

# *School of Medical Laboratory Science*



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## **Duke LifePoint Conemaugh Health System & Duke LifePoint Conemaugh Memorial Medical Center**

Duke LifePoint Conemaugh Memorial Medical Center, the flagship teaching hospital of Duke LifePoint Conemaugh Health System, is a >600 bed hospital. This for-profit integrated health care system serves families across five counties in southwestern Pennsylvania. The commitment to teaching and learning creates a highly skilled and self-generating work force that drives clinical excellence. Our continuum of care begins at the earliest stages of life with specialized services provided by the region's only perinatologist. It ends with compassion and empathy offered by dedicated palliative care, home health, and hospice professionals. Conemaugh Memorial is a Level I Trauma Center, a Level III Neonatal Intensive Care Unit, a Recognized Stroke Center, and provides air medical transportation services.

Our teaching programs attract diverse professionals who bring skill and an international perspective to patients' served. The Journey to Excellence is the commitment to create a culture dedicated to Making Communities Healthier. At Conemaugh Health System we want to create places where ... People choose to come for healthcare, Physicians want to practice and Employees want to work. Our five guiding principles are:

1. Delivering high quality patient care.
2. Supporting physicians.
3. Creating excellent workplaces for our employees.
4. Taking a leadership role in our communities.
5. Ensuring fiscal responsibility.

Duke LifePoint promises to engage with our patients and people, lead quality innovation and advance knowledge to improve health in the communities we serve. Conemaugh Memorial's commitment to education is evidenced by our hospital based Conemaugh School of Nursing, Allied Health Schools, physician residency programs, a pharmacy residency program, and more than 200 medical school rotations every year. The Medical Skills Lab is one of only 64 national human simulation labs accredited by the American College of Surgeons.

Conemaugh Memorial Medical Center's Main Campus is 26.5 acres and the Lee Campus is 6.6 acres. Included in the Conemaugh Health System are Conemaugh Meyersdale Medical Center, Conemaugh Miners Medical Center, and LifePoint Nason Hospital. In addition, MedWell Urgent Care Centers are available for non-critically ill patients seeking treatment. Conemaugh's Crichton Rehabilitation Center meets rehabilitation needs and the Transitional Care Unit aids in medical care of patients needing post-acute services.

Performance Excellence is demonstrated with the initiation of the Define-Measure-Analyze-Improve-Control (DMAIC) Model and adopted rapid cycle Lean Team approaches. Our Lean Six Sigma processes are utilized to reduce variation via standardization of flow and systematizing processes.

Conemaugh Memorial has been recognized as achieving quality health care services and positive patient outcomes of comparable medical centers. Conemaugh Memorial has received national recognition for cardiac services, treatment of sepsis, pulmonary care, urology, maternity care, and women's health. Demographically, health care is essential to the community that surrounds Conemaugh Memorial. Nearly 20% of residents are age 65 years or older. This is

well above the Pennsylvania average of 15.3%. The unemployment rate in 2013 was 9.2% and median household income was 30% behind state and national averages. With an aging population and alarming regional rates for cardiovascular disease and diabetes, Conemaugh Health System is strategically investing in health and wellness programs in the community served.

**Johnstown, PA** is located in the Laurel Highlands, nestled in the western slopes of the Allegheny Mountains in western Pennsylvania. The breathtaking scenery and fascinating history offer a unique combination of fun and education. The Johnstown Inclined Plane is the steepest vertical, vehicular incline in the world. The view oversees the downtown city of Johnstown.

The Laurel Highlands region, with its forests, mountains, lakes and rivers, abounds in recreational opportunities during all seasons. Three ski resorts, a dozen hiking trails, including the 70-mile Laurel Highlands Trail, 15 miles of cross-country skiing trails in the Laurel Mountains, boating, fishing, swimming, snowmobiling and additional outdoor activities are available. Johnstown also offers a wealth of cultural and sporting activities, including the All American Amateur Baseball Association (AAABA) championship tournament and the Sunnehanna Amateur Golf Tournament, and was named Kraft Hockeyville USA in 2015.

