STUDENT HANDBOOK

SCHOOL YEAR 2026-27

Effective Date: August 17 2026

Disclaimer

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The information in this handbook is provided to support the students of Inova's MLS Program. Please use it only for its intended purpose and avoid sharing it outside authorized channels. Protecting this information helps maintain the integrity of our processes and the privacy of our patients and staff.

Version Control

Please note that this handbook is subject to periodic updates to reflect current policies and procedures. Always refer to the latest version to ensure accuracy. If you are unsure whether you have the most current version, please check with the program supervisor.

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I. GENERAL INFORMATION

About Inova Health System

We are Inova, Northern Virginia's leading nonprofit healthcare provider. Every day, our 25,000+ team members provide world-class healthcare to the communities we serve. Our people are the reason we're a national leader in healthcare safety, quality and patient experience. And from best-in-class facilities to professional development opportunities, we support them at every step. At Inova, we're constantly striving to be ever better — to shape a more compassionate future for healthcare.

Inova's Mission

To provide world-class healthcare – every time, every touch to each person in every community we have the privilege to serve.

Inova's Vision

To be among the leading health systems in the nation. We seek to optimize the health and well-being of each individual we serve. We will achieve this by building the future of health with a focus on the following:
We will reinvent hospital-based care to increase value for our patients
We will look outside our hospitals to build an integrated network of providers and programs to support our community
We will gain national and international recognition and funding - as well as an expanded patient base - through world-renowned specialty care and leading-edge corporate and consumer health programs

Inova's Values and Cultural Beliefs

Patient Always. *We work with compassion to ensure every action we take puts the patient and their family first.*
Value People. *We create an environment of growth and respect, where contributions are recognized and rewarded.*
One Team. *We are stronger together as a unified healthcare system, enriched by our diversity and driven by a shared purpose.*
Integrity. *We consistently uphold the highest moral and ethical standards and honor our commitments.*
Excellence. *We act with courage, hold ourselves accountable, and achieve results at the highest level of performance in our field.*

Inova Fairfax Hospital

- Is fully accredited by The Joint Commission (TJC).
- Is licensed by the Commonwealth of Virginia's Department of Health and the Department of Mental Hygiene and Hospitals.
- Is approved by the American Medical Association's Council on Medical Education for an internship training program.
- Has approved programs in medical laboratory science, life support technology and respiratory therapy, and is engaged in nursing education as the principal clinical facility for both the Fairfax County.
- School of Practical Nursing and the professional nursing programs at Northern Virginia Community College and George Mason University.
- Has physician residency programs in cooperation with the Georgetown University School of Medicine, the George Washington University School, the Medical College of Virginia and the University of Virginia Medical School.

MEDICAL LABORATORY SCIENCE PROGRAM

Introduction

The Inova Fairfax Hospital School of Medical Laboratory Science, a division of the Department of Pathology, was established in 1963. This highly competitive and rigorous 11-month clinical training program enrolls up to 8 students annually. Upon successful completion of all program requirements, students receive a certificate from the Inova Fairfax Hospital School of Medical Laboratory Science and become eligible to sit for the National Board of Certification examination.

Our program prepares graduates to take the National Board of Certification examination administered by the American Society for Clinical Pathology (ASCP) to pursue the MLS (ASCP) certification, which is essential for working as a Medical Laboratory Scientist. We take pride in graduating highly qualified medical laboratory scientists who are well-prepared with entry-level competence to enter the laboratory profession.

We are fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), located at 5600 N. River Rd, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, www.naacls.org. Our program adheres to NAACLS standards for Medical Laboratory Science, ensuring that we meet or exceed national standards. This accreditation highlights the excellent quality of education our students receive, the credentials of our faculty, and our strong relationships with the professional community. In 2019, our school received the maximum accreditation award, demonstrating our faculty's ongoing commitment to providing the highest caliber of academics and excellence in MLS education.

The Inova Fairfax Hospital School of Medical Laboratory Science is certified to operate by the State Council of Higher Education for Virginia (SCHEV), located at the James Monroe Building, 101 North Fourteenth Street, Richmond, Virginia 23219 www.schev.edu.

Our curriculum includes both didactic and clinical experiences, fostering the development of professional and leadership skills, and a commitment to lifelong learning. We emphasize values such as respect for others, integrity, teamwork, and excellence in providing the high-quality care that patients need and deserve.

Students are trained as generalists through a combination of classroom instruction, student lab work, and clinical practicum experiences. During their clinical year, students rotate through various laboratory sections and participate in a corresponding lecture series. Laboratory rotations include Blood Bank, Chemistry, Urinalysis, Coagulation, Hematology, Immunology, and Microbiology. These rotations take place at several Inova facilities, including Inova Fairfax Medical Campus, Inova Fair Oaks Hospital, Inova Loudoun Hospital, Inova Alexandria Hospital, Inova Mount Vernon Hospital, Inova Blood Donor Services, Inova Laboratories, and Quest Diagnostics Nichols Institute, Inc. laboratories. Here, students receive systematic instruction and practical experience in technical methods and learn the relationship of laboratory test results to disease states.

Classroom lectures focus on understanding the theory behind the technical methods learned in the

laboratory and their clinical applications. Course materials are presented through Canvas (course management system), allowing students to access and review lecture materials at their own pace.

Additionally, the school offers supplemental resources through online self-learning modules in MediaLab. This provides continuing education and compliance courses for MLS professionals and students. Clinical instructors assign mandatory courses in each section and students are encouraged to complete as many courses as possible. Also available in MediaLab is the exam simulator to help students prepare for the Board of Certification examination.

This Student Handbook contains detailed information about the program's policies, curriculum, students' rights, privileges, and responsibilities. Students are encouraged to use this handbook as a reference throughout the program.

The Medical Laboratory Science Profession

Medical Laboratory Science is a branch of medicine focused on laboratory analyses used in diagnosing, prognosing, and treating diseases, as well as maintaining health. Medical laboratory scientists, also known as Clinical Laboratory Scientists or Medical Technologists, play a crucial role in patient care. These highly skilled professionals develop, perform, and troubleshoot assays and methods for analyzing blood, tissue, and body fluids in diagnostic laboratories.

Medical laboratory scientists perform a wide range of complex, qualitative and quantitative lab tests, from biological screening to molecular analysis. They must have a strong background in physical and biological sciences to understand the scientific theory behind the procedures they perform. Approximately 75% of medical decisions, including diagnosis, treatment, and evaluations, are based on laboratory test results.

Laboratory testing is essential for diagnosis, prognosis, risk determination, and monitoring ongoing treatment. Specialty areas include clinical chemistry, hematology, transfusion medicine, clinical immunology, clinical microbiology, and molecular diagnostics.

Medical laboratory science is a rapidly growing field with high demand for professionals. According to the U.S. Department of Labor, the field is growing much faster than the national average. About two-thirds of medical laboratory scientists work in hospital laboratories, while others are employed in private labs, physician offices, clinics, the armed forces, health agencies, industrial medical labs, pharmaceutical companies, and research programs.

Our graduates are highly sought after, with 100% securing employment within three months of graduation. Given the high demand and diverse career options, this degree is an excellent choice for students interested in a health science career.

Statement of Purpose

The Inova Fairfax Hospital School of Medical Laboratory Science is committed to advancing knowledge, educating students in laboratory theory and techniques, and providing exceptional laboratory healthcare. While the primary focus of Inova Fairfax Hospital and its laboratory is patient care, the School of Medical Laboratory Science leverages its teaching hospital environment to offer students real-world medical laboratory education. Recognizing the rapid pace of change in the field, the program continually reassesses its methods and goals to ensure the most meaningful education for its students.

Our Commitment

The Inova Fairfax Hospital School of Medical Laboratory Science is dedicated to delivering exceptional education through quality instruction, research, and service. Our goal is to equip students with the knowledge, skills, and attitudes necessary to achieve a high level of competency in Medical Laboratory Science. We believe that by graduating competent, quality-minded, and ethical professionals, we enhance patient safety in our community and uphold the highest standards in the field of medical laboratory science.

Our Mission

The mission of the Inova Fairfax Hospital School of Medical Laboratory Science is to graduate highly skilled, knowledgeable, and ethical medical laboratory scientists committed to excellence, innovation, and evidence-based practice in a rapidly changing healthcare environment. The program fosters an environment that nurtures Medical Laboratory Science as a unique and specialized profession.

Our goal is to prepare students to pass the ASCP MLS Board of Certification Examination and meet the workforce needs regionally, nationally, and globally.

Program Goals

- To ensure entry-level medical laboratory scientists are well-trained and equipped with essential knowledge, skills, and experience.
- To provide high-quality clinical education, both academically and clinically, to prepare students for the workforce.
- To offer an exceptional and sustainable curriculum that meets and exceeds NAACLS standards.
- To equip students with the knowledge and experience to pass the national certification examination.
- To instill high standards of performance, professional ethics, and integrity in all our graduates
- To develop graduates capable of taking on leadership roles in education and management.
- To recruit and employ program graduates in Virginia and nationwide.
- To continuously evaluate and improve program processes to ensure effectiveness.
- To foster an environment that promotes critical thinking, clinical reasoning, and creative problem-solving.

Program Faculty and Administration

Justin Wells MD FCAP	Pathology—Division Chief, Inova
Hassan Nayer MD	Medical Director, Chairman—Department of Pathology
Lucy (Myong) Nam MD	Pathologist, MLS Program Medical Director / Advisor
Deborah L Hixon MBA, MT(ASCP) SM	Director of Laboratory Services, MLS Program Director
Shabrina Shah SBB(ASCP)^{CM} BB	Blood Bank Manager, MLS Program Advisor
Rhoda Restauro MPH MLS(ASCP)^{CM}	MLS Program Supervisor
Alexander Amati MLS(ASCP)^{CM}	Microbiology Clinical Instructor
Alexis Bustamante MLS(ASCP)^{CM} SM	Microbiology Clinical Instructor
LeWei (Amy) Dong MS MLS(ASCP)^{CM}	Blood Bank Clinical Instructor
Shammela Bucarey MLS(ASCP)^{CM}	Blood Bank Clinical Instructor
Jennifer Garlick MLS(ASCP)^{CM}	Chemistry Clinical Instructor
Nicole Tomazic MLS(ASCP)^{CM}	Chemistry Clinical Instructor
Ivan Vargas MLS(ASCP)^{CM}	Coagulation Clinical Instructor
Tiffany Khordehpaz MLS(ASCP)^{CM}	Hematology Clinical Instructor
Veronica Moracchini MLS(ASCP)^{CM}	Immunology Clinical Instructor
Jaimarie Epistola MLS(ASCP)^{CM}	Urinalysis Clinical Instructor
Nicholas Lilly MBA	Senior Director Inova Blood Donor Services
Yoosoon S. Park	Training Program Manager - Quest Diagnostics

Contact Information

- Inova MLS Program Website

  https://www.inova.org/education/student-educational-opportunities/medical-laboratory-science-program

- Mailing Address

  Inova Fairfax Hospital
  School of Medical Laboratory Science
  Professional Services Bldg - Basement
  Attention: Rhoda Restauro
  3300 Gallows Road, Falls Church, VA 22042-3300

Information about the Inova Fairfax Hospital Medical Laboratory Science Program may be obtained by contacting the following individuals:

Program Director
Deborah L Hixon MBA MT(ASCP)SM
Debbie.Hixon@inova.org
(703)776-2892

Program Supervisor
Rhoda Restauro MPH MLS(ASCP)^{CM}
Rhoda.Restauro@inova.org
(703)776-2413

The Laboratory

The Inova Fairfax Hospital Department of Pathology and Laboratory is dedicated to providing top-quality clinical laboratory services to support the community's health and well-being. We ensure high standards through continuing education, quality control, quality assurance programs, and interactive communication with the healthcare team.

Recognizing the importance of education, we offer professional training for pathology residents and medical laboratory science students. Our laboratory is accredited by the College of American Pathologists, CLIA, FDA, and the American Association of Blood Banks. We perform diagnostic tests in various disciplines, including hematology, urinalysis, body fluid analysis, clinical chemistry, immuno-hematology, immunology, flow cytometry, microbiology, and parasitology, using both manual and automated methods.

Our fully computerized, progressive laboratory conducts over 7.5 million tests annually with state-of-the-art automation and equipment, striving to meet the unique needs of every patient we serve. Our dedicated staff, including pathologists and certified medical laboratory scientists, provide continuous 24-hour service. They actively participate in professional societies and maintain continuing education as required by NAACLS standards. An active in-service educational program is also conducted for all laboratory personnel.

Hours of Operation

The school is located within the clinical laboratory at Inova Fairfax Hospital, which operates 24/7. Students can access the laboratory anytime using their employee badge. School officials (Program Director, Program Supervisor) are generally onsite Monday through Friday from 7:00 am to 4:30 pm.

For required attendance hours, please refer to the *Attendance Policy* section of this handbook.

