HAVE THE PROPER PERSONAL PROTECTION.

## **XI. Student Due Process**

A. Students who believe they have been unfairly evaluated must:

Step 1: Attempt to resolve the difficulty with the faculty member.

Step 2: If the dispute cannot be resolved in Step 1, the student may within 5 school days appeal to the program director stating the evidence for the continued dispute in writing.

Step 3: If still unresolved a written complaint, evidence, and reason for the dissatisfaction must be submitted to the Assistant Dean of the College of Health Sciences. The Assistant Dean will call upon the Due Process Committee to review and make recommendations to the Assistant Dean based on statements, written evidence, and interviews with all parties involved.

Step 4: If the matter is still not settled, the complainant will notify the Dean, within five (5) school days. The Dean will then pursue the matter with the Vice President for Student Affairs.

The process will continue until the matter is resolved.

## **XII. Clinical affiliates, addresses and telephone numbers:**

**New affiliates are being acquired to accommodate the University's requirement for class of 20 or more. The student must be aware that they may be required to leave El Paso to complete their required clinical preceptorship.**

Memorial Medical Center  
Center  
2450 S. Telshor Blvd.  
Las Cruces, NM. 88011-5076  
(505) 521- 2200

Mountain View Regional Medical  
4311 E. Lohman  
Las Cruces, NM 88001  
(575) 556-6701

Providence Memorial Hospital  
2001 N. Oregon  
El Paso, TX 79900  
(915) 577-7300

Northwest Medical Center  
6200 N. La Cholla Blvd  
Tucson, AZ 85741  
(520) 469-8655

Thomason Hospital  
4815 Alameda Avenue  
El Paso, TX 79905  
(915) 521-7789

Sierra Providence East  
3280 Joe Battle Blvd  
El Paso, TX 79938  
(915) 832-2991

Las Palmas Medical Center  
801 N. Oregon  
El Paso. TX 79902  
(915) 521-1170

Del Sol Medical Center  
10301 Gateway Blvd  
El Paso, Texas  
(915) 595-9254

El Paso Cancer Treatment Center (East)  
(West)  
7848 Gateway East  
El Paso, TX 79915  
(915) 599 – 1313

El Paso Cancer Treatment Center  
1901 Grandview Ave  
El Paso, TX 79902  
(915) 544-6750

Physicians Hospital  
1416 George Dieter  
El Paso, TX 79936  
(915) 595-9256



**Upon graduation and initial employment, the UTEP CLS graduate will be able to demonstrate entry-level competencies in the below areas of professional practice.**

Clinical Laboratory Scientists are competent in:

-  developing and establishing procedures for collecting, processing, and analyzing biological specimens and other substances;
-  performing analytical tests of body fluids, blood cells, and other substances;
-  integrating and relating data generated by the various laboratory departments while making decisions regarding possible discrepancies;
-  confirming abnormal results, executing and verifying quality control procedures, and developing solutions to problems concerning the generation of laboratory data;
-  evaluating quality control results and quality assurance measures, and instituting proper procedures to maintain accuracy and precision;
-  establishing and performing preventive and corrective maintenance of equipment and instruments as well as identifying appropriate sources for repairs;
-  developing, evaluating, and selecting new techniques, instruments and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space and budgetary resources;
-  demonstrating professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals and the public;
-  establishing and maintaining continuing education as a function of growth and maintenance of professional competence;
-  providing leadership in educating other health personnel and the community;
-  exercising principles of management, safety, and supervision;
-  applying principles of educational methodology, and
-  applying principles of current information systems.