Entertainment and historical opportunities are abundant in Johnstown and its surrounding area. The Pasquerilla Performing Arts Center on the campus of the University of Pittsburgh at Johnstown, is the home of the Johnstown Symphony Orchestra. Additional entertainment is available from the Johnstown Youth Symphony, the Johnstown Symphony Chorus, the Johnstown Concert Ballet and the big band sound of the Johnstown Jazz Workshop.

Local theaters, with summer stock and local performers, include the Allegheny Highlands Regional Theatre, the Mountain Playhouse, the Penn Wood Players, and St. Vincent College Theater. Johnstown's Community Arts Center caters to painters and craftspeople with specialties such as watercolor, woodcarving, calligraphy, and photography. The Center features an annual fair, Log House Arts Festival, Holly Bazaar, and Festival of Trees.

The work of both local and national artists is highlighted in exhibits at the Southern Alleghenies Museum of Art on the Saint Francis University campus in Loretto, PA, and The Johnstown Art Museum. The Pasquerilla Conference Center near the Cambria County War Memorial Arena hosts numerous conferences, as well as city, state, and national events. In addition, the Point Stadium and Cambria County War Memorial Arena host sporting events and concerts.

The Flight 93 Memorial where 40 passengers and crew lost their lives while stopping an attack on the United States Capitol on September 11, 2001 is within close driving distance.

## **Conemaugh School of Medical Laboratory Science**

The mission of the Conemaugh Memorial Medical Center Conemaugh School of Medical Laboratory Science is to provide a positive, professional, technically up-to-date educational and training experience that leads students to develop knowledge and skills which prepare them for successful completion of national certification examinations and for successful entry into the profession of Medical Technology.

The Conemaugh School of Medical Laboratory Science at Conemaugh Memorial Medical Center is the evolution of the laboratory training program established in 1952 as a division of the department of Pathology. Throughout its history the program has trained laboratory assistants, medical laboratory technicians, and medical technologists/medical laboratory scientists for careers as credentialed laboratory professionals.

### **Accreditation**

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119. 773-714-8880 FAX 773-714-8886 <http://www.naacls.org/Home.aspx>

Graduates are eligible for a national certification examination which certifies them as a Medical Laboratory Scientist (MLS) registered with the American Society for Clinical Pathology (ASCP) certified by the National Credentialing Agency for Laboratory Personnel.

Conemaugh Health System is required by U.S. Department of Education regulations to provide its students and prospective students with contact information for any relevant state official or agency that would appropriately handle a student's complaint about Conemaugh's education programs. Students are encouraged to utilize Conemaugh's internal complaint policies and procedures prior to filing a complaint with the Commonwealth of Pennsylvania. If a concern cannot be addressed through internal processes, students or prospective students may file a complaint with the Pennsylvania Attorney General's Bureau of Consumer Protection (16th Floor, Strawberry Square, Harrisburg, PA 17120).

[Information about the Bureau of Consumer Protection's process for submitting consumer complaints](#) can be found at [www.attorneygeneral.gov](http://www.attorneygeneral.gov) or by calling 800-441-2555.

### **Career Opportunities**

The laboratory science graduates are prepared to function in a variety of scientific environments such as hospital laboratories, physician office laboratories, public health laboratories and research laboratories, and often apply their skills as administrators, managers and educators. The program maintains focus on a variety of technical and non-technical demands on today's laboratory professionals and prepares graduates to participate as important members of the health care delivery team.

## **Program Outcomes**

- Provides a professional environment of encouragement, respect and open communication that fosters learning and professional development.
- Provides human and technical resources that stimulate scientific curiosity and learning in individual students.
- Employs a variety of teaching methods using appropriate technology to present the curriculum most effectively and efficiently.
- Utilizes outcome evaluation strategies to assure that the program continues to meet the needs of the students and the medical community.