ADMISSIONS POLICY AND PROCEDURE

Academic Requirements

Applicants to the Medical Laboratory Science Program must have a baccalaureate degree in chemistry, biological sciences, or medical technology, or be enrolled in a degree program at an affiliated academic institution.

Before admission, applicants must complete all pre-clinical medical laboratory science requirements and be eligible for a baccalaureate degree upon completing the clinical program.

Prerequisites for admission include:

Chemistry (16 semester hrs) - must include organic and/or biological chemistry

Biological Science (16 semester hrs) - must include microbiology (with bacteriology) and immunology

Mathematics - at least one college-level mathematics course

- The chemistry and biological science courses must count towards a major in those fields or medical laboratory science, or be certified as equivalent by the college/university.
- Survey courses do not qualify as fulfillment of chemistry and biological science prerequisites.
- Remedial mathematics courses do not satisfy the mathematics requirements.
- Science coursework must be completed within 7 years prior to enrollment. Applicants who completed the minimum requirements more than 7 years ago must update their coursework in immunology. Updating coursework in microbiology, organic, and/or biochemistry is also highly recommended.

GPA Requirement

The applicant must possess at least a **2.5 GPA** for both the cumulative from all colleges/universities attended and **2.5 GPA** from the science courses which is calculated along with the required courses listed above.

Non-Academic Requirements for Admission

- Personal qualifications for a career in Medical Laboratory Science include a strong interest in science and medicine, analytical thinking, and problem-solving skills.
- A genuine desire to help others is also crucial.
- Additionally, good communication skills, sound judgment, a sense of personal responsibility, and the ability to work well with others are essential.
- Good general health, endurance, and a willingness to work long hours, both in school and on the job.

Technical Standards

Technical standards represent the essential non-academic requirements of the program that students must master to successfully participate in the program and become employable. Prior to admission each student must agree that they can, and are prepared to meet these requirements with or without reasonable accommodation.

Inova Health System is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, pregnancy (including childbirth, pregnancy-related conditions and lactation), race, religion, sex, sexual orientation, veteran status, genetic information, or any other characteristics protected by law.

The following is a list of the technical abilities and skills:

Manual Dexterity — Students must:

- Be able manipulate objects precisely and perform assays that require fine or gross motor skills using good eye-hand physical coordination (such as pipetting, measure and aliquot liquids).
- Be able to handle needles and syringes and perform phlebotomy safely and accurately.
- Be able to handle flammable and hazardous chemicals, electrical and infectious biological materials.
- Be able to reach instruments, bench tops, and equipment to perform duties adequately.
- Be able to carry objects weighing up to 20 pounds and have the stamina to perform academic program functions over an 8-hour day including standing or sitting.
- Be able to maneuver freely in the clinical laboratory setting and in a patient-care setting.

Vision — Students must:

- Be able to distinguish colors, hue, shading or intensity and clarity.
- Be able to use a microscope to read biological material and identify fine structural differences and color.
- Be able to read and interpret charts, graphs, and labels in print and video monitor.

Communication Skills — Students must:

- Be able to communicate in English, both verbally and in writing to all staff, employees, students, patients and other healthcare workers.

Intellectual and Critical Thinking Skills — Students must:

- Be able to judge, comprehend, make calculations, analyze and perform complex interpretative testing.
- Be able to solve problems and apply critical thinking under normal and stressful situations.

Ethical Standards — Students must:

- Exercise ethical judgement, integrity, honesty, dependability, patient confidentiality and adhere to the academic and professional code of ethics.

Safety — Students must:

- Be able to recognize and respond to safety issues, including recognizing emergency situations and taking appropriate actions.
- Be able to adhere to the regulations of accrediting agencies, comply with safety regulations of the laboratory and maintain a safe environment for themselves and others.

Selection Process & Timeline

November. Application period ends. Completed applications will be evaluated and considered for interview based on — overall GPA, Science GPA, college major, affiliate status, relevant coursework, course repeats and withdrawals, recommendation letters, and answers to application questions. A Point System is used to rate applicants.

December. Interviews are conducted. Applicants will be interviewed by the Admissions Committee. During the panel interview, applicants will be evaluated based on their interview performance, motivation, relevant work experience, understanding of the profession, communication skills, and general professional appearance without regard to gender, age, race, religion, marital status, national origin, disability, or other protected characteristics.

January - February. Notification of selected applicants will be via email and letter. Selected applicants must respond within two weeks, sign the enrollment agreement, and submit an Acceptance fee of $100 (this will be applied toward the tuition). Selected applicants who accepted will expect to receive the Student Handbook, the Truth-in-Lending statement, and the Enrollment Agreement. These documents must be thoroughly reviewed, signed, and returned to the school by the indicated due date on the offer letter.

June-July. Inova's Human Resources will contact the selected applicants who have returned their acceptance documents to begin the Team Member Health & Safety clearance procedures.

- Admission and enrollment to the program is contingent on passing Inova's employment health assessment, drug screening, and background checks. These must be completed one month before the program starts.
- Admission may also be conditional on completing the prerequisite coursework, documented by official transcripts submitted one month before the program starts.
- Failure to satisfactorily complete the Team Member evaluations or successfully completing the prerequisite courses at least one month before the start of the program may result in the revocation of admission.

II. CURRICULUM AND REQUIREMENTS OF THE MEDICAL LABORATORY SCIENCE PROGRAM

Curriculum

The MLS student will study the clinical and diagnostic aspects along with case studies, pre-analytical, analytical, and post-analytical components of laboratory services, problem-solving, and instrumentation, point-of-care, safety, quality control and quality assurance for the courses listed below. The program consists of courses containing didactic lecture series and supervised clinical rotation in Chemistry, Hematology, Immunohematology, Immunology, Microbiology, Coagulation, Urinalysis, Lab Operations and Phlebotomy. The instructional time is equivalent to more than 1,700 clock hours or 38 semester credit hours.

Course Descriptions

MLS 401 Orientation to the Problems and Practices of the Clinical Laboratory (2 credit hours)

- Orientation to the clinical laboratory includes lectures and demonstrations on venipuncture principles, laboratory quality assurance and safety. Phlebotomy lectures cover the theory behind blood collection procedures, while the laboratory sessions introduce basic techniques for collecting blood samples, including venipuncture and capillary puncture. The clinical internship involves supervised practice in blood sample collection, with a focus on professional conduct and adherence to safety regulations and policies.
- Laboratory operations include discussions of quality control, budgeting, personnel, laboratory space, supplies and equipment, concepts and principals of laboratory operations, general principles of federal and state regulations, laboratory safety, laboratory and hospital information system, ethics and medical/legal matters. Basic laboratory techniques such as pipetting, microscopy, and laboratory mathematics are also included.

MLS 402 Clinical Hematology and Coagulation (7 credit hours)

- Course involves the study of maturation, morphology, and function of blood cells and their role in disease processes. Emphasis is placed on both manual and automated laboratory procedures, blood cell identification, and the relationship of cells with specific diseases such as anemia, leukemia, lymphomas and reactive processes. As part of Hematology, the basic principles and applications of Flow Cytometry is included.
- This course also covers the mechanisms involved in the coagulation system, including platelet function, coagulation factors, and fibrinolytic system. Bleeding and clotting disorders as well as treatment modalities are discussed. Laboratory evaluation of the hemostatic process and the correlation of laboratory findings with disease states will be emphasized.

MLS 403 Clinical Urinalysis and Fluids (3 credit hours)

- This course covers the physical, chemical, and microscopic analysis of urine. Renal function, disease states, and the physiology and clinical analysis of CSF and other body fluids are also covered. Emphasis is placed on laboratory procedures, morphological findings and the correlation of results to disease states.

MLS 404 Immunohematology (7 credit hours)

- Topics of study include genetics and biology of red cell antigen systems, ABO/Rh blood typing, antibody screening and identification, compatibility testing, solving compatibility problems, transfusion reactions, donor requirements, preparation of blood components for transfusion, quality and inventory control, instrumentation, and current practices in component preparation. Additionally, hemolytic disease of the fetus and newborn, HLA blood group system, and hematopoietic stem cell transplantation are also discussed.

MLS 405 Clinical Microbiology (8 credit hours)

- This course looks at pathogenic bacteria, mycobacteria, parasites, viruses and fungi of humans in relation to pathogenesis, epidemiology, clinical manifestations, infectious diseases and antimicrobial agents. Practical laboratory instruction includes specimen collection; handling and transport; media composition and utilization; culture, isolation and identification methods; and automation, quality control methods and laboratory safety.

MLS 406 Clinical Chemistry (8 credit hours)

- Study of the biochemical constituents of body fluids, their physiological functions and alterations in disease states. Emphasis is placed on the analytical methods of the laboratory. This includes the study of the principles, operation and maintenance of laboratory instrumentation, the use of computer technology, quality control and quality assurance tools.

MLS 407 Immunology/Serology (3 credit hours)

- Topics of study include antigen/antibody structure, function and interaction as they relate to serologic diagnosis. The course explores the human immune system in relation to immunophysiology, hypersensitivity, immunochemistry, immunities to infectious agents, disorders of the immune system, and clinical applications. The course also provides principles of current clinical techniques, methodologies and instrumentation, result interpretation and clinical applications.

Enrichment-Observation Experience

This enrichment-observation program offers a comprehensive 3-week rotation at the Quest Diagnostics Nichols Institute. Students will observe specialized testing performed in a reference labs such as that in Quest Diagnostics. This unique program includes rotations through various departments such as Immunology, Molecular Genetics, Molecular Infectious Diseases, Immunoassay/RIA, Immunology and Serology, Mycology, Parasitology, Special Chemistry, Cytogenetics, and Toxicology.

Additionally, the program features a 1-week rotation at the Inova Blood Donor Center. This rotation introduces students to the fundamentals of blood donor collection and processing. Students will learn basic blood draw procedures and explore different types of collections. They will also discuss and observe FDA biologics regulations, the importance of confidentiality, analytical factors in blood collection laboratories, safety and handling of blood products during manufacturing, and the distribution of the final product.

Student Project

The student project enables students to apply the knowledge gained throughout the program by completing an independent, mentored study. In their professional roles, medical laboratory scientists are expected to improve existing methods and processes; evaluate, validate, and implement new ones. These on-the-job assignments can range from reorganizing departmental workloads in a management capacity to setting up new test procedures or instrumentation. See the *Student Project* section for more detailed information.

The purpose for the student project is to provide the student with:

- Experience in evaluating the need for change and the process involved as they navigate the process of getting a project proposal approved.
- Experience in the actual process of reorganization or setting up new procedures. These new procedures give students practical experience in Quality Control, cost analysis, statistics, establishing normal values, and other areas that medical laboratory scientists evaluate in the laboratory.
- Whether or not the laboratory adopts the project results does not affect the validity of the project. The main purpose of the project is to provide a learning experience for the student.
- Completion of this program and permission to sit for the Registry examination depend on the successful completion and presentation of the student project.

Entry Level Competencies of Medical Laboratory Scientist

*National Accrediting Agency for Clinical Laboratory Sciences (October 2024). NAACLS Standards for Accredited and Approved Programs (MLS Unique Standards)

According to the *Standards for Accredited Programs for Medical Laboratory Scientist* established by the National Accrediting Agency for Clinical Laboratory Science (NAACLS)*:

At entry-level, the medical laboratory scientist will possess the entry-level competencies necessary to perform the full range of medical laboratory tests in areas such as Clinical Chemistry, Hematology/ Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At career entry-level, the medical laboratory scientist will have the following professional competencies. They will have the ability to:

A. Professional Behaviors and Communication

- Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.
- Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare.
- Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration.
- Value and advocate for a workplace environment that fosters inclusivity, diversity, equity, and accessibility.

B. Safety and Compliance

- Comply with government regulations and accreditation standards relevant to the respective discipline.
- Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.
- Implement quality assurance principles to ensure the validity and accuracy of laboratory-generated data.

C. Education and Research

- Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence.
- Provide instruction to users of laboratory services regarding appropriate procedures, test utilization

and interpretation.

- Evaluate clinical research studies and data sets to assess applicability and validity.

D. Laboratory Operations

- Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation.
- Apply principles of data security to safeguard laboratory and hospital information systems.
- Apply principles of quality assurance to ensure validity and accuracy of laboratory data.
- Recognize principles and practices of laboratory management as applied to clinical laboratory science.

E. Pre-Analytical Competencies

- Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
- Ensure specimen integrity is maintained throughout the sample procurement process.

F. Analytical Competencies

- Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance.
- Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.
- Perform routine procedures in accordance with standard operating procedures.
- Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges.
- Perform basic calculations, dilutions, and statistical analyses for procedures and analytical testing in the respective discipline.
- Apply theoretical principles of instrumentation to current methods of analysis.

G. Post-Analytical Competencies

- Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.
- Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation.
- Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.

Skills and Abilities of the Medical Laboratory Scientist

Communication and Professionalism

Medical laboratory scientists possess communication skills that enable them to engage in consultative interactions with healthcare team members, manage external relations, provide customer service, and educate patients. These interactions may involve addressing scientific, technical, and administrative issues. Medical laboratory scientists uphold professional responsibilities, ethical standards, and moral principles essential for earning and maintaining the trust of patients, colleagues, and the community.