**THE UNIVERSITY OF TEXAS AT EL PASO**  
**COLLEGE OF HEALTH SCIENCES**  
**CLINICAL LABORATORY SCIENCE PROGRAM**

**ADMISSION REQUIREMENTS**

**ESSENTIAL FUNCTIONS**  
**(Adopted October 1999)**

**Essential Functions for this program include:**

1. **Mobility:**
  - a) The student **must** have adequate gross mobility in order to maneuver in a timely fashion, throughout the department.
  - b) The student **must** be able to lift his or her arms above shoulder height in order to place or remove items of ten pound or less from shelves.
  - c) The student **must** be able to bend over at the waist or squat down (waist and knees) in order to place and remove items of ten pounds or less from drawers and cabinets.
2. **Manual Dexterity:** The student **must** have adequate fine motor skills in order to be able to manipulate small objects in a safe and accurate manner. Examples would include (but are not limited to) being able to operate a computer keyboard; dial a telephone; handle cuvettes, sample cups, pipette tips, and reagent vials; pick up glass slides from table top, and use a pen or pencil to write the English language legibly.
3. **Auditory Acuity:** The student **must** be able to hear well enough to respond to significant sounds in a clinical lab. Examples would include (but are **not** limited) being able to hear the telephone ring, hear the fire alarm or other warning system; be able to hear signals generated from instrumentation that may indicate normal operating status or malfunction, and be able to follow verbal instruction from a coworker or supervisor.
4. **Verbal Communication Skills:** The student **must** be able to speak in a manner that is understandable (this being both clear distinct words and adequate volume) to persons on the other end of a telephone or other health care workers listening specifically to the student in person.
5. **Visual Acuity to read, write, discern colors, and use a microscope:** The student **must** have adequate eyesight such that he/she can recognize and distinguish gradients of color (such as on a urine dipstick), read English words and numbers either on a video display screen, computer printout, or legible handwriting, and interpret lines and points on a graph.

**Health Insurance Coverage**

Upon acceptance into the Upper division of the CLS Program the student is required to  
Demonstrate evidence of health insurance coverage.

I acknowledge that I understand the essential function and I agree to comply with the CLS  
Program Requirements.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



October 2005

## Title IX Notification Regarding Discrimination

Pursuant to Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities.

Inquiries regarding Title IX may be referred to the University's designated Title IX Coordinator:

Deirdre Rommelmeyer  
Director, Equal Opportunity/Affirmative Action Office  
Union East Building, Room 306  
747-5662  
[drommelmeyer@utep.edu](mailto:drommelmeyer@utep.edu) or [eoaa@utep.edu](mailto:eoaa@utep.edu)

### **UTEP's Policies**

The full text of the University's most current policies (including complaint resolution information) regarding Equal Opportunity/Non-Discrimination, Sexual Harassment and Misconduct and Accommodations for Individuals with Disabilities may be found in Section VI of the UTEP *Handbook of Operating Procedures* <http://admin.utep.edu/Default.aspx?tabid=30200>

More information is also available on the Equal Opportunity/Affirmative Action Office web page [www.utep.edu/eoaa](http://www.utep.edu/eoaa) and in the brochure *Equal Opportunity: It's Our Policy, It's the Law and It's Your Right!* <http://admin.utep.edu/Portals/191/EBOforPDF1.pdf>



# Building Policies and Procedures

Emergency Procedures: As part of the Campus Wide Management Plan

Every member of the Faculty and Staff should read and be familiar with the emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess the situation quickly but thoroughly, and use commonsense in determining a course of action.

- ❖ Role of Faculty and Staff: Faculty members are seen as leaders by students and should be prepared to direct their students in the event of an emergency.
- ❖ Designated Essential Faculty and Staff Member: The designated essential faculty and staff members are heads of their departments. It is your role to ensure all your faculty and staff members are accounted for when an emergency arises. A head count should be taken before and after evacuation if possible.
- ❖ *Fire*: If the fire is small and can be easily extinguished with a handheld extinguisher the person should follow the instructions below only if he/she is trained to do so. Otherwise, isolate the fire by closing the door, raise the alarm, and evacuate the building following the procedures for evacuation.
  - Raise the alarm by activating the fire alarm pull station and call 911. The alarm pull station will alert the campus police.
  - Collect a fire extinguisher from box located at all exits and center aisles.
  - Remember the following instructions as P.A.S.S.
    - Pull the pin
    - Aim at the base of fire
    - Squeeze the handle
    - Sweep across the base of the flames
  - Good judgment and common sense should be used in assessing the situation.
  - *Only attempt this if you have had fire extinguisher training.*
- Chemical or Bio Hazard: Refer to Evacuations or Shelter in Place procedures.
- Explosion: Refer to Evacuations or Shelter in Place procedures.
- Emergency Lockdown: The Incident Commander will instruct students/staff to “lockdown” verbally through the Miner Alert Notification System (*text messaging, e-mail, audible alerts*) that inform University personnel.
  - A lockdown procedure is used when there is an immediate and imminent threat to the building and its population from the outside environment.
  - There are a number of incidents when an evacuation of a building or classroom is not advisable - hostile intruder, hazardous release outside or near the building, a possible terrorist attack, etc...
  - Faculty, staff, and students will be sheltered in place in the rooms they are currently in and will not be allowed to leave until the incident has been cleared.
  - Procedures require faculty, staff, and students to be kept in a sheltered building or classroom environment until an “all clear” notice has been announced.