## **Student Learning Outcomes**

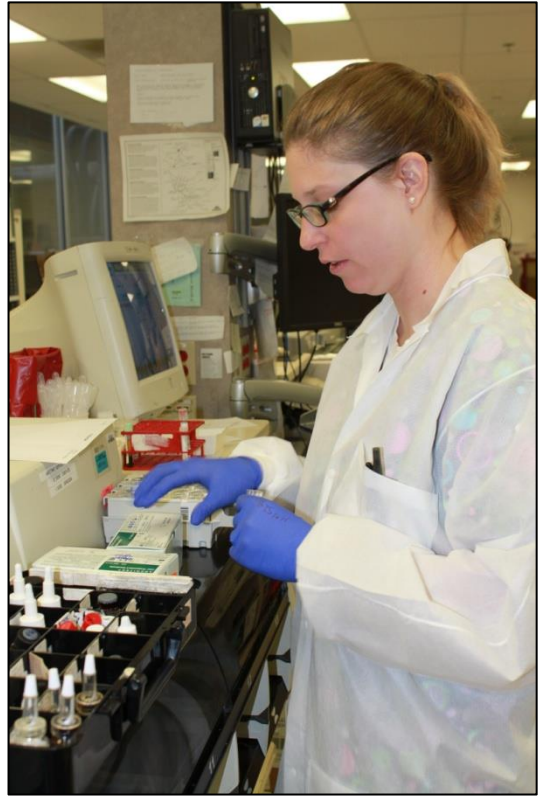
- Perform technically and professionally according to the highest standards of laboratory practice
- Participate in professional development as individuals and health care team members and recognize the importance of continued professional development.
- Communicate professionally with the public and other members of the health care delivery system.
- Demonstrate knowledge and application of teaching and leadership skills as healthcare professionals.





## Administrative Policies

- Reserves the right to select only those candidates who give evidence that they will be able to fully meet requirements and standards of the Medical Technology program. Preference for selection is given to those applicants who best demonstrate an overall aptitude for Medical Technology.
- Reserves the right to terminate the enrollment of the student who does not meet academic standards, financial obligations or professional behaviors.
- Complies with the Family Educational Rights and Privacy Act of 1974 as amended in 1976 (Public Law 93-380). Student records are subject for review by approving accrediting and financial reviewing bodies in compliance with the Buckley Amendment the school acknowledges the student's rights to privacy and to review his/her records. Student files are open to the student upon written request. Release of information is prohibited except with written consent of students.
- Reserves the right to change any Catalog, Student Guide, and Program information in regard to tuition, fees, provisions or requirements at any time during the students program, however, when possible, advance notice will be given.
- Is committed to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, creed, sex, age, national origin, ancestry, veterans status, disability, pregnancy, genetic information, or any other status legally protected by federal, state or local law in its educational admission policies, enrollment policies, financial aid, student activities, and services.
- Reserves the right to dismiss a student who does not meet the expected levels of clinical or didactic achievement. A student may be dismissed for unethical professional practice or attitudes incompatible with professional performance. The student must comply with all Hospital and School policies. When no specific School policy exists, the Hospital policy is in place.



## **Applicant Requirements**

Qualified applicants are considered for acceptance into the Conemaugh School of Medical Laboratory Science when all application requirements are completed and a recommendation is rendered by the Student Selection Committee. Consideration shall be given to scholastic aptitude, academic achievement, personal qualities, and physical and emotional health necessary to fulfill the objectives of the program. Provisional admission status may be granted at the discretion of the Admission Committee.

The Program may accept up to 10 students each year. Applicants must be graduates of an accredited college/ university or must be a candidate for a Clinical Laboratory Science/Medical Technology program (3+1 program agreement) with all degree requirements completed except the clinical year curriculum.

The following minimum academic requirements must be included for consideration:

1. The applicant must have a minimum overall GPA of 2.5 and minimum Science and Math GPA of 2.5.
2. The applicant must have completed at least 16 semester hours (24 quarter hours) of Chemistry, including Organic Chemistry.
3. The applicant must have completed at least 16 semester hours (24 quarter hours) of Biology including Microbiology. An Anatomy and Physiology class, Immunology and/or a Genetics class is recommended.
4. The applicant must have completed at least 3 semester hours of a college math class.

## **Application Process**

To be considered as a candidate for the Conemaugh School of Medical Laboratory Science , the qualified person must submit:

1. A completed application form
2. An application fee
3. A cover letter explaining the applicant's goals and interest in the program
4. Three references from non-family members who can attest to the academic ability and character of the applicant. (one reference may be from an employer)
5. Current transcripts from all academic institutions attended.