Judgment and Decision-Making

Medical laboratory scientists possess the ability to exercise initiative and independent judgment when addressing a wide range of procedural and technical issues. They can participate in, and may be entrusted with making decisions related to quality control programs, instrument selection, preventive maintenance, safety test procedures, and reagent purchases.

Knowledge

Medical laboratory scientists perform diverse and multi-level functions, including the principles, methodologies, and performance of assays; problem-solving; troubleshooting techniques; and the interpretation and evaluation of clinical procedures and results. They apply statistical approaches to data evaluation and adhere to quality assurance and quality improvement principles and practices. Continuous assessment of laboratory services across all major areas of the contemporary clinical laboratory is also a key responsibility. In addition to their technical expertise, medical laboratory scientists possess skills in financial management, operations, marketing, and human resource management within the clinical laboratory. They understand that continuous acquisition of clinical knowledge is essential for professional development and maintaining competence.

Technical Skills

The medical laboratory scientist is capable of performing technically demanding and complex laboratory tests. They have an extensive technical and theoretical understanding of quality assurance sufficient to monitor and to implement quality control programs. The medical laboratory scientist is able to participate in the introduction and implementation of new procedures and in the evaluation of new instruments and methodologies. This includes knowledge of accuracy, precision, normal ranges and correlation with existing methods.

III. RESOURCES

Library and Learning Resources

Each department and the Laboratory conference room maintain a collection of current texts, periodicals, and learning tools for students and staff. These items can be checked out on the honor system and kept as long as needed, provided no one else has requested them. All items must be returned in good condition by the last day of class for the school year. Failure to return items will result in a hold on the student's account, preventing the issuance of their certificate of completion until the item is returned or replaced.

The Inova Fairfax Medical Campus houses the Health Sciences Medical Library that provides resources and services to Inova physicians, employees, affiliated residents, and students for patient care, education, research, and management. Through the Consumer Health Resource Center, the library also assists patients, their families, and the local community.

The library's resources include access to clinical and managerial literature, online databases, patient education materials, quality improvement resources, continuing education materials, and research tools. The collection focuses on medicine, nursing, allied health, healthcare administration, and patient education. The library provides access to databases such as MEDLINE, CINAHL, MDConsult, Evidence-Based Medicine Reviews, Health Business Fulltext, and Health & Wellness Resource Center, as well as over 1,000 full-text electronic journals, books, audiovisual, and multimedia materials. Experienced medical librarians offer extensive reference services, accessing information from the library collection and databases as needed.

Computer Access

The Inova Fairfax Hospital Laboratory Information System (LIS) interfaces with the Hospital Information System (HIS) for laboratory orders, results, and patient demographics. Many laboratory instruments are connected to the LIS, allowing direct online verification and capture of results. Stat and critical results print on the units, and chart updates are printed daily.

Students receive training on designated LIS functions in all clinical areas during orientation week. Competency on the system is required before access is granted. Students sign a system access form, acknowledging instruction on appropriate access and patient confidentiality.

Students are provided with a username and password to access the Inova Health System computer system, which includes email, internet, and office software. Student access is only available on site at the Inova facilities they are assigned for their rotations and lectures. While onsite students can use computers and printers available in the laboratory, classroom, Lab conference room or library and each department.

Clinical Resources

Each laboratory section provides a variety of clinical, reference, and demonstration materials for student instruction, including practice specimens, stock cultures, and case studies. Some sections also offer educational materials via computer.

Blood Bank — Semi-automated; students learn both automated and manual techniques using patient samples, frozen sera, enhanced samples, and survey samples. Training includes various computer programs and websites.

Coagulation — Involves practice on unknown samples, case histories, and study questions to enhance learning the principles of coagulation.

Chemistry — Highly automated; students use patient samples, controls, calibration standards, and survey samples.

Urinalysis — Uses color Kodachromes and double-headed microscopes for one-on-one instruction on urinary sediment.

Hematology— Students work with numerous stained peripheral smears of normal and abnormal WBCs and RBCs. Each set includes unknowns for identification after instruction. Teaching slides for special stains and body fluids, along with double-headed microscopes, are used for lessons. Study guides and ASCP Blood Cell Morphology Slides support independent study. Students use laboratory equipment and fresh patient samples for manual tests like reticulocyte counts, manual platelet and WBC counts, sedimentation rates, body fluid cell counts, malaria smears, and micro hematocrits. They also learn automated microscopy with CellaVision to evaluate RBCs and WBCs. Hematology self-study practice disks introduce normal WBC morphology. In the final week, students evaluate various slides and Koda-chromes for their practical exam. Near the end of the rotation, they are assigned case histories, reviewing narratives with peripheral smears and/or Kodachromes for diagnosis.

Microbiology and Parasitology— Students work with numerous bacterial and fungal stock cultures, identifying a specified number of unknowns throughout the rotation. All necessary biochemical testing materials, media, and incubators are available for use. The Parasitology unit is a self-study section where students use microscopic material and preserved specimens for instruction and identification. A complete list of stock cultures, test kits, and miscellaneous materials is available on-site.

The hospital's diverse patient population provides a wide range of body fluid specimens, offering extensive learning experiences. Students encounter interesting cases as they rotate through various laboratory sections, including the trauma center, oncology, critical care units, open-heart program, transplant program, neonatal care, organ-donor program, stem-cell program, and dialysis unit.

IV. STUDENT DISCLOSURE INFORMATION

Transfer Credit Policy

The academic institutions listed in the "Affiliations" section of our website have signed agreements to award transfer credits for the clinical year towards a baccalaureate degree for students enrolled as 3+1 students at the time of program completion. Students who already possess baccalaureate degrees may enroll if they meet admission requirements. For students with baccalaureate degrees, credits earned at this school are transferable to another institution at the discretion of the accepting institution.

The Inova School of Medical Laboratory Science does not accept transfer credits from other institutions. All credits towards the certificate of completion must be earned within this program. Students with clinical laboratory experience will not be exempt from any part of the program.

Transcripts are prepared at the end of the year or as requested by degree-granting institutions. Students must notify the Program Supervisor at least one week in advance when transcripts are needed. Transcripts are kept on file and sent to affiliated universities for 3+1 program students upon program completion. The university affiliates award baccalaureate degrees upon satisfactory completion of the clinical year.

Transfer credit awarded by affiliated universities for the clinical year towards a baccalaureate degree for 3+1 students, as per the affiliation agreement, is detailed in the following table:

COURSE TITLE	GEORGE MASON UNIVERSITY	LONGWOOD UNIVERSITY
Orientation to the Problems and Practices of the Clinical Laboratory	**1**	**1**
Clinical Hematology and Coagulation	**7**	**7**
Clinical Urinalysis and Fluids	**1**	**1**
Immunohematology and Immunology	**7**	**7**
Clinical Microbiology	**6**	**6**
Clinical Chemistry	**8**	**8**

Grading Policy

The program upholds high standards for academic, technical, and professional performance. As a medical and professional curriculum, students must meet these standards in all areas to successfully complete the program. Each course includes both didactic and supervised clinical rotation requirements. Clinical courses are evaluated based on theoretical knowledge, technical skills, and professional/affective behavior. Weekly assessments include practical and written exams, assignments, unknowns, and performance checklists based on stated objectives.

Professional/affective evaluations assess students' performance and behavior in the classroom, student lab, and clinical rotations. These evaluations provide an overall assessment of students' behavioral performance and readiness to function as an entry-level laboratory professionals. The evaluation grade

contributes to the final grade for each clinical rotation, with grading criteria specified in each course syllabus. The professional or affective evaluation form is found at the back of the student handbook.

At the end of each clinical rotation and lecture series, a final grade is calculated and recorded on the student grade report form, which is shared with the student. During the final weeks of the program, students take a comprehensive examination covering all areas of medical laboratory science.

To successfully complete each clinical course, students must maintain a grade of 70% or higher in both the theoretical (didactic) and technical (clinical rotation) components. They must also achieve the minimum performance level for each skill on the affective evaluation and have no deficiencies in professional behavior. Additionally, students must pass the comprehensive exams administered in the final weeks of the program.

The grading scales is as follows:

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	Below 60%

The final course grade at the end of the year will be calculated as follows:

- 60% from the lecture grade and 40% from the laboratory rotation grade
- The combined lecture and laboratory grade will account for 90% of the final grade
- The comprehensive examination will comprise 10% of the final grade
- Letter grades will be assigned based on the grading scale above

Didactic Requirements — Lecture Series

Graduates of the program must understand the theory in all areas of laboratory work. Therefore, passing all graded written assignments with a grade of 70% or higher is required in each lecture series. Students who fail to maintain a passing average in a lecture series will be placed on academic probation.

Written examinations are scheduled throughout the lecture series, with the number and frequency of tests based on the length of the series and the subject material covered. The lecture schedule and learning objectives are defined in the course syllabus, which is provided to students before the start of each lecture series.

The course management system, Canvas, will be used to access course materials and schedules. Canvas is an online program accessible from any web browser at no cost to the student. Upon completion of each lecture series, a final grade is calculated based on assignments and written examination scores. The lecture grade constitutes 60% of the final course grade.

Laboratory Clinical Rotation Requirements

Graduates must be proficient in all laboratory areas, so students are required to complete a clinical rotation in each section. To meet satisfactory requirements, students must pass all written assignments

and exams with a grade of 70% or higher.

Additionally, a satisfactory Affective Behavior evaluation for each laboratory section, completed by the clinical instructor, is required. If a student's evaluation is unsatisfactory at the end of a rotation, they must return to that section until a satisfactory evaluation is achieved. Students who do not maintain passing grades will be placed on academic probation. Additional time for improvement will be scheduled at the end of each day or the school year, at the clinical instructor's discretion.

During laboratory rotations, periodic quizzes and examinations are administered. The frequency and number of tests vary with the rotation length and may include written, practical, or combined exams. Each laboratory section provides a testing schedule, course syllabus, and student workbook at the beginning of the rotation. Clinical instructors will make every effort to grade tests and report results to students promptly. The final grade, comprising all assignments, exams, and the affective behavior evaluation, is recorded on the student grade report form. The laboratory clinical rotation grade accounts for 40% of the final course grade.

Comprehensive Examination

The purpose of this examination is to prepare students for the Board of Certification (BOC) exam. During the final weeks of the program, students take comprehensive exams covering all phases and sections of Medical Laboratory Science. Preparation involves reviewing lecture and laboratory information. The comprehensive examination score will constitute 10% of the final grade for each course.

Students must obtain an overall passing grade of 70% on each section of the comprehensive exam. If a student does not pass a section, they may retake it the next day. If they still do not achieve a passing grade of 70% or higher on the retake, they must repeat the course. If they do pass the retake, the maximum recorded grade will be 70.

Student Evaluation of the Program

Students must complete and submit an evaluation to the program supervisor at the end of each laboratory rotation and lecture series indicating whether the objectives were achieved. They are requested to evaluate the instruction provided and give constructive feedback, including suggestions for changes and comments on positive and negative aspects. For the lecture series, students are requested to assess the instruction, whether objectives were achieved, fairness of examinations, visual aids, etc. These evaluations are kept anonymous and used by instructors to improve and maintain the quality of their lectures and rotations.

Students can view their grades and affective evaluations after the program supervisor receives their evaluations for each laboratory rotation and lecture series. Students are required to sign the grade report form and their affective evaluation form to acknowledge receipt.

Grievance Policy

If a student has a grievance related to any aspect of the program, the first step is to attempt resolution with the person directly involved. Most problems are expected to be resolved at this level. If the grievance is not resolved, the student may request an informal review by the Program Supervisor and the Program Director.

If the response is still unacceptable, the student may initiate the formal grievance procedure as outlined:

- Students may submit a written appeal to the Program Supervisor regarding grievances or concerns to be reviewed by the Education Committee (comprised of the Program Director, the Program Supervisor, the school Medical Director, a Human Resources representative, and the relevant clinical instructor/s).
- Actions taken to resolve formal complaints will be communicated to the individuals involved, and a record of complaints and resolutions will be maintained by the Program Supervisor.

The Inova Health System *Internal Dispute Resolution* outlines the team member problem-solving procedure. Human Resource policies apply to medical laboratory students, as they are considered as team members of Inova. Students may choose to follow the Human Resource policy instead of the program's appeal procedure for non-academic, work-related issues. This process is explained during hospital orientation, and the Human Resources policy manual is available online for review.

The Inova Fairfax Hospital School of Medical Laboratory Science adheres to the following Inova Health System policies, available on the internal website:

Inova Health System Policy Internal Dispute Resolution

Inova Health System Policy Progressive Discipline

Inova Health System Policy Team Member Record Confidentiality

As a last resort, students may contact the State Council of Higher Education for Virginia (SCHEV) if they feel their grievance was not properly addressed by the Education Committee. Students will not face any unfair action or treatment by any school official as a result of initiating a complaint. SCHEV can be reached at 101 N 14th Street, 9th Floor, Richmond, VA 23219, phone number (804-225-2600), and website www.schev.edu.