- Locking down the buildings or offices has been determined to minimize risk to students/staff, and to help account for students, faculty and staff when police and first responders can safely move through the building.
  - Ensure disabled individuals are assisted in getting to the staging or secured areas.
  - *For full guide please refer to A Response Plan Guide found at the University Police website.*
- **Shelter in place:** The Incident Commander will instruct students/staff to “shelter in place” verbally through the Miner Alert Notification System (*text messaging, e-mail, audible alerts*) that inform University personnel. Shelter-in-place can be used when there is little time to react to an incident and it would be more dangerous to be outside the building environment by trying to evacuate than it would be to stay where you are. In the event of an incident that requires shelter in place, faculty, students, staff, any IRT member or building leader will prepare to shelter in-place at designated location(s) or move to a staging area within the campus when directed. Shelter in Place will be utilized during incidents involving hazardous materials which produce toxic vapors or smoke from fires outside of the buildings or facility. *For full guide please refer to A Response Plan Guide found at the University Police website.*
  - **Evacuation:** Persons assigned to assist in evacuating persons in need should proceed to their assigned positions. All other persons should follow the Building Alarm Evacuation Procedures as follows:

## **Building Alarm Evacuation Procedure**

***THERE ARE NO FALSE ALARMS! Never ignore a building alarm signal, even if you have reason to believe that it may be a drill or in error.***

### **Prepare Yourself**

The University’s building alarm systems are tested and maintained to afford building occupants the best possible warning in case of an emergency. Before an alarm sounds, take note of the following:

1. Always identify at least two evacuation routes and exits in case of an emergency. **EXIT Signs in the corridors clearly indicate the way. You do not need a diagram on the wall to find a way out. Follow the EXIT signs.** The route you normally take may not be accessible in an emergency so be prepared with an alternate.
2. Identify the locations of the fire alarm pull stations so that you may sound an alarm in case of fire or other emergency. These are usually located by exits and entry into stairways.
3. Observe how to operate the pull station. They are quite simple. Some have plastic covers that have an alarm that sounds when it is opened. These alarms operate only at the pull

station and are designed to reduce nuisance alarms. Ignore this alarm and pull down on the fire alarm handle inside.

4. Whenever the alarms are activated, observe the sound. Learn to recognize it as an indication of an emergency requiring evacuation.
5. Never prop open the stairwell doors. They must be fully closed in order to keep smoke and heat out and to maintain a safe passageway out of the building for building occupants. Report stairwell doors that do not self-close and latch so these may be repaired. Your department will not be charged for repairs to promote safety.
6. If there are sensitive items within your space, keep them locked away when not in use. You may not have time to store them in an emergency.
7. **When exiting in an emergency faculty, staff, and students should assemble in the parking lot on the corner of Wiggins and Rim Roads if exiting from stairwell #1 or #2. The backup location in case of blocked exits is the parking lot across the Sun Bowl Drive walking bridge. Avoid areas where first responder vehicles would park.**

### **When an alarm sounds**

In the event that an alarm sounds in the building, it's time to get out. You don't have to see or smell smoke to know this. The following steps should be taken as you prepare to leave your area:

1. Close the door to your office or room when leaving. This will help slow a fire by reducing the oxygen that feeds a fire. Also, closing your door will reduce the probability of smoke ruining the contents of your room. Don't lock the door. Firefighters must gain entry to all rooms when fire occurs to verify that everyone has escaped. If the door is locked it may be damaged in an effort to open it.
2. If on an upper floor use the stairs to get out. **DO NOT USE THE ELEVATORS!** In a fire situation an elevator shaft can act like a chimney flue, filling with hot smoke, gases and flames. Also, the elevator control panel or the building electrical system may become disabled due to the emergency. This could trap you in the elevator and place you at risk of fire, heat, or smoke inhalation.
3. Exit the building and proceed and move away from the building to the designated assembly areas. Do not block driveways or parking lots. Emergency equipment will need access.
4. Report to your supervisor or the designee that you are safely out of the building. Do not wander off until you have been accounted for. Emergency crews may lose precious minutes if they must search the building for you so don't forget to report that you've safely exited.
5. Do not re-enter the building until it has been declared safe by Campus Police or the city fire department. No other person is empowered to make the all clear call.  
And if you hear an alarm remember, just because you can't see or smell smoke doesn't mean that there isn't an emergency. There may still be a fire or some other emergency requiring exit from the building. Often fire alarm pull stations may be activated to evacuate the building for other emergencies, such as a chemical emergency, gas leak, medical emergency, or even to draw attention to a crime in progress.

**Do not ignore an alarm signal, even if you have reason to believe it may be false.**

### **If fire starts in your area**

Remember to close the door to the fire area, activate the fire alarm by pulling down on the fire alarm pull station lever, evacuate the building, do not use elevators, and if caught in smoke, get down low. The clearest air is closer to the floor. Finally, call 911 from a safe telephone.

If you become trapped, go to a window and wave something that will catch the attention of those below. If a telephone is available, call 911 and be prepared to give a detailed description of your area. Remember, the rescuers are not as familiar with campus buildings as you are.

### **Persons with disabilities**

We all have an obligation to look out for each other. Students, staff, or faculty who has disabilities will be helped from the building. Faculty and staff having this responsibility should proceed to their assigned locations only when safe to do so. Persons with hearing impairment should be alerted when an alarm sounds and those with visual impairments will need our help in exiting a building. Notify emergency personnel when a person with disabilities remained behind in a designated Area of Refuge at an elevator landing or a stairwell. Stairwells are the preferred Area of Refuge since they provide a safe area enclosure from smoke and heat.

If you have a disability that could impair your options in an emergency you should make every effort to plan your exit ahead of time. Make a point to become familiar with the building. Stairwells should be checked out, taking note of landings and whether they may be used as an area of refuge.

Locations of exits, telephones, signs and fire alarm pull stations should be noted. Remind your co-workers and others you encounter in an emergency that you may need their assistance in case of an emergency. **When an emergency does occur, request help. Don't wait for someone to offer it.**

# Student Health Services Information

**Student Health Center – Union Building East suite 100**

**747-5624**  
**Open 8:00 A.M. – 4:00 P.M.**  
**Friday Closed from 8:00 - 11:30 A.M. – 1:00 – 4:00 P.M.**

The CLS Student must submit to the student health center a copy of the following information. Explain to them that you are a CLS student so that they put your in the correct file.

1. Record of immunizations. If the student is not current on immunizations, the student must be brought up to date on the immunizations. This may be done at the student health center or via private physician. Titers must be performed for chicken pox (Varicella and Hepatitis B is you have previously been vaccinated).
2. Record of Hepatitis B vaccine, 3 doses.
3. Record of TB skin test or chest X –ray.
4. Physical exam, one per year, CBC and UA (may be performed via private physician)

**Note:**

- The student must bring the UTEP picture ID
- The Student Health Center takes VISA and MasterCard
- They have a Nurse Practitioner every day, if you think you need to see the Doctor you must see the Nurse Practitioner first then she will make an appointment for you to see the doctor.
- Tetanus booster is \$21.00
- TB test is \$5.00
- MMR is \$47.50
- Hepatitis B is \$35.00 X 3 = \$105.00 (you need 3, Initial followed by one month, followed by 5 month)
- Vericella titer is \$24.00
- Rubella titer is \$28.00
- Rubeola titer is \$20.00
- Lab Package: All titers, CBC, & UA is \$90.00

**INCIDENT REPORT**



**Student Name:** \_\_\_\_\_ **UTEP ID#** \_\_\_\_\_

\_\_\_\_\_ **Home**  
**Address** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Time Accident Occurred: \_\_\_\_\_ a.m./ \_\_\_\_\_ p.m.

Date: \_\_\_\_\_

Place of Accident: \_\_\_\_\_ Number of People Involved: \_\_\_\_\_

**PART OF BODY INJURED**

**DESCRIPTION OF THE ACCIDENT**

How did the accident happen?  
What was student doing?