The Conemaugh School of Medical Laboratory Science actively recruits men and women of diverse backgrounds to create a varied study body. Applicants must be citizens of the United States or in good standing with the United States Department of Immigration. A scored interview appropriate for the profession is assessed. For new class selection, the application will be considered for admission based on seat availability. If the class is filled and seats are unavailable, the candidate will be considered for a waiting list. If you are not eligible for hire or rehire in the Conemaugh Health System, you are ineligible to complete clinical practicum experiences in our organization. Inability to engage in clinical experiences to meet course outcomes will result in involuntary program withdrawal. All data submitted to the Admissions Committee is utilized in creating a complete picture of the applicant's eligibility and likelihood for success and is retained by the School. Any falsification, misrepresentation or omission of



information in the application and financial aid process may result in denial of program admission and/or enrollment in the program. The Admissions Committee has the final authority in deciding a candidate's acceptance or rejection.

## **Admission**

Provisional admission is given to those candidates deemed qualified by their academic record, completion of the application procedure and recommendation by the Student Selection Committee.

Final Admission into the program is awarded upon the candidate's passing of a health examination, a urine drug screen and criminal background checks.

## **Health**

Each applicant is required to have a pre-entrance physical health examination that will be done at the Employee Health Office at CMMC or at the Corporate Care Office at Conemaugh East Hills. Students should provide an updated immunization record at the time of their physical that should show documentation of 2 MMR, 2 Varicella, and Tdap vaccines. All student are required to have blood titers drawn in order to determine immunity for Hepatitis B – Hepatitis B Surface Antibody. If an immunization record is not available or up to date, blood titers will be drawn also for rubella IGG, rubeola IGG, and varicella IGG. Any vaccinations that a student will require as per the Employee Health Immunization Policy and as per titer results will be administered to the student and provided by the school. A ten panel urine drug testing is required with a negative test result and testing is conducted by the Student Health Nurse. A required two-step PPD – tuberculin skin test – will be done at the start of the program and then annually. A chest x-ray may be required if there is a history of a positive tuberculin skin test or if clinically indicated. All health status examinations must be submitted prior to enrollment in the Conemaugh School of Medical Laboratory Science . The flu vaccine is **MANDATORY**. It will be available through the Student Health Nurse from October – December. If a student has received the vaccine at a location other than the school, documentation must be submitted to the Student Health Nurse. Anyone not receiving and/or providing documentation of the flu vaccine will not be permitted to participate in clinical experiences

## **Criminal Clearances**

Students are required to provide a Federal Cogent Criminal Clearance, a Criminal History and Record Information Check (Act 34 Clearance), and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) prior to start of program. Any individual convicted of one of the prohibitive offenses will not be eligible for program enrollment or if enrolled, will be terminated from the program. Additionally, if a student comes to our facility and they have not been a resident of Pennsylvania for the past two consecutive years, they must go through the Department of Aging for an additional clearance. This is required by law: The Older Adults Protective Services Law. One issue addressed is conviction of a crime – which includes misdemeanor, gross misdemeanor or felony, the only exceptions being speeding and parking violations. All alcohol and/or drug related violations must be reported. The application asks: "Have you ever been convicted of a misdemeanor, felony or a similar offense in a military court-

marital?" If you answer "Yes" you must provide a detailed explanation and official court documentation of the charges.

## **Social Security Number**

All students must have a Social Security number prior to entering the Conemaugh School of Medical Laboratory Science .

## **Classroom and Clinical Attendance**

Students are expected to attend and be punctual for all classes/clinical rotation areas. Absenteeism may affect grades and could result in academic failure. In the event of unavoidable absence, the student is responsible for information presented in class/clinical rotations. Appointments should not be made during scheduled course activities or school functions. If an unavoidable absence is required, prior arrangements should be made with the program director. In the event of an absence, it is the student's responsibility to contact the program director the beginning of the school day of return for makeup requirements. Makeup work for an excused absence must be completed within the time frame established by the Program Director. All students are expected to be prompt for a scheduled class and to remain for the entire period. Attendance will be taken for scheduled class time. Tardiness or failure to attend scheduled class and clinical experience will be handled according to the policy outlined in the Medical Technology Student Handbook.