Primary Appeals (Grades)

Students who wish to appeal a grade must first contact the instructor to discuss their concerns. This can be done via email or phone, as listed in the student manual. The student must request a grade review within one week of receiving the evaluation. If the issue is not resolved satisfactorily, the appeal will be reviewed by the Program Supervisor and the Program Director, who will respond within one week. Students will not face any unfair action or treatment from school officials as a result of initiating an appeal. If the student is still unsatisfied with the outcome, they may proceed with the advanced appeal process.

Advanced Appeals

If a student is not satisfied with a decision, including dismissal from the program, and wishes to appeal, the following procedure should be followed within 5 business days from the date of the decision:

- Submit a formal letter of appeal to the Education Committee*, explaining the grounds for the appeal.
- The Education Committee will review the appeal and make a final decision, which will be communicated to the student in a formal letter.
- The Program Director and Program Supervisor are available to support and assist students with program policies, practices, and academic concerns. These guidance sessions are confidential.

*The Education Committee includes the Program Director, Program Supervisor, Medical Director of the School, a representative from Human Resources, and the relevant Clinical Instructor.

At Inova Fairfax Hospital, we ensure privacy and confidentiality by maintaining a secure and trusting environment. Student information is treated as confidential and discussed only when necessary to meet the student's needs. We prevent the disclosure of personal information to unauthorized parties. The Medical Laboratory Science Program adheres to the Inova Health System Policy on *Team Member Record Confidentiality*.

V. PROBATION, DISMISSAL, WITHDRAWAL AND READMISSION

Probation

The MLS Program has two key expectations: meeting academic performance standards and maintaining professional behaviors. Students must meet these standards throughout the program to remain in good scholastic standing.

Good academic standing is required to complete the program and sit for the national certification exams. Meeting academic performance standards means maintaining a passing grade of 70% or higher throughout the program. Course evaluations include quizzes, content exams, comprehensive exams, technical evaluations, affective behavior evaluations, clinical practical exams, worksheets, writing assignments, and oral presentations. Students may be placed on probation or dismissed for failing to meet the academic standards.

Maintaining professional behavior means students must also adhere to all Inova Health System policies, including those on student conduct, behavior standards, ethical conduct, and academic integrity. Violations of these policies may result in disciplinary actions, such as probation or dismissal. Immediate dismissal without probation can occur for severe violations of behavioral conduct rules. Reasons for probation or dismissal will be fully documented and discussed with the student. All involved parties will sign the documentation and probation contracts.

Disciplinary Procedure

If academic performance or professional behavior falls below the program's standards, disciplinary procedures will be initiated on any of the following:

- Failing any of the graded activities (quizzes, exams, assignments, evaluations)
- Failing the repeat final comprehensive exam
- Failing to achieve >70% in the overall grade for a lecture series or clinical rotation
- Excessive unexcused absences and tardiness as outlined in the Attendance Policy
- Failure to assume appropriate professional responsibilities and behavior as outlined in the Student Conduct and Professional Behavior Guidelines.

Severe infractions may lead to immediate dismissal without probation.

The disciplinary procedure for academic probation includes:

Verbal Warning. A documented discussion with the program supervisor for students scoring below 70% or displaying unacceptable behaviors, to address potential problems and bring the student's attention before formal probation.

Step 1: Written Probation Contract

If a student's academic performance or professional behavior is not remediated, the student will be placed on a formal written academic probation. The Education Committee will determine the duration and terms of the probation contract, which will include a performance action plan for the student to follow to improve performance.

Students may be placed on academic probation for the duration of a specific rotation, lecture series, or the entire program if satisfactory grades are not maintained. During probation, the student may be required to spend additional time in the deficient area, as decided by the clinical instructor. This additional time may be scheduled at the end of each day or the end of the year.

The student must meet the terms and conditions outlined in the probation contract within the specified timeframe. If the student meets these requirements, the Education Committee may recommend lifting the probation status. For 3+1 students on academic probation, their academic advisor will be notified in writing.

Step 2: Review and Possible Dismissal

- If the student fails to meet the terms and conditions of the probation contract within the specified timeframe, the Education Committee will determine the next steps, which may include dismissal. A **2nd probation contract** may only be issued if the student shows marked improvement with grades above 80%. The student's progress will be fully reviewed, and if a second probation contract is granted, the student must adhere to its terms and conditions.
- If the Education Committee determines that the student is not meeting program and professional standards and that academic difficulties are unlikely to be resolved quickly and satisfactorily, the student will be dismissed from the program.

Step 3: Final Dismissal

- Failure to meet the terms and conditions of the second probation contract will result in dismissal. **This dismissal decision is final.**
- Probationary status can only be assigned for a maximum of two periods throughout the entire program. No further probationary periods will be allowed, and dismissal will be recommended.

Dismissal Policy

Immediate dismissal may be warranted depending on the severity of the infraction, superseding the disciplinary procedure. Misconduct that may result in dismissal includes, but is not limited to:

- Failure to maintain satisfactory grades.
- Failure to meet the terms and conditions of probation.
- Violation of established rules/policies set by the school and/or Inova Health System.

- Inability to fulfill program requirements according to established standards.
- Negligence, especially regarding patient care.
- Violation of professional conduct or ethical standards.
- Violation of academic integrity policy or honor code, including insubordination, lying, cheating, plagiarism, stealing, or falsifying results. Compliance with the Inova Health System Code of Conduct Policy is expected.
- Disrespecting the rights or welfare of patients, fellow students, clinical staff, or others.
- Unauthorized removal, destruction, or theft of any property belonging to the program, hospital, employees, or patients. This includes physical property (e.g., instruments, reagents, exams) and course materials (e.g., presentations, study questions, quizzes, exams) unless approved by the clinical instructor.
- Violation of HIPAA requirements related to the confidentiality of protected health information (PHI).
- Possession, use, or distribution of weapons, illegal drugs, narcotics, or alcohol on hospital grounds.
- Violation of safety requirements.
- Threats or harm to others, which will result in immediate dismissal.
- Excessive unexcused absences.
- Failure to contact the school within 24 hours after the last date of attendance, unless in emergency situations with valid proof.

In addition to the program dismissal policy, the Inova Fairfax Hospital School of Medical Laboratory Science adheres to the following Inova Health System policies, available on the internal website:

- *Inova Health System Policy Code of Conduct*
- *Inova Health System Policy Compliance and Ethics*
- *Inova Health System Policy Workplace Violence Prevention and Management*
- *Inova Health System Policy Weapons Policy*

Dismissal Decision

A student who is dismissed may appeal in writing to the Education Committee, which includes the Program Director, Program Supervisor, Medical Director of the School, a representative from Human Resources, and the relevant clinical instructor. The appeal should state the reason for and goals of the appeal, as outlined in the *Grievance Policy Appeals* section. The appeal will be evaluated based on the student's past performance, the nature of probation, the length of time in the program, and the student's defense statement.

- **The decision of the Education Committee is final.** If the student is allowed to remain in the program on a provisional status, they must meet required conditions for continued progression. Failure to meet these conditions will result in dismissal, and this dismissal decision will be final.
- Immediate dismissal will occur if there is a threat or harm to others, and the student will be prohibited from readmission in the future.
- The student will receive a formal written notification of the Education Committee's decision. A record of the appeal and steps taken to resolve the issue will be maintained by the Program Supervisor.
- If a 3+1 program student is dismissed, their academic advisor will be notified in writing, and they will be awarded credit for any successfully completed courses.

Note: Depending on the severity of the infraction, immediate dismissal without probation may occur. The Inova Fairfax Hospital School of Medical Laboratory Science reserves the right to discipline any student who fails to fulfill their duties and responsibilities or violates the policies/rules of the school and Inova Health System. Final action will not be unreasonable or arbitrary, will follow due process, but will remain the prerogative of the school.

Withdrawal

If a student decides to withdraw due to personal reasons, they are required to submit a written letter stating their intentions to the Program Supervisor. Student will be awarded credit for any successfully completed courses.

Readmission

Following reasons will prohibit readmission to the program:

- Dismissal due to dishonesty, such as lying, cheating, plagiarism, stealing or falsifying results and/or violation of the academic integrity and the honor policy.
- Dismissal due to noncompliance with the Inova Health System Standards of Behavior.
- Dismissal due to threat or harm to others.

Withdrawal due to personal reasons, the student will be allowed to reapply to the program. Readmission will not be guaranteed. If a student is dismissed due to academic reasons, the student may reapply for readmission. Proof of improvement may be requested by the Education Committee to demonstrate that the student has resolved any problems causing unsatisfactory progress and/or conduct.

Students readmitted to the program that have been previously dismissed will be readmitted on a probationary status and will be expected to complete the terms outlined in the probation contract included with the offer of admission. Failure to complete probationary conditions in the probationary semester will result in immediate dismissal.

VI. STUDENT CONDUCT AND PROFESSIONAL BEHAVIOR GUIDELINES

Professional Behavior

All students are expected to behave professionally and adhere to the policies set by the Inova Fairfax Hospital School of Medical Laboratory Science and the Inova Health System Code of Conduct Policy. Professional behavior is part of the academic performance standards.

Professional behavior is required at all times during clinical rotations, online interactions, enrichment-observation experiences, and lecture sessions. Professional/Affective evaluations, along with clinical instructor and peer observations, assess the student's professional behavior. To pass a clinical course, students must successfully complete all components of the Professional/Affective evaluation.

Violations of professional conduct policies will not be tolerated. If an instructor deems a student's behavior inappropriate or unprofessional, the student will be asked to leave the clinical rotation or lecture area. Disciplinary action may follow, as outlined in the *Probation, Dismissal, and Readmission* section.

Students are expected to demonstrate the following responsibilities and professional behaviors but not limited to:

- Adherence to policies, rules, standards, and procedures of the school, laboratory and the hospital.
- Take an active role in learning, academic success, and attaining professional competence.
- Adherence to safety regulations.
- Adherence to the principles of quality control and quality assurance.
- Responsibility for completing all assignments with quality and excellence.
- Attend ALL scheduled lecture and laboratory sessions, arriving on time and demonstrating respect for the instructor and an interest in the material being presented.
- Be patient and flexible, remembering patients first. An instructor may be immersed in patient work and unavailable to work with students at the exact time noted on the class schedule. Students are encouraged to assist with the task at hand, if possible.
- Establish and maintain the highest concept of honor, ethics and academic integrity.
- Seek help and assistance when needed.
- Follow established laboratory dress code and exhibit neat, clean, and appropriate professional appearance.
- Respect and protect patient confidentiality and privacy, adhering to the HIPPA laws at all times.
- Display respect and maintain interpersonal skills in communication and collaboration with patients, fellow classmates, faculty members, all laboratory personal, and hospital personnel.
- Respect diversity and others' opinions.

- Strive to meet or exceed affective objectives outlined in the Profession/Affective student evaluation form.
- Strive for excellence in their professional practice, and in their professional, and personal conduct to uphold the integrity of the profession and the public trust.
- Exercise independent judgement, assume responsibility and accept accountability.
- Accept instructions and constructive criticism from instructors.
- Exhibit characteristics of a quality healthcare professional to include dependability, cooperativeness, commitment, compassionate, integrity, personal growth, and competence.

Supervision

The Inova Fairfax Hospital School of Medical Laboratory Science has an ethical responsibility to ensure the safety of patients who interact with students. Although students learn and work under the supervision of clinical instructors, they interact with patients and their specimens throughout the program. Therefore, patient safety and well-being are crucial in establishing the physical, cognitive, and emotional requirements for student progression and graduation.

In each laboratory department, students are under the immediate supervision of a clinical instructor and the direct supervision of the program supervisor. Students are not permitted to verify results during instructional hours. During orientation week, students are trained to use designated functions in the Laboratory Information System (LIS). They must successfully complete a competency assessment before gaining access. Students sign a system access form to confirm they have received instruction on appropriate system access and patient confidentiality.

Students receive a username and password to access the Inova Health computer system and must follow all hospital policies and procedures related to computer usage. They practice resulting after a successful competency assessment, always under the direct supervision of their clinical instructor, who assumes responsibility for patient results.

Additionally, the Inova Fairfax Hospital School of Medical Laboratory Science adheres to the *Inova Health System's HIPAA Privacy and Security Compliance Policy.*

Dress Code

Students are required to maintain a professional appearance in accordance with the Inova Fairfax Hospital Professional Appearance policy, the Employee Identification System policy, and the Medical Laboratory Science Program Dress Code.

- While in the laboratory, students and personnel must wear lab coats, gloves, and other personal protective equipment (PPE) as mandated. These items will be provided by the laboratory and must be

worn in compliance with the policies.