Abdomen \_\_\_\_\_ Foot \_\_\_\_\_  
Ankle \_\_\_\_\_ Hand \_\_\_\_\_

Arm \_\_\_\_\_ Head \_\_\_\_\_

Chest \_\_\_\_\_ Knee \_\_\_\_\_

Ear \_\_\_\_\_ Leg \_\_\_\_\_

Elbow \_\_\_\_\_ Mouth \_\_\_\_\_

Eye \_\_\_\_\_ Nose \_\_\_\_\_

Face \_\_\_\_\_ Tooth \_\_\_\_\_

Finger \_\_\_\_\_ Wrist \_\_\_\_\_

Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NATURE OF INJURY**

**Student's signature**

Abrasion \_\_\_\_\_ Laceration \_\_\_\_\_

Bite \_\_\_\_\_ Needle Stick \_\_\_\_\_

Bruise \_\_\_\_\_ Poisoning \_\_\_\_\_

Concussion \_\_\_\_\_ Puncture \_\_\_\_\_

Cut \_\_\_\_\_ Scratches \_\_\_\_\_

Dislocation \_\_\_\_\_ Shock (el.) \_\_\_\_\_

Fracture \_\_\_\_\_ Sprain \_\_\_\_\_

Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEGREE OF INJURY**

Non-disability \_\_\_\_\_

Temporary Disability \_\_\_\_\_

Permanent Impairment \_\_\_\_\_

Death \_\_\_\_\_

Faculty/Preceptor in charge when accident occurred [Enter NAME(S)] \_\_\_\_\_

Present at scene of accident: YES \_\_\_\_\_ NO \_\_\_\_\_

**IMMEDIATE ACTION TAKEN**

	NAME
First-Aid Treatment _____	By: _____
Campus Police Notified (747-5611) _____	By: _____
EMS notified (911) _____	By: _____
Sent to STUDENT HEALTH CTR. _____	By: _____
Sent Home _____	By: _____
Sent to Physician _____	By: _____

PHYSICIAN'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Sent to Hospital \_\_\_\_\_ By: \_\_\_\_\_

HOSPITAL NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Was a Parent or other individual notified? YES \_\_\_ NO \_\_\_ When \_\_\_\_\_  
How \_\_\_\_\_

Name of Individual(s)  
Notified: \_\_\_\_\_

By whom? (Enter NAME)  
\_\_\_\_\_

WITNESSES:  
1.- NAME: \_\_\_\_\_ ADDRESS/PHONE: \_\_\_\_\_

2.- NAME: \_\_\_\_\_ ADDRESS/PHONE: \_\_\_\_\_

**REMARKS**

What recommendations do you have for preventing accidents of this type?

\_\_\_\_\_  
\_\_\_\_\_

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Signature: Student

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Signature: Faculty

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Signature: Program Director

The University of Texas at El Paso  
College of Health Sciences  
Clinical Laboratory Science Program

**Degree Plan FALL 2010**  
**PRE-PROFESSIONAL COURSES**

**Freshman**

**Fall Semester**

UNIV	1301	3	
	3		
ENGL	1311 or ENGL/ COMM 1611	3	
	3		
	or ESOL 1311		
	3		
CHEM	1305 General Chemistry	3	
	1		
CHEM	1105 Lab for Gen Chemistry	1	
	3		
MATH	1411 Calculus	4	
	1		
	<b>Total</b>	<b>14</b>	

**Spring Semester**

HIST	1301 History of US	
ENGL	1312 or ENGL 1313 or ESOL 1312	
BIOL	1305 General Biology	
BIOL	1107 Topics in the study of Life II	
CHEM	1306 General Chemistry II	
CHEM	1106 Lab for Gen Chemistry	

**Summer I**

COMM	1301 or 1302 or ENGL/COMM1611	3
	3	
HIST	1302 History of US Since 1865	3
	3	

**Summer II**

Humanities Core	<b>PHIL ethics 2306 (Required)</b>
Visual & Performing Arts Core	(Select one)