Students with an attendance problem will be required to meet with the Director. For every 10% of course theory hours missed, there will be a 1% reduction in the final theory grade. For every 10% of clinical hours missed, there will be a 1% reduction in the final clinical grade.

## **Academic Standards**

To progress in the program, the student must attain at least a 75% in each course at each six week progress report grading period and must attain at least a 2.75 GPA at the end of each term during the didactic portion of the program. During the clinical portion of the program, the student must attain at least a 75% grade in each clinical department including satisfactory evaluation from the clinical evaluators in psychomotor skill development and professional behavior development. Failure to meet the minimum performance for classroom work or clinical work will result in the student being placed on probation.

## Probation

Students placed on probation are required to meet with the Program Director to develop a remedial plan with a time schedule for completion. Failure to follow the plan or to successfully attain academic standards upon reassessment will result in involuntary withdrawal from the program.

For the first probation, a plan for remedial work will be developed by the program director and student. Successful completion of the remedial work, as defined by the faculty, will allow progress in the program, but the original grade will be considered in the final grade calculation. Remedial work must be completed within six weeks of the date of the failing/unsatisfactory grade. If after remediation, a passing/satisfactory grade is not obtained, the student is involuntarily withdrawn. If a student falls into probationary status a second time, the previously described procedure is applied. Only two probationary periods are allowed. Failure to meet standards a third time will result in involuntary withdrawal from the program.

## Progress Reports

Reports are issued every sixth week during classroom rotation and at the end of each clinical rotation.

## Grading System

Letter Grade	Percentage	Quality Points
A	93 - 100	4.0
B	84 - 92	3.0
C	75 - 83	2.0
D	70 - 74	1.0
F	0 - 69	0.0
P	Pass	
I	Incomplete	
W	Withdrawal	
S	Satisfactory	
U	Unsatisfactory	

## Withdrawal

Withdrawal refers to the non-completion of the program. Upon withdrawal, the student must return the Hospital photo ID badge, library materials, parking permit, and any other Program/Hospital property. Arrangements must be made to meet financial obligations. Applicable tuition refund will be outlined by the financial aid officer according to policy.

## **Voluntary Withdrawal (Resignation)**

A student who plans to withdraw from the program during any term must make an appointment to discuss his or her intentions with the Program Director and the Financial Aid Director. The student must submit a notification in writing to the Program Director and to college or university officials if applicable.

The Program Director will document the withdrawal date based on the date of the letter of resignation and the last date of attendance for financial aid purposes and transcript purposes.

## **Involuntary Withdrawal (Dismissal)**

Failure to meet the standards of conduct of the Conemaugh School of Medical Laboratory Science may cause dismissal. Tuition will not be refunded. Reasons for involuntary withdrawal may include:

If the faculty deems that a student does not meet the standards necessary for successful performance as a professional medical technologist, involuntary termination may be required. Reasons for withdrawal:

1. Loss of clinical privileges. Individuals who have been terminated from employment within the Conemaugh Health System are unable to engage in the clinical practicum experience designed in the school's curriculum. This action will result in denial of enrollment in the school since the individual cannot meet required competencies and program outcomes.
2. Unsatisfactory performance in theory or clinical practice
3. Failure to meet guidelines identified in probationary status
4. Failure to meet course and program requirements
5. Failure to meet math competency requirements
6. Possession of illegal drugs on Hospital premises
7. Divulging confidential information except to proper authorities
8. Violation of academic integrity
9. Damaging Hospital or School property
10. Violation of Hospital rules, regulations, standards, values or policies
11. Uncivil behaviors to others
12. Non-fulfillment of financial obligations
13. Non-attendance

## Readmission / Reinstatement Policy

Enrolled students who are called to military duty, or who withdraw due to personal illness or family emergency, may re-apply for admission to the next available class. The applicant's previous academic performance in the program will be considered with a newly completed application with current references and transcripts. Students are eligible for readmission one time under this policy. Determination of program placement and the conditions under which the student may re-enter the program are examined in each case. Admission is not guaranteed.