- Wear clothing appropriate for the laboratory work area. A new uniform code established by the IFH Professional Services makes it easier to identify the roles of the IFH healthcare teams — Royal blue scrub tops and pants are to be worn by the Laboratory personnel.
- Name tags are to be worn at all times. They should be above the waist with name showing. Name tags in disrepair should be replaced.
- Sandals, open style shoes, Crocs and soft-sided slipper type shoes do not afford proper foot protection and are not acceptable.
- Long hair should be contained in some way so it does not hang freely and interfere with equipment or reagents.
- Fingernails should be clean and of a length short enough not to be uncomfortable to patients. They cannot be artificial.
- Any jewelry that may have potential to be a safety hazard should not be worn.
- Refrain from wearing strong perfumes, colognes, etc.
- If clothing is not appropriate, instructors, at their discretion, will ask the student to not wear the clothing again, or will send the student home to change.
- Students must adhere to all CDC and other regulatory guidelines related to personal hygiene.

The Inova Fairfax Hospital School of Medical Laboratory Science adheres to the following Inova Health Systems Policies found on Inova Fairfax Hospital's internal website.

- *Inova Health System Policy Professional Appearance*
- *Inova Health System Policy Team Member Identification System*
- *Inova Health System Policy Workplace Safety*

Personal Communication

Telephone Usage

- Facility telephones are for business use only, except in emergencies.
- Use public phones for personal calls during breaks.
- Restrict personal calls to emergencies only.

Cell Phone and Electronic Device Usage

- Personal cell phones, headsets, and similar devices are prohibited during program activities unless permitted by the instructor.

- Laptops may be used during lectures or coursework if allowed by the instructor.
- Electronic devices are strictly prohibited in teaching laboratories due to biosafety restrictions.
- Use cell phones in private, quiet places during breaks or lunch.
- Do not use your personal devices to record lectures without the instructor's permission.

E-Mail/Internet Usage

- The Inova e-mail system is for business use only.
- Do not use e-mail in a disruptive, offensive, or harmful manner.
- All messages are Inova records and may be accessed and disclosed by Inova.
- E-mail privileges can be revoked for inappropriate use.
- Inova e-mail should only be accessed onsite. Check it daily for communications from the hospital, program, or instructors.

Student Employment and Service Work Policy

Once the student has completed the rotation in a clinical area and has been determined to be proficient in the area, the student may be given the opportunity to work part-time for monetary compensation, if the student chooses to do so. This is encouraged but not required since it enhances the student's job opportunities after graduation. The following conditions must apply in order to be employed while in the program:

- Students accepted into the Medical Laboratory Program become employees of Inova Fairfax Hospital therefore, applicants must be eligible to work in the United States.
- To become an employee, the Federal Government requires a form of identification proving eligibility to work in the United States. Acceptable documents include but not limited to a Social Security number, a Permanent Resident card or an Alien Registration Receipt card.
- Employment is contingent upon having satisfactorily passed all parts of the employment process which includes a health assessment, background check and a drug screen.
- Students must demonstrate proficiency and competence before employment.
- Competency assessment on the student must be signed by the instructor before employment in that specific section of the laboratory.
- Student employment must be outside the regular instructional/program hours.
- Due to the rigorous demands of the clinical program, it is strongly recommended that a student work less than 20 hours per week while in the program.
- Work hours or responsibilities must not interfere with academic hours or activities.
- The student must maintain acceptable performance in all areas (academic, technical, professional) as

defined in acceptable performance policies.

- Service work by students in clinical settings outside of academic hours must be non-compulsory and paid
- Students may not be substituted as a regular staff during instructional hours.
- Students are not permitted to verify patient results during instructional hours until they have been deemed competent in that department by the instructor and under direct supervision.
- Students will be supervised by the department supervisor at all times.

The Inova Fairfax Hospital School of Medical Laboratory Science adheres to the following Inova Health Systems policies found on Inova Fairfax Hospital's internal website:

- *Inova Health System Policy Preplacement Health Screen Policy*
- *Inova Health System Policy Employment*
- *Inova Health System Policy Immunization Program Policy*
- *Inova Health Systems Policy Risk Management Policy*
- *Inova Health Systems Policy Equal Employment Opportunity and Affirmative Action Statement*

HIPAA Policy

Inova Health System and the School of Medical Laboratory Science are dedicated to protecting the privacy of Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and relevant Virginia laws. Students with access to PHI must respect patients' privacy rights and adhere to the hospital's privacy policies.

Students are required to maintain the confidentiality of all PHI they are authorized to access. The use and disclosure of PHI by students must comply with HIPAA Privacy Policies. All students must strictly follow the HIPAA policies set by the school and Inova Health System.

Students may access PHI only for educational purposes related to their responsibilities. Violations of this policy, such as unauthorized access, collection, removal, or disclosure of PHI (including on social media), may result in dismissal from the program and/or criminal penalties.

Students must participate in training and comply with hospital policies related to HIPAA. Mandatory training courses will be provided via Inova's internal learning management system, HealthStream, and the program's learning management system, MediaLab.

All students are also required to complete annual eLearning assignments in HealthStream. These assignments are crucial for compliance with governing agencies and ensuring patient and student safety.

General Safety Information

- Safety is crucial in any laboratory. Students receive extensive safety training and must adhere to OSHA regulations and CDC guidelines. Biohazardous substances are routinely used, so strict adherence to safety protocols is mandatory.
- The health and safety of students, laboratory staff, and faculty are ensured through updated immunizations, comprehensive safety training, and the provision of personal protective equipment throughout the laboratory.
- In accordance with OSHA standards, PPE such as safety eyewear, face masks, face shields, disposable gloves, and gowns will be provided along with instructions for proper use.
- Fire extinguishers, spill kits, safety showers, and eye wash stations are strategically placed throughout the laboratory.
- Students are expected to adhere to safety procedures and protocols at all times, maintaining a safe work environment for themselves, other laboratory staff, and patients.

Safety Protocols

- Wear gloves when handling blood or body fluids; change them when soiled or torn per OSHA guidelines
- Wear a lab-provided coat as PPE against hazardous materials at all times; change it when contaminated, soiled or torn.
- Use face shields or appropriate PPE for tasks that may cause splashes or aerosols.
- Remove gloves and disposable lab coats before leaving the lab; do not wear them in clean areas such as lounges, offices, or administrative areas.

Safety Training

Student education on safety procedures and protocols begins during initial orientation week and continues throughout the year as needed. Students must attend an in-person safety lecture and a tour of the laboratory's safety features with a clinical instructor. Mandatory safety training courses will also be provided via Inova's HealthStream, and the program's MediaLab.

Accident, Injury or Exposure Reporting

An injury or variance report may need to be completed. Students must immediately report any accidents, injuries, or exposures to one or more of the following individuals: area clinical instructor, assigned instructor, program supervisor, laboratory management, safety officer, program director.

The Inova Fairfax Hospital School of Medical Laboratory Science adheres to the following:

- *FMC Safety Policies and Procedures*
- *Inova Health System Immunization Program Policy*
- *Inova Health System Pre Placement Health Screen Policy*
- *IHS Management of Occupational Exposures to Blood Borne Pathogens- Hepatitis B&C, HIV Policy*

Drug/Alcohol/Tobacco and Weapons Policy

Admission is contingent on applicant evaluation and drug screening by Inova Fairfax Hospital's Team Member Health Department and clearance by Inova Fairfax Hospital's Human Resources Department to include a criminal background check. Evaluation and clearance must take place no later than one month prior to the start date of the program. Failure to satisfactorily complete these evaluations by this deadline will result in revocation of the conditional admission. In such a case, the applicant must reapply in the next admission cycle to be considered for future acceptance.

Inova Health System has a zero tolerance for infraction of these policies therefore, any violation regarding possession of weapons, use of illicit drugs, distribution and alcohol will result in dismissal from the program. Inova Fairfax Hospital is a tobacco-free campus. Tobacco products of any kind are not permitted on Inova Fairfax Hospital property. Weapons of any kind are prohibited at all times on Inova Health System properties. Systems Policies found on Inova Fairfax Hospital's internal website.

- *Inova Health System Drug-Free and Tobacco-Free Workplace Policy*
- *Inova Health System Weapons Policy*

Inova recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our team members, Inova Health System offers all employees assistance with alcohol and drug problems through the Inova Employees Assistance Program (EAP). Team members may request help by calling **1(800) 346 0110**.

Academic Integrity and Honor Policy

All students must comply with the policies and rules of the School of Medical Laboratory Science and the Inova Health System Code of Conduct. Unethical conduct will not be tolerated and may result in immediate dismissal from the program. Unethical conduct includes, but is not limited to:

- Falsification of information and results
- Violation of HIPAA requirements regarding the confidentiality of protected health information
- Violation of the drug/alcohol/tobacco and weapons policy
- Insubordination

- Repeated unprofessional or unsafe behavior during academic hours on school and hospital property
- Stealing
- Lying

Students are expected to uphold academic integrity. Academic dishonesty will not be tolerated and includes, but is not limited to:

- Fabrication or falsification of results/data/information
- Facilitating academic dishonesty
- Plagiarism — defined as presenting the words, research findings, or ideas of another person as your own in any academic exercise. Unique ideas or materials taken from another source, whether for written or oral use, must be fully acknowledged and cited in all academic work.
- Cheating — defined as using or attempting to use unauthorized assistance, information or study aids in any academic exercise
- Collusion and/or Complicity — collaborating with another student without instructor approval on an examination, quiz, patient care documentation, assignment, computer or laboratory work, or any other task is prohibited. Collusion includes the exchange of materials or ideas, whether verbally or non-verbally. Complicity involves helping or attempting to help another student commit an act of academic dishonesty.

Students may not distribute instructor-provided lecture notes or other materials via the Internet or other means, except to other members of the same class or with the instructor's express written consent.

Recording any part of a class, lab, or other session (audio or visual) is prohibited unless explicitly permitted by the instructor.

Violations of the academic integrity and honor policy may result in dismissal from the program, depending on the severity. Course-level sanctions, such as a grade of F, will be assigned to any student confirmed of academic dishonesty, along with placement on academic probation. If a student is dismissed, they may file an appeal as outlined in the *Probation, Dismissal, and Readmission* section. Readmission is prohibited if a student is dismissed due to misconduct outlined in this section.

VI. ETHICS POLICY

The Inova Fairfax Hospital School of Medical Laboratory Science has adopted the Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) listed below and also can be found on ASCLS website at http://www.ascls.org/about-us/code-of-ethics.

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs,

to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- *Placing patients' welfare above my own needs and desires.*
- *Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.*
- *Maintaining the dignity and respect for my profession.*
- *Promoting the advancement of my profession.*
- *Ensuring collegial relationships within the clinical laboratory and with other patient care providers.*
- *Improving access to laboratory services.*
- *Promoting equitable distribution of healthcare resources.*
- *Complying with laws and regulations and protecting patients from others' incompetent or illegal practice*
- *Changing conditions where necessary to advance the best interests of patients.*

VII. ATTENDANCE / LEAVE OF ABSENCE INFORMATION

Hours

Students are expected to arrive on time and attend all classes, lectures, case study sessions, and clinical experiences. The MLS program is a full-time course of study and students are expected to be onsite between 7 AM and 4 PM, Monday through Friday except for virtual sessions pre-approved by the program supervisor. Additionally, students may be required to complete rotations on evening shifts, with varying times. All assigned work must be completed or the student must be excused by the clinical instructor before leaving the department. Staying beyond the scheduled time may be required to complete assignments or for additional learning experiences.

Documentation of Attendance

Students must document their attendance upon arrival in the laboratory using a manual timestamp process. Students will pick up their time card from the program supervisor (IFMC) or designee (ICL). There are only two designated time stamp machines to be used by MLS students: one in the MLS class-room at IFMC and one at the Micro student area at ICL. After 4 weeks, the students are to submit the time cards to the program supervisor or designee.

Students are expected to report to their assigned rotation bench within 2 minutes after clocking in, notify the clinical instructor or designee of their arrival right after time stamping their time card. They are expected to arrive early enough to begin training at the scheduled time, which is typically 7:00 AM (ICL) and 7:30 (IFMC). Times may vary during certain rotations. Allow ample time for traffic, parking, and getting situated (e.g., hanging up your coat, preparing your workstation). It will be considered cheating and will have serious consequence for anyone involved if a student requests someone else to timestamp their card because they're running late.

Time Card Usage & Storage

Each card covers 4 weeks of attendance. Students are to leave their time card at the designated spot at their rotation site for safe keeping and to avoid forgetting to bring in their time cards. Missing attendance documentation will be considered unexcused absence. It is recommended that students take a photo of their card as a backup. At the end of each week, the clinical instructors are to review and sign off to close out the week.

Rotations outside IFMC or ICL (e.g., Sysmex at IFOH)

When students are assigned to other Inova facility for their rotation, they are to take their time card. Students will have their site instructor manually write the In date/time and initial it daily. At the end of the week, the site instructor will review and sign off to close out the week.