6

Total 6

Total

**Sophomore**

**Fall Semester**

POLS	2310 Intro to Politics	3
	3	
BIOL	2313 Human Anatomy/Phys II	3
	3	
BIOL	2113 Human A & P II Lab	1
	4	
CHEM	2324 Organic Chemistry	3
	3	
CHEM	2124 Organic Chemistry Lab	1
	1	
CLSC	2210 Intro to CLS	2
	2	
BIOL	3320 Genetics	3
	<b>Total</b>	<b>16</b>

16

**Spring Semester**

POLS	2311 American Gov & Politics	
	Social & Behav Science <b>PSYC 1301(required)</b>	
MICR	2440 General Micro	
CLSC	2311 Medical Diagnostic Applications	
CLSC	2111 Lab for CLSC 2211	
CLSC	2212 Clinical Laboratory Computations	

Total

**PROFESSIONAL COURSES**

**Junior**

**Summer I**

CLSC	3351 Concepts in Immunodiagnostics	3
	2	
	1	
<b>Total</b>		<b>3</b>

**Summer II**

CLSC	3252 Body Fluids	
CLSC	3153 Body Fluids Lab	

Total 3

**Fall Semester**

CLSC	3354 Clinical Chemistry I	3
	2	
CLSC	3155 Clinical Chemistry I Lab	1
	1	
CLSC	3356 Hematology I	3
	2	
CLSC	3257 Hematology I Lab	2
	3	
CLSC	3258 Opportunistic & Parasitic Infections 2	2
	2	
CLSC	3159 Opportunistic & Parasitic Infections Lab 1	3
	3	
CLSC	3260 Serology	2
	2	
CLSC	3161 Serology Lab	1
	1	
	<b>Total</b>	<b>15</b>
<b>Total</b>		<b>16</b>

**Spring Semester**

CLSC	3262 Clinical Chemistry II	
CLSC	3164 Clinical Chemistry II Lab	
CLSC	3264 Hematology II	
CLSC	3366 Infectious Diseases	
CLSC	3268 Infectious Diseases Lab	
CLSC	3368 Immunohematology	
CLSC	3269 Immunohematology Lab	
CLSC	3165 Hematology II Lab	

**Senior**

**Fall Semester**

	2	
CLSC	4471 Preceptorship I	4
	4	
CLSC	4472 Preceptorship II	4
	4	
CLSC	4273 Clinical Education	2
	1	
CLSC	4274 Clinical Investigation	2
	1	
	<b>Total</b>	<b>12</b>

**Spring Semester**

CLSC	4275 Clinical Manag & Supervision	
CLSC	4476 Preceptorship III	
CLSC	4478 Preceptorship IV	
CLSC	4180 CLSC Seminar	
CLSC	4100 Ethics	
	<b>Total</b>	<b>12</b>

Total of 133 hours

**UTEP CLS STUDENT HANDBOOK  
SIGNATURE PAGE:**

---

**I acknowledge that I have received the UTEP, College of Health Sciences, Clinical Laboratory Science Student Handbook, and that the contents were explained to me.**

**I further acknowledge that it is my responsibility to read and understand its contents.**

**If I have any questions regarding this CLS Handbook , I will not hesitate to ask the CLS Program Director or its Faculty, so I may be clear about policies and procedures for the Clinical Laboratory Science Program and my responsibilities as a student..**

---

**(Print Name)**

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**(Signature)**

---

**(Date)**

# How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

 Duration of the entire procedure: 20-30 seconds

1a



Apply a palmful of the product in a cupped hand, covering all surfaces;

1b



2



Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



Palm to palm with fingers interlaced;

5



Backs of fingers to opposing palms with fingers interlocked;

6



Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



Once dry, your hands are safe.



World Health  
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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May 2010



# UNIVERSAL PRECAUTIONS



1. Use Barrier Protection to prevent skin and mucous membrane contact with blood or other body fluids.
2. Wear gloves to prevent contact with blood, infectious materials, or other potentially contaminated surfaces or items.
3. Wear face protection if blood or bodily fluid droplets may be generated during a procedure.
4. Wear protective clothing if blood or bodily fluid may be splashed during a procedure.
5. Wash hands and skin immediately and thoroughly if contaminated with blood or bodily fluids.
6. Wash hands immediately after gloves are removed.
7. Use care when using or handling sharp instruments and needles. Place used sharps in labeled, puncture resistance containers.
8. If you have sustained an exposure or puncture wound, immediately flush the exposed area and notify your supervisor.