## Description of Courses

### Program of Study

The one-year School of Medical Laboratory Science Program consists of didactic classroom and clinical experiences at Conemaugh Memorial Medical Center, Conemaugh Meyersdale Medical Center, Conemaugh Miners Medical Center and Conemaugh Nason Medical Center.

### Hematology

The study of the formed elements of the blood, their synthesis, analysis and correlations to health and disease. Testing methodologies, instrumentation, principles of testing and quality assurance are addressed.

### Hemostasis/Coagulation

The study of the systems involved in the coagulation, fibrinolytic and anticoagulation processes of the body. Including laboratory analysis and correlation of data with disease and therapeutic monitoring are studied.

### Clinical Chemistry

The study of chemical elements and compounds found in the human body in relation to health, disease states, organ function, medical therapy and abuse. Instrumentation used in the clinical laboratory is studied along with quality assurance programs for maintenance of instruments and testing systems.

### Urinalysis and Body Fluids

This course is a study of the renal system function, the various disease states affecting the production of urine and the correlation with laboratory analysis. The principles of reactions, methodologies and quality assurance are addressed. Also studied are pleural, joint, seminal, spinal, amniotic and other fluids of clinical significance and the laboratory analysis and correlation of each in health and disease.

### Educational Methods and Research

Examines teaching theories, techniques and test/evaluation development. Research types and methods are introduced.

### **Immunology and Serology**

This course examines the human immune system, its function and laboratory analysis in health and disease. Included are current technologies and instrumentation used in detection of antigens and antibodies in vitro.

### **Blood Bank (Immunoematology)**

The study of genetics, phenotyping, and genotyping in relationship to compatibility testing for blood products. Standards for blood donors, blood collection, blood storage and compatibility testing and blood supply management. Appropriate use of blood and blood products and transfusion reactions are incorporated into the study.

### **Medical Microbiology**

Medically significant bacteria of the human body are studied for their occurrence in health and disease. Organism morphology, colony morphology, quantitative evaluation, biochemical and molecular characteristics are studied to identify the significant bacteria. Antibiotic mechanisms, use in disease and clinical analysis are included.

### **Medical Parasitology**

This course examines the medically significant amoeba, helminthes, protozoa and insects found on the human body, in the intestines, blood and tissue. The sources and modes of transmission are correlated with the frequency of detection, testing methodology, and pathogenesis.

### **Clinical Mycology and Virology**

Introduces the laboratory approach to identification and cultivation of clinically significant yeast and fungi. The study correlates occurrences of infections with metabolic and physiologic disorders. The introduction to clinically significant viruses is addressed by studying the classification of viruses, pathogenesis and detection by laboratory methods including molecular diagnostics.

### **Laboratory Leadership and Management**

Study of leadership characteristics and communication skills necessary in the hospital environment. Management and organizational theories and skills needed for management of physical, human and capital resources in the laboratory are included.

### **Clinical Seminar/Laboratory Orientation**

An introduction to the medical laboratory departments, phlebotomy, laboratory information system, legal aspects of working in the laboratory, safety, professionalism, infection control, confidentiality and hospitality standards.

### **24 Weeks of Clinical Experience**

Students participate in clinical rotations in the clinical laboratory areas of Memorial Medical Center. The clinical experience is divided among the Hematology/Coagulation department, the Clinical Chemistry/Urinalysis department, the Microbiology/Serology department and the Blood Banking department. See distribution of credits on next page.



## Curriculum

### Program Hours

15 Lecture hours = 1 credit  
45 Clinical hours = 1 credit

### Semester 1, Term 1 (12 weeks)

Subject	lecture		Total credits @ graduation
Chemistry	4 credits	60 lecture hours	7 credits
Hematology	4 credits	60 lecture hours	7 credits
Hemostasis	2 credits	30 lecture hours	3 credits
Urinalysis / Body Fluids	2 credits	30 lecture hours	3 credits
Education / Research	1 credit	15 lecture hours	1 credit

### Semester 1, Term 2 (12 weeks)

Subject	lecture		Total credits @ graduation
Blood Banking	4 credits	60 lecture hours	8 credits
Microbiology	4 credits	60 lecture hours	7 credits
Immunology / Serology	2 credits	30 lecture hours	3 credits
Parasitology	2 credits	30 lecture hours	2 credits
Mycology / Virology	1 credit	15 lecture hours	1 credit
Leadership / Management	1 credit	15 lecture hours	1 credit

### Semester 1, Term 1 & 2 (24 weeks)

			Total credits @ graduation
Clinical Orientation	2 credits	15 hours / 45 hours	2 credits

### Semester 2, Clinical Rotations (24 weeks)

Blood Bank (4)	4 credits	180 hours	See total credit distribution above
Hematology (3) Hemostasis (1)	4 credits	180 hours	
Chemistry (3) Urinalysis (1)	4 credits	180 hours	
Microbiology(3) / Mycology / Virology / Parasitology/ Serology (1)	4 credits	180 hours	

## Graduation Requirements

A certificate is issued at the end of the program to those students who have:

- Attained an overall GPA of 2.75 or better for the entire program
- Passed a program comprehensive examination with a grade of 75% or better
- Met the financial and procedural obligations to Conemaugh School of Medical Laboratory Science

## **Certification**

Certification is the process by which a non-governmental agency grants recognition of competence to an individual who has met certain predetermined qualifications, as specified by the agency or association, The American Society for Clinical Pathology Board of Registry provides a mechanism for these individuals to be recognized as having the necessary competence to perform the medical laboratory roles they seek. Completion of a certifying examination is not a requirement for completion of this program. In conducting certification activities, the ASCP Board of Registry:

- Prepares standards that assure competence of laboratory personnel
- Develops and administers appropriate examinations for measurement of competence
- Develops and uses appropriate scoring procedures

## **Professional Accountability**

As a potential medical technologist, students are to abide by Hospital and School regulations and expectations. Inappropriate behavior, dress, grooming, language, and attitude are not tolerated. A student who continues to exhibit this behavior can be placed on probationary status or dismissed from the program. Students have a responsibility to monitor other individuals' patterns of practice. Mistakes and errors can lower the standards of practice expected in providing quality patient care. The person who conceals mistakes of others is as guilty of that error as the actual participant. Communication left in the student email is the student's responsibility to retrieve. Except in emergency, individual notes are not hand-delivered to students. The faculty and administration rely on email to disseminate information. It is the student's responsibility to check email daily for communications.

## **Classroom Attendance**

Students are expected to attend all classes and clinical days as scheduled. Punctuality and professional conduct are expected at all times. Tardiness demonstrates a lack of responsibility and commitment. Absenteeism may affect grades and could result in academic failure. In the event of unavoidable absence, the student is responsible for information presented in class. Appointments should not be made during scheduled course activities. If an unavoidable absence is required, prior arrangements should be made with the course coordinator. In the event of an absence, it is the student's responsibility to contact the instructor the beginning of the school day of return for makeup requirements. Makeup work for an excused absence must be completed within the time frame established by the course coordinator.

## **Student Employment**

Employment may be necessary while enrolled in the program for some students. These guidelines apply:

1. The School assumes no responsibility for employment.
2. The School uniform and/or photo identification badge may not be worn at the employment site.
3. The employment schedule must not interfere with the academic schedule.
4. The School is not responsible for the student during employment hours.
5. Excessive hours of employment may negatively impact academic success.

## **Educational Facilities**

The Conemaugh Memorial Medical Center Main Campus contains the library, classrooms, offices, computer center, and a variety of audiovisual materials. Clinical experiences are correlated with theory. Students may participate in selection and evaluation of new materials and recommended additions to the Health Sciences Library. The computers, audiovisuals and printed materials are located in the Library and adjacent to the computer center.

### **Facilities**

Clinical locker rooms allow students to store their belongings while at the School. Students must provide their own lock. Lockers are to have a secured lock in place at all times. The Organization and School are not responsible for property maintained or brought to the Campus.

## **Books and Uniforms**

Books for courses are purchased by the student. Students are required to purchase Conemaugh School of Medical Laboratory Science uniforms for classroom and clinical attire.

## **Housing**

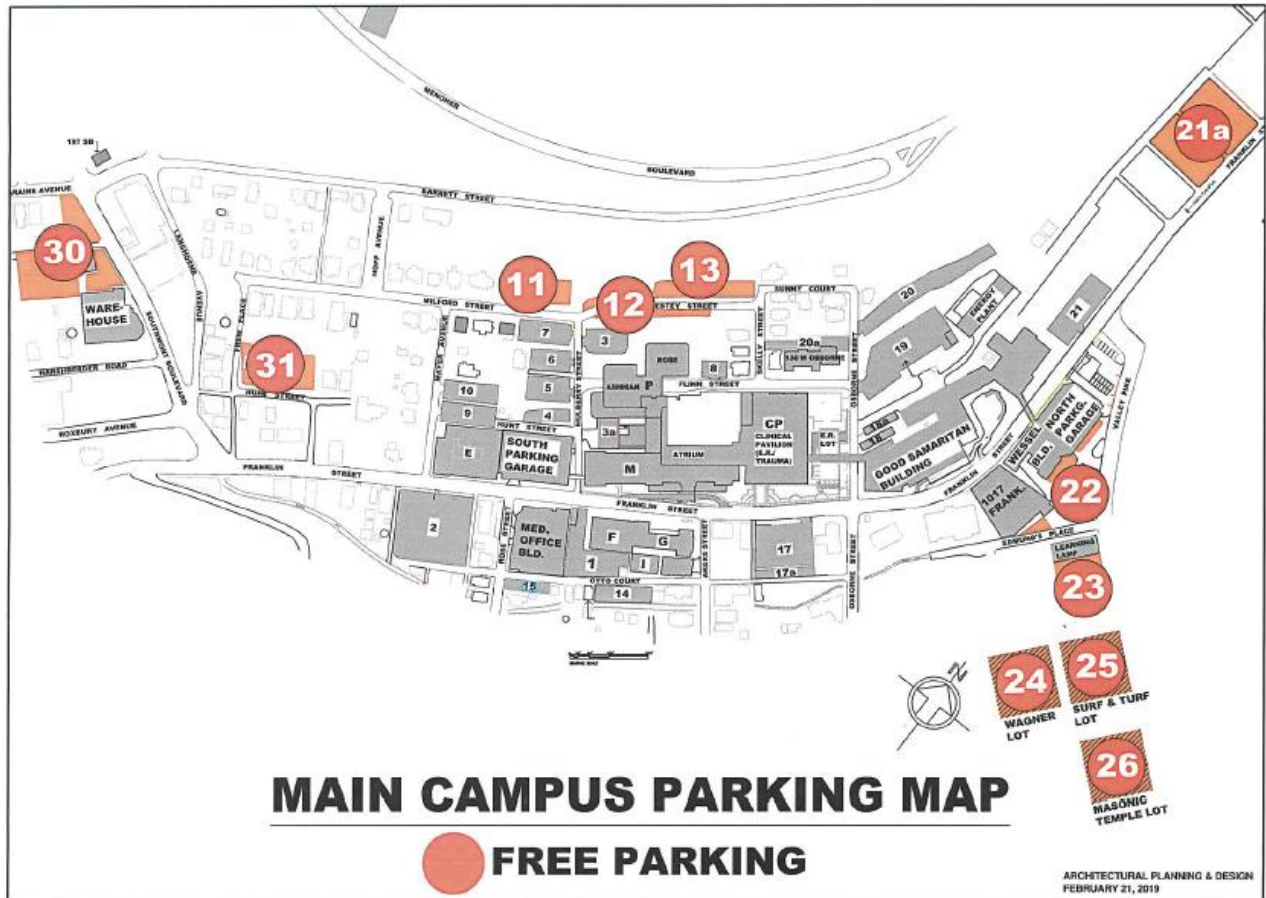
All students are responsible for their housing needs. Many apartments in the vicinity of the Hospital offer housing to Conemaugh students.

## **Meals**

Meals may be purchased in the CrossRoads Cafe or students may carry meals from home. A refrigerator is available to students. Several restaurants are located within one or two blocks of the Hospital.

## **Transportation and Parking**

Students are responsible for providing their own transportation to class and clinical experiences. Student parking is available on a first come first serve basis. Those parking areas are designated by the color orange on the following page. A shuttle transports the student to and from the Parking Lot #24, #25 and #26 to the Main Campus.



## **