Lectures

Lectures are scheduled daily from 2:00 PM to 4:00 PM unless otherwise noted, and attendance is mandatory. If a lecture ends before 4:00 PM, students may need to return to their assigned laboratory rotation and report to the clinical instructor or designee. If a lecture extends beyond 4:00 PM, students must remain until it concludes. Students rotating at other Inova hospitals will be given sufficient time to return to Inova Fairfax Medical Campus or Inova Central Lab for lectures.

Students are strongly encouraged to be punctual and maintain perfect attendance throughout the program. The impression students make on staff will be considered in hiring decisions, as many students may seek employment at Inova Hospitals after graduation.

Absenteeism/Tardiness

- If a student is ill or unable to report to the laboratory on time, the student must notify the clinical instructor and, if possible, the Program Supervisor at least one hour before the scheduled arrival. Document the name of the person notified and time.
- Tardiness will not be tolerated except in unusual circumstances, which requires specific documentation (e.g., involvement in a traffic accident).
- Excessive tardiness is **3** unexcused incidents of tardiness per department rotation. This will result in a decrease of **5 points** from that rotation's final grade. Each additional incident of tardiness will result in a decrease of an additional **10 points** from the final grade. Continued excessive tardiness may result in probation or dismissal from the program.
- If a student is absent for more than 4 hours in a day, it will count as a full day absence; being present for at least 4 hours will be considered a half-day absence.
- Per Inova policy, students are entitled to **5 days** of bereavement leave for the death of an immediate family member including children, spouse, parents, siblings, grandparents, grandchildren, in-laws, or any relative living in the same household.
- A student will be withdrawn from the program if the student has not contacted the school 24 hours after the last date of attendance, unless valid proof is provided. The clinical instructor and the Program Supervisor must be notified.

Personal Time Off and Exam Policy

- In addition to the six observed holidays, students may miss up to **five** days, including sick days, without penalty. These five days should not be taken consecutively or on a day when an exam is scheduled in lecture or laboratory rotation.
- Avoid taking personal days off together with other students.

- Fill out a Personal Time Off Request form to schedule a personal day in advance. Submit the original request at least 2 working days in advance to the Program Supervisor and provide copies to the clinical instructors who will be affected.
- All exams must be taken on the scheduled day and time. If a student is absent on a scheduled exam day, the student must take the missed exam on the first day the student returns to class. Individual considerations may be made for extenuating circumstances.
- If a student misses an exam without a valid excuse, a 10% reduction will be automatically assessed. Each subsequent missed exam without valid excuse will result in an additional 10% penalty. Exceptions may be made in emergency situations.
- Exceeding five days of absences (excluding bereavement leave) may result in probation or dismissal unless pre-approved for a leave of absence.
- Absences exceeding five days due to illness will be handled on a case-by-case basis and will require valid documentation, such as a note from a physician.

Leave of Absence

Students must formally request a leave of absence. Leave may be granted for severe illness/injury, the death of an immediate family member, the birth of a child, or military service. The Program Director and Program Supervisor will review the request. The decision to grant or deny leave will depend on the situation, length of time, and material/experiences that will be missed. No more than one month of absence will be approved. **Failure to formally request a leave of absence may result in dismissal.**

If approved, the student must complete all missed assignments. The clinical instructor will outline the missed assignments, and additional time may be added each day or year to complete them. The student must return on the expected date set by the Program Supervisor. If the student does not return on the expected date, they may reapply for an extension.

If an extension is denied and the student does not return, they will be subject to dismissal as outlined in the attendance policy. If a leave of absence is denied, the student must continue attendance or choose to resign from the program. The student will be notified of the reason for denial in writing.

Inclement Weather

Inclement weather days are reserved for severe weather situations that may result in class delays or cancellations. The Program Director will decide whether to delay or close classes. Students will be notified by email and telephone once the decision is made. If unsure, it is the student's responsibility to call the school. Students are expected to arrive on time if class is not delayed. If class is delayed and a student chooses not to attend, it will count as a full day absence. Students should use good judgment and assess their ability to drive in severe weather conditions.

School Calendar

The start date of the program is mid-August of each year. The end date of the program is mid-July of the following year. Students are expected to be on site during class hours from **7am to 4pm Monday to Friday** during the school year except for the following recognized legal holidays or breaks:

Labor Day (1 day)	1st Monday in September
Thanksgiving Day (1 day)	4th Thursday of November
Christmas or Winter Break (1 week)	Christmas week — TBD
New Year's Day (1 day)	January 1st
Martin Luther King Jr (MLK) Day	3rd Monday in January
Memorial Day (1 day)	Last Monday of May
Independence Day (1 day)	July 4th
Inclement Weather (1 day)	Not guaranteed; TBD

MLS Program Lecture and Lab Rotation Schedule

# of Weeks	Lecture Series Topic	# of Weeks	Lab Rotation
1	Orientation	**1**	Phlebotomy
6	Chemistry	**6**	Chemistry
3	Urinalysis	**3**	Urinalysis
7	Hematology	**8**	Hematology (includes Flow)
4	Coagulation	**2**	Coagulation
1	Christmas or Winter Break	**1**	Project Week
2	Parasitology	**9**	Microbiology
6	Immunology	**1**	Inova Blood Donor Services
8	Microbiology	**3**	Quest Diagnostics
5	Blood Bank	**7**	Blood Bank

Student Responsibility

Students must call and give as much notice as possible when they are going to be late. While calling does not excuse tardiness, it allows lab supervisors and clinical instructors to make appropriate staffing adjustments. Students are responsible for making up any lab and/or lecture work missed during a scheduled day off. If additional days must be missed due to unusual and unforeseen circumstances, the clinical instructor will decide how the missed work will be made up. This may require the student to come in on evenings and weekends. The clinical instructor will work with the student to review and complete the missed work.

Department Phone numbers:

Laboratory Section	Phone #
IFMC Blood Bank	703-776-3401
IFMC Core Lab (Accessioning, Chemistry, Hematology, Urinalysis)	703-776-3364
Microbiology	703-645-6166
Chemistry (IL)	703-645-6161
Coagulation (IL)	703-645-6103
Donor Center (IBDS)	571-434-3619
IFMC Senior Tech	703-776-5757

General Rules for Classroom and Examination

- Students are expected to always behave in a professional manner throughout the course of study.
- Classroom and work areas must be kept clean and in orderly fashion.
- Food and drink are permitted only in the lecture or conference room. No food or drinks are permitted in student laboratory sections or the student workroom.
- Students will not be permitted to have any personal belongings and/or academic materials during examination except for pen/pencil and a non-programmable calculator.
- Personal belongings may be stored in a locker or the student workroom.
- Students are permitted to use laptops during lecture and only in the lecture or conference room and student workroom.
- Cell phones should be silenced when in lectures or taking an exam.
- During pre-approved virtual lectures by Microsoft Teams, students must have their cameras open or be on site when attending.

School Closure Teach Out Plan

NAACLS requires the MLS program to have a “teach out” plan in case the school unexpectedly closes due to natural or unnatural disasters or permanent closure. Intentional closure of the MLS program will be communicated to all students immediately.

Inova Fairfax Hospital School of Medical Laboratory Science takes the decision to close an educational program very seriously. Program closure requires thoughtful planning and careful consultation with all affected parties. Every effort will be made to fully inform students about the closure. When possible, the decision will be made through a consultative process and only after all alternatives have been considered.

The final decision to close a program will be made by the Program Medical Director, Program Director, and hospital administrators.

Implementation Plan

- The school will teach out currently enrolled students.
- The program will no longer admit students to the August start class.
- Students will be notified in writing about the program closure.
- The Program Director will be designated to clear students applying for the certification exam.
- In the case of a natural or unnatural disaster the program will work with other Inova facilities and hospitals to continue education and training until training can resume at the hospital laboratory.
- The MLS Program Director will notify NAACLS in writing within 30 days with information and timeline of program closure.

VIII. TUITION, FEES AND REFUNDS

Tuition

- Students are responsible for fulfilling all financial obligations to the Inova Fairfax Hospital Medical Laboratory Science Program. Failure to meet financial responsibilities may result in withdrawal from the program.
- A 14-day grace period from the payment due date will be granted. After the grace period, a late penalty of $20.00 per day will be charged for a maximum of 7 days.

Tuition for the program is $6,000 and is paid according to the following schedule:

Installment Due	Amount
Acceptance Fee	$100.00
1st Installment - 1st day of class in August	$1,180.00
2nd Installment - 1st Friday in October	$1,180.00
3rd Installment - 1st Friday in December	$1,180.00
4th Installment - 1st Friday in February	$1,180.00
5th Installment - 1st Friday in April	$1,180.00

Housing

Students are responsible for their own housing arrangements.

Meals

Students may bring their own lunches or may buy lunch in the cafeteria or café. A refrigerator and a microwave are available in the lab staff lounge.

Transportation

Students are responsible for their own transportation to and from Inova Fairfax Medical Campus as well as to and from the affiliate clinical sites. Students are allowed to park for free only at assigned employee garages.

Textbooks

Students are responsible for purchasing all the required textbooks that are used for assigned reading and reference work. The approximate cost of textbooks is $600.

Health Care and Insurance

Students are responsible for their own health insurance. Proof of insurance must be presented and kept on file for each student. Once accepted into the program, students undergo a physical examination administered by the Inova Team Member Health Department for all new hospital employees. The examination and tests are without cost to students and employees. Hepatitis B vaccines and influenza immunizations are also available to all employees free of charge.

Refund Policy

- An enrolled student is someone who has been offered a position in the program, paid the $100 acceptance fee, and signed the enrollment agreement. Once the agreement and fee are returned, the student has three business days to cancel their enrollment for a full refund of the acceptance fee.
- If the student cancels their enrollment within the month prior to the start date, the student will not be entitled to a refund of the acceptance fee.
- A period is defined as the time from the payment due date to the day before the next payment is due.
- To withdraw, a student must submit a formal written notice, including the expected last date of attendance, signed by the student.
- Without a formal notice, withdrawal is defined as 14 calendar days after the student's last day of attendance.
- Students with any financial debt to the Inova Fairfax Hospital School of Medical Laboratory Science will not be able to graduate nor participate in the graduation ceremony nor be eligible for the certification exam.

Refunds are based on the quartile of the period completed:

A student who…	% Refund
begins the program but withdraws or is dismissed on the 1st quartile (25%)	75% of the stated cost of the program for that period
starts the program but withdraws or is dismissed after completing 2nd quartile (more than 25% but less than 50%)	50% of the stated cost of the program for that period
starts the program but withdraws or is dismissed after completing 3rd quartile (more than 50% but less than 75%)	25% of the stated cost of the program for that period
withdraws after completing more than three quartiles (75%)	No refund

Financial Aid

The Inova Fairfax School of Medical Laboratory Science program does not participate in any Federal Student Aid program.

IX. SERVICES AVAILABLE TO STUDENTS

Academic/Course Advising

School officials (Program Director, Program Supervisor and Clinical Instructors) are generally onsite Monday to Friday from 7:00 am – 5:00 pm. Students are welcome to drop in or schedule an appointment.

Academic Support Services

The program does not offer formal tutoring services, note-taking assistance, or additional support in the laboratory or classroom. However, clinical instructors are available to provide occasional assistance if students need help understanding the course material.

Professional Societies

Professional societies for Medical Laboratory Scientists are organized at national, state, and local levels to promote the advancement of the profession. These societies work to:

- Promote public recognition of the profession
- Encourage high ethical standards
- Advance the profession through recruitment and education
- Re-emphasize the responsibilities of the patient's medical team

Students in the Medical Laboratory Sciences program are eligible for student membership in the American Society for Clinical Laboratory Science (ASCLS), the American Society of Clinical Pathologists (ASCP), and several other professional organizations. Students are strongly encouraged to become members and continue their membership after graduation as part of their transition to becoming laboratory professionals.

American Society for Clinical Pathology (ASCP)
Board of Registry Department
www.ascp.org
(312) 738-1336

American Society for Clinical Laboratory Science (ASCLS)
(301) 657-2768
www.ascls.org

Guidance Available to Students

The Program Director and Program Supervisor are available to support and assist students with program policies, practices, and academic concerns. All guidance sessions are confidential. At IFMC, we ensure privacy and confidentiality by creating and maintaining a secure and trusting environment. Student information is treated as confidential and discussed only when necessary to meet the student's needs.

We prevent the disclosure of personal information to unauthorized parties and do not discuss personal matters in the presence of a student. The Inova Fairfax Hospital School of Medical Laboratory Science adheres to the *Inova Health System Policy on Personnel Record Confidentiality*.

Additionally, Inova offers an Employee Assistance Program (EAP) and Lyra sessions at no charge. Students may confidentially contact the EAP for up to 3 private counseling sessions or Lyra for 25 free sessions for any personal problem. Referrals for further care may be made by the EAP as necessary. The Medical Laboratory Science Program advises students to refer to the *Inova Health System Policy on the Employee Assistance Program* found on Inova Connect.

Employment Assistance

Before graduating from the program, students receive instructions on interviewing skills and resume preparation. Due to the nationwide shortage of Medical Laboratory Scientists, students have consistently found employment within a year from graduating from the program. Graduates are also in high demand because of their recent training in all aspects of the laboratory, often being hired as generalists.

Every effort is made to recruit program graduates for employment within the Inova Health System. Students have access to job vacancy listings for this laboratory as well as opportunities throughout the

X. STUDENT RECORDS

Graduation

At the end of the clinical year and upon successful completion of all program requirements, students are awarded a certificate and a pin from the Inova Fairfax Hospital School of Medical Laboratory Science Program. They are now eligible to sit for the Board of Certification (BOC) exam of the American Society of Clinical Pathologists (ASCP).

Previous ASCP Board of Certification exam results of program graduates has been consistently at 100% pass rate.

Students are informed about certification examination options during orientation week. The school provides application information for the Medical Laboratory Scientist ASCP Board of Certification exam. Additionally, the school purchases an ASCP exam simulator via MediaLab for students to use throughout the year. Information on the ASCP Board of Certification exam is also available on the ASCP website.

Obtaining the certificate for successful completion of the program is not contingent upon taking or passing the Board of Certification examination. Students enrolled in a 3+1 option will receive transfer credit to their universities upon completing the program. The baccalaureate degree is awarded by their universities per the affiliation agreement.

Records

Accessing Records

- Students must inform the custodian of records if they wish to examine their records.
- Students can request explanations and/or copies of their records.
- Examinations will be conducted under conditions that prevent alteration or damage to the records.

Amending Records

- If a student believes their record is inaccurate, they can request an amendment.

Requesting Release of Records

- The student will complete and sign an Official Transcript or Record Request form
- The form must clearly indicate the recipient's name and address
- If the student designates someone to pick up the records, the designee must present a picture ID and the name must match the name indicated on the request form

Transcripts

Transcripts are prepared at the end of the year, or at intervals as requested by the degree-granting institutions. Individual students must advise the Program Supervisor at least one (1) week in advance

when transcripts are needed. Transcripts are kept on file and forwarded to affiliated universities of 3+1 program students upon completion of the program.
The university affiliates award the Baccalaureate degrees upon satisfactory completion of the clinical year. Students may have access to their files upon request. However, release of information to any other individual or organization is prohibited without the written consent of the student. Files are available to accrediting organizations during program evaluation for accreditation.

A list of documents maintained for graduates and enrolled students are:

- Application for admission
- College transcript showing degree earned or letter from affiliated college stating that the student will be granted a degree upon successful completion of the Program.
- Evaluation of transcript
- 3 letters of recommendation
- Evaluations from each laboratory section
- Grades from each lecture series and laboratory rotation
- Final transcript
- Financial records

Releasing Information from Student Files Policy

It is the policy of Inova Fairfax Hospital Medical Laboratory Science program that "personally identifiable information", other than "directory information" from a student's education records, will not be disclosed to any party or organization which does not have legitimate right of access to the information without the written consent of the affected student. Husbands and wives are not entitled to obtain records of their spouses without the consent of the spouse regardless of dependency.

To obtain access to one's records, a student must advise the custodian of the records of his or her desire to examine such records. If desired, the student may also request an explanation and/or copies of such records. Examinations will be permitted under conditions that will prevent alteration or mutilation of the record. If the student believes the record content to be inaccurate, the student may submit a request to

XI. STUDENT PROJECT

Overview

The student project is a "capstone" experience that will reflect the student's ability to apply the knowledge gained throughout the program by completing an independent, mentored study. These are smaller scale, may or may not provide original data, but with practical application to improve the lab. An MLS professional is expected to improve existing methods and processes; evaluate, validate, and implement new ones. These on-the-job assignments can range from reorganizing departmental workloads in a management capacity to setting up new test procedures or instrumentation.

Early in the year, the Program Supervisor and the Medical Director will solicit potential topics for student projects from pathologists, laboratory supervisors, and clinical instructors. These topics are then provided to the students for consideration. All projects must be submitted to the Medical Director and Program Supervisor for final approval.

Completion of the program and permission to sit for the ASCP Board of Certification Examination is contingent upon completion and presentation of the student project.

Student Project Process & Guideline

A. Topic Selection

The student chooses from a list of topics or solicits a project topic from the department that interests them and writes a project proposal. The student can request either the department's Clinical Instructor, technical specialist, supervisor, or medical director/pathologist to be their expert advisor to help and guide them.

When selecting a topic consider the following:

1. Interest and Knowledge - Select a topic you are interested in or already know about
2. Discussion Points - Discuss with selected advisor the clinical importance, cost, equipment availability, reagent preparation, specimen availability, and time required.

   Questions to consider:

   - *What is the clinical significance of the lab test or procedure you plan to work on?*
   - *What are the current methodologies for the test?*
   - *What are the drawbacks and pitfalls of the previous methods?*
   - *What are the advantages of the different methodologies?*
   - *If patient specimens are needed, are they available?*
   - *Can this project be done in the time I have available?*
3. Feasibility Check - consult with clinical instructors and the section supervisor to ensure that the project

B. Proposal

The student writes a short project proposal in APA format. The best resource when writing both the proposal and final paper is the IFMC Medical Library. The proposal will be reviewed, approved, and signed by the selected advisor and the Program Supervisor.

The proposal will have the following elements:

1. Proposal Title - short description of the problem or project
2. Background - quick review of relevant literature, manufacturer's package inserts, etc. to establish the need for the project
3. Methods and Materials - quick description of the proposed materials & method involved in the data collection (**Note:** Reagents cannot be ordered without project approval)
4. Time and Cost Analysis - short description of the timeline and the estimated cost
5. Summary - short discussion of the significance of the project's outcome
6. Reference - list of literature or sources reviewed
7. Signature page - signed by the student, project advisor, and program advisor

C. Project Execution and Literature Research

The student investigates, reviews relevant literature, consults with the advisor, and performs the proposed methodology to collect data. Plan and organize the data collection to fit in the project time frame. Follow OSHA-approved PPE when handling biological materials and Material Safety policies and procedures. Run the required amount of samples and properly document data collected including any variances during the process to ensure that data collected is reliable and replicable. Endeavor to answer or provide support to the project proposal's primary objective. If the project does not turn out as anticipated, all is not lost. Proving that something does not work or is not cost-effective is equally as important in laboratory science as proving the contrary.

D. Final Project Write Up

The student will write a final project paper in APA format. This will be submitted to the Advisor for review, proof reading, and signed for approval before submitting to the Program Supervisor for the final approval. Students are expected to adhere to the standards of academic integrity and abide by the honor policy. Academic dishonesty will not be tolerated. Refer to the *Academic Integrity and Honor Policy* section.

The final paper will have the following elements:

1. Title
2. Abstract - short summary of the paper
3. Introduction - includes topic presentation, background information with literature review, research problem, objectives and approach, and paper structure to guide the reader through the rest of the paper
4. Materials & Methodology - describe the materials and methods on sample and data collection
5. Results & Discussion - present and discuss project results; include tables, graphs, etc. and present data in a legible format
6. Conclusion - restate the project objective, summary of the key findings, interpretation and implication of the results obtained, study limitations, and recommendation for future study
7. Reference - list of literature reviewed; minimum of 5 references
8. Signature page - Signed by the student, the project advisor, and the program supervisor

Oral Presentation

After thoroughly researching and writing your paper, it's time to effectively communicate your project's details and outcome. The student will be evaluated on the clarity of communication, organization, mastery of the subject, and visual aids.

Here's how to prepare:

1. Organize - Prepare notes to guide your presentation. Avoid reading directly from your paper.
2. Use visual aids - Create PowerPoints, visual aids and/or handouts to enhance your presentation.
3. Practice - Rehearse your presentation to make you feel more confident and be the expert on the topic.
4. Summarize - The oral presentation should be a summary, not a detailed recitation of your written paper. Focus on what you did, why you did it, the outcomes, and what you learned. Be prepared to answer questions about your project
5. Engage with the Audience - After your presentation, invite questions from the audience and do your best to answer them.

XI. ATTACHMENT - FORMS

MLS Evaluation Form - Lab Rotation Student Professional Behavior (3 pages)

MLS Evaluation Form - Laboratory Rotation Course Content & Instructor (2 pages)

MLS Evaluation Form - Lecture Series Course Content & Instructor (2 pages)

MLS Evaluation Form - Lecture Series Individual Instructor (2 pages)

MLS Personal Time Off Request Form (1 page)

MLS Official Transcript / Records Request Form (1 page)

MLS Student Project Final Report Evaluation (1 page)

MLS Student Project Presentation Evaluation (1 page)

INOVA FAIRFAX HOSPITAL
SCHOOL OF MEDICAL LABORATORY SCIENCE

STUDENT PROFESSIONAL BEHAVIOR EVALUATION

Student:	**Laboratory Section:**
RATING: **1** – Needs Improvement (Does not meet standards) **2** – Provisional (Does not consistently meet standards) **3** – Competent (Meets standards) **4** – Commendable (Above standards)	**Start Date:** **Finish Date:**

CRITERIA	RATING
1. Initiative • *Displays dependability and initiative by completing all assigned tasks promptly.* • *Pursues additional educational experiences and resources.* • *Seeks unsolicited tasks/ additional responsibilities.* • *Looks for things to do during slack periods, such as restocking supplies & assisting others.*	
2. Technique (at entry level) • *Performs manual & automated tests according to written procedures & instructions within an acceptable time.* • *Works independently after instruction; recognizes problems or discrepancies & attempts to determine the cause of the problem.* • *Recognizes and acknowledges personal limitations of knowledge and skills and seek help when appropriate.* • *Reports results accurately and efficiently (at entry level)* • *Demonstrates the ability to follow written instructions and show attention to detail.*	
3. Knowledge • *Demonstrates understanding of basic theory.* • *Demonstrates knowledge of theory & clinical significance of laboratory tests by correctly responding to oral questioning & written tests.* • *Demonstrates the ability to learn by applying and integrating data from previous disciplines to this clinical rotation to resolve problems.* • *Identifies problems and errors or any malfunctions.* • *Questions unusual results & verifies these through further checks and/or testing*	
4. Organization • *Maintains a clean and orderly work area.* • *Complies with institutional safety policies and procedures.* • *Completes lab assignments in a timely fashion.* • *Exhibits ability to multi-task.* • *Restocks reagents and supplies.*	
5. Professionalism • *Maintains professional appearance and deportment according to the Inova Fairfax Hospital personnel policy and the Medical Laboratory Science Program dress code guidelines.* • *Wears ID badge properly at all times.* • *Is an ambassador of the organization, promoting a positive image of Inova. Does not gossip. Serves as a peer role model exhibiting standards of behavior at all times.* • *Is accountable for whereabouts at all times. Always arrives on time and remains in the department for the scheduled period. When arriving late, calls to provide as much notice as possible.* • *Adjusts to changing workflow and staffing when necessary.*	
6. Confidentiality and Privacy • *Demonstrates conscientious attitude toward patient confidentiality and the importance of accurate and precise patient results.* • *Understands and practices HIPAA privacy regulations.* • *Protects the privacy of other students and laboratory employees by preventing the disclosure of their personal information to unauthorized parties.*	

7. Integrity / Personal Responsibility • *Is accountable for assigned work and follows policies and regulations as it applies to this rotation.* • *Always willing to accept any task and follow it through to completion.* • *Exhibits ethical behavior.* • *Demonstrates integrity by admitting to mistakes or errors and repeating questionable results.* • *Seeks advice when necessary.*	
8. Quality Safety • *Follows established safety and infection control procedures.* • *Practices error prevention techniques and reports all safety hazards, accidents, and incidents promptly and completely.*	
9. Interpersonal Relationships and Attitudes • *Displays a pleasant, positive attitude & is easy to work with.* • *Demonstrates acceptance of advice & constructive criticism by not repeating mistakes.* • *Communicates and maintains cooperative relationships with instructors, fellow students, and coworkers.* • *Offers sound suggestions for improvement instead of complaining.* • *Considerate when sharing equipment and supplies.* • *Demonstrates self-control, tact, and respect for others in the classroom and clinical setting.* • *Is positive and receptive to change.*	
10. Attentiveness • *Pays attention to instructions.* • *Is alert, attentive, and enthusiastic.* • *Contributes to discussions and ask relevant questions.*	
TOTAL POINTS	

Comments to explain areas rating 1 – Needs Improvement or 2 – Provisional

TOTAL POINTS	Divided by	Performance Expectations Total Points	SCORE	Multiply by	Weight	Overall Performance Rating Score (%)
	/	**40**		**x**	**100%**	

Number of unexcused absences	
Number of excused absences	
Number of tardy days **NOTE: 3** unexcused tardiness per department rotation results in **5 pts** deducted from the rotation grade	
FINAL LAB ROTATION EVALUATION GRADE (%)	
Has this student successfully completed all the required objectives for this lab rotation?	☐**YES** ☐**NO**

If NO, explain/list the deficiencies:

Other Comments	
Clinical Instructor Signature:	**Date:**
Student Signature:	**Date:**

EVALUATION: LABORATORY ROTATION – COURSE CONTENT & INSTRUCTOR

Checkmark to select one. Complete a separate form for each rotation/section to evaluate.

☐ BLOOD BANK	☐ PHLEBOTOMY
☐ CHEMISTRY	☐ MICROBIOLOGY
☐ COAGULATION	☐ URINALYSIS
☐ DONOR SERVICES	☐ QUEST
☐ HEMATOLOGY	

INSTRUCTIONS:

- Each of the following statements below describes a basic aspect of the laboratory rotation and/or instructor behavior. Evaluate each one using the scale provided.
- Reserve the highest score (5) for unusually effective or high-quality performance and the lowest score (1) for unusually ineffective performance.
- Please provide comments on any item rating of 3 and below at the space provided

NOTE: *The term "instructor" applies to all technologists who teach, coach, mentor, tutor and/or in some way provide training to students during this rotation.*

Rating Scale: Low → 1 → 2 → 3 → 4 → 5 → High

ITEM	RATING
Instructors in this laboratory rotation were professional role models.	
Instructors were current in the theoretical and technical knowledge of the subject.	
Instructors were always polite to students and laboratory staff members.	
If a mistake was made, I was not embarrassed or humiliated by the instructors, and they were always patient when offering explanations.	
Instructors were fair and consistent in evaluating students; criticism given to me was constructive.	
Instructors were enthusiastic about the subject they were teaching and made the course interesting. This motivated me to do my best work.	
I was praised when I performed a task well.	
Enough time was given to cover the subject material.	
Directions provided for each new procedure were presented clearly and concisely.	
Enough time was allotted to become proficient in performing a test procedure.	
Theory was presented to supplement understanding of the principle associated with each procedure.	
Students were questioned periodically to confirm that the purpose, principle, and procedure were understood for each test to be learned.	
I was encouraged to ask questions and was provided answers in a timely manner.	
Objectives for learning were provided at the beginning of the rotation and the material covered during the rotation supported these guidelines.	
In terms of both behavior and examinations, I understood what was expected of me.	

My work was evaluated within enough time to allow mistakes to be corrected.	
Examinations were graded and returned promptly.	
The workspace provided for students was adequate and distractions were kept to a minimum.	
Please comment on any evaluation ratings of 3 or less	
Describe the most useful aspects of this laboratory rotation. In what way was it beneficial to you?	
List your suggestions for ways in which this lab rotation could be improved.	
NOTE: Student signature is required to document completion of evaluations. Comments and ratings will be shared anonymously with the clinical instructor.	
Student Signature:	**Date:**

EVALUATION: LECTURE SERIES – COURSE CONTENT & INSTRUCTOR

Checkmark to select one. Complete a separate form for each rotation/section to evaluate.

☐ BLOOD BANK	☐ IMMUNOLOGY
☐ CHEMISTRY	☐ PARASITOLOGY
☐ COAGULATION	☐ MICROBIOLOGY
☐ HEMATOLOGY	☐ URINALYSIS

INSTRUCTIONS:

- Each of the following statements below describes a basic aspect of the course and/or instructor behavior. Evaluate each one using the scale provided.
- Reserve the highest score (5) for unusually effective or high-quality performance and the lowest score (1) for unusually ineffective performance.
- Please provide comments on any item rating of 3 and below at the space provided

NOTE: *The term "instructor" applies to all technologists who teach, coach, mentor, tutor and/or in some way provide training to students during this rotation.*

Rating Scale: Low → 1 → 2 → 3 → 4 → 5 → High

ITEM	RATING
The instructors had command of the subject and presented course material in an organized way.	
The instructors discussed current developments and related the lecture topics to other areas of knowledge when appropriate.	
The objectives for each lecture were clearly stated and the lesson material supported these objectives.	
The instructors were sensitive to the response of the class and encouraged student participation.	
The instructors were enthusiastic about the subject.	
The instructors made the course interesting and therefore, I felt motivated to do my best work.	
The instructors helped broaden my interests, viewpoints and appreciation of the subject.	
I was encouraged to ask questions and to express my views.	
The lecture material was presented at a rate that allowed me to comprehend the material as it was presented.	
Examinations were graded and returned promptly. Instructors communicated the exam return date.	
Instructors were able to provide practical applications of principles as they were being presented in lecture.	
Questions that were asked on examinations correlated with the course objectives and course content.	

Please comment on any evaluation ratings of 3 or less

Describe the most useful aspects of this lecture series. In what way was it beneficial to you?
List your suggestions for ways in which this lecture series could be improved. Was a sufficient amount of time given to cover the subject material?
NOTE: Student signature is required to document completion of evaluations. Comments and ratings will be shared anonymously with clinical instructor.

Student Signature:	**Date:**

EVALUATION: LECTURE SERIES – INDIVIDUAL INSTRUCTOR

Lecture Series / Subject:	
Presenter's Name:	**Date:**

- Each of the following statements below describes a basic characteristic of the instructor's presentation.
- Reserve the highest score (5) for unusually effective or high-quality performance and the lowest score (1) for unusually ineffective performance.
- Please comment(s) on any rating of 3 or less in the space provided below.

Rating Range: Low → 1 → 2 → 3 → 4 → 5 → High

ITEM	RATING
1. The instructor clearly understood the subject and presented the lecture in such a way that the content was comprehensible.	
2. Information presented during lecture covered the stated course objectives.	
3. The lecture material was presented in a clear and organized manner and at a rate that allowed me to comprehend the facts as they were presented.	
4. Practical application of the principles presented in the lecture was provided by the instructor when applicable.	
5. My participation was welcomed during the lecture. The instructor encouraged me to ask questions and to express my views.	
6. The way in which the material was presented helped broaden my interests, viewpoints and gave me an appreciation of the subject.	
7. The instructor was punctual.	
8. The instructor had enough time to cover the subject material.	
9. The instructor was enthusiastic about the subject.	
10. The instructor was prepared for the lecture.	

Please comment on any evaluation ratings of 3 or less

Describe the most useful aspects of this lecture. In what way was it beneficial to you?

List your suggestions for ways in which this lecture/instructor could be improved

NOTE: Student signature is required to document completion of evaluations. Comments and ratings will be shared anonymously with the clinical instructor.

Student Signature:	**Date:**

PERSONAL TIME OFF REQUEST

Student Name:	**Request Date:**

INSTRUCTIONS:

1. Complete a separate form for each personal time off requested.
2. Submit the original form to the Program Supervisor at least 2 working days in advance.
3. Provide a copy of the completed form to the Clinical Instructors involved.

Current Personal Time Off Balance	**# of days:**	**# of hours:**

Check one and indicate the # of days or hours requested:	**Time off reason that will not count against the 5 personal days off:**
☐ _____ day(s) of personal time off	☐ Bereavement (5 days)
☐ _____ hour(s) of personal time off	☐ Attend own college graduation ceremony

I request to be off on:

- *If requesting multiple consecutive days, indicate the Start Date and End Date*
- *If requesting a period (Ex. 2 hours), indicate the Start Time and the End Time*

Start Date:	**End Date:**
Start Time:	**End Time:**

I understand Inova MLS School's attendance policy:

- Students may miss **5 days** (including sick days) during the year without penalty.
- The 5 days should not be taken consecutively or when an exam has been scheduled in either lecture or lab rotation.
- Absence from class or rotation for more than 4 hours is equivalent to 1 full day of absence.
- Bereavement leave of **5 days** is allowed for immediate family or a relative living in the same household.
- Absences exceeding 5 days without prior notice and approval may result in probation or dismissal.

Student Signature:

INOVA FAIRFAX HOSPITAL
SCHOOL OF MEDICAL LABORATORY SCIENCE
3300 Gallows Road, Falls Church, Va. 22042-3300
Office Telephone Number: 703-776-2413
Fax Telephone Number: 703-776-3989

OFFICIAL TRANSCRIPT / RECORD REQUEST FORM

Instructions:

- Complete a separate form for each recipient individual / organization
- Please legibly complete the information below.
- Print and sign the form.
- Fax, US Mail or Email completed and signed request form to:

Mail to:
Inova Fairfax Hospital Laboratory
School of Medical Laboratory Science Program
Professional Services Bldg. - Basement
Attn: Rhoda Restauro
3300 Gallows Road
Falls Church, VA 22042-3300

Email: Rhoda.Restauro@inova.org
Fax #: 703-776-3989

Student Information		
First Name:	**Middle Name:**	**Last Name:**
Other Name used while completing the program, if different from above:		**Date of Birth: (mm/dd/yyyy)**
Date of Attendance / Graduation Year:	**Phone #**	**Email**

Request Information	
Request Type: ☐ Official Transcript ☐ Attendance / Graduation Verification ☐ True Copy of Certificate	**# of Copies Requested:**

Delivery Details: Check the box to indicate preferred delivery method and provide the delivery information

* *Allow at least five(5) business days for processing. You may contact the Program Supervisor at 703-776-2413 to check the status of your request.*

** *Student or authorized individual must bring valid photo ID when picking up requested document(s).*

☐ **Pick up****	Name of Authorized individual:
☐ **Email**	
☐ **Fax**	
☐ **US Mail**	

Special Instructions:

Release of Information Authorization

I authorize Inova Fairfax Hospital School of Medical Laboratory Science to release my academic records. This information may be sent to me via my preferred method as I have indicated above using the contact information I have provided.

Student / Graduate Signature:	**Date:**

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INOVA FAIRFAX HOSPITAL
SCHOOL OF MEDICAL LABORATORY SCIENCE

STUDENT PROJECT FINAL REPORT EVALUATION

Student Name:	**Date:**				
Title:					
CRITERIA	**POINTS**				
	5	**4**	**3**	**2**	**1**
Plagiarism or AI writing • Similarity index: **5≤10% 4≤15% 3≤20% 2≤30% 1>30%**	☐	☐	☐	☐	☐
Title • Title is descriptive of project	☐	☐	☐	☐	☐
Abstract • Informative (brief) summary of the project	☐	☐	☐	☐	☐
Introduction • Background information with relevant outside source, research aims • Description of advantage or disadvantages of methodologies (previous/current)	☐	☐	☐	☐	☐
Materials • Lists or describes reagents or equipment used with manufacturers and ordering information	☐	☐	☐	☐	☐
Methods • Brief description of research methodology (reagents, samples, time, cost) • Sampling procedure (number of samples, type of samples analyzed, etc.) • Description of data analysis	☐	☐	☐	☐	☐
Results • Detailed presentation of data in the appropriate format (tables, graphs, histograms, formulae, etc.) • Correct format figures or tables appropriately indicated in the text	☐	☐	☐	☐	☐
Discussion • Interpretation of results and conclusion of project • Description of possible source of interference, project limitations, etc. • Comparison of the data with published information	☐	☐	☐	☐	☐
Conclusion • Contains a summary of the project results • Improvements or recommendations for future projects	☐	☐	☐	☐	☐
References • Correct format of citation and bibliography (APA format) • Relevant citations • Meets the minimum (5) quantity of citations	☐	☐	☐	☐	☐
Add points per column					
Maximum points = 50 **PASS** = 70% or above (≥35 points) **FAIL** = 69% below (<34 points)	**TOTAL SCORE:** ☐ **PASS** ☐ **FAIL**				
Evaluator Signature:	**Date:**				

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INOVA FAIRFAX HOSPITAL
SCHOOL OF MEDICAL LABORATORY SCIENCE

STUDENT PROJECT PRESENTATION EVALUATION

STUDENT INFORMATION	
Name:	**Date:**
Project Title:	

PRESENTATION EVALUATION METRICS	
Presentation Method: ☐ Handouts ☐ PowerPoint ☐ Projector ☐ Video ☐ Other	
Approximate attendance:	**Approximate Presentation Length:**

Presentation rating: **0 – Unacceptable 1 – Poor 2 – Acceptable 3–Good 4 – Excellent**
PASS – average rating of 2 and above
FAIL – average rating of 1 or 0

CRITERIA	0	1	2	3	4
Clarity of Communication					
• *Language is used correctly and succinctly*					
• *Presentation is free of grammatical errors*					
• *Speaks clearly and at an understandable pace*					
• *Overall speaking ability*					
Organization					
• *Presentation objectives are clearly stated*					
• *Presentation follows a logical structure*					
• *Speaker's presence (body language, eye contact, poise)*					
Mastery of the Subject					
• *Engaged the audience*					
• *Depth of commentary*					
• *Questions are answered in a professional manner*					
• *Speaker is engaged with audience (presentation spoken, not read)*					
Visual Aids					
• *Handouts complement the presentation appropriately*					
• *Graphs and figures are clear and understandable*					
• *Graph text is readable and clear*					
• *Data is appropriately referenced*					

Comments:

Evaluator Signature:	☐ **PASS**	☐ **FAIL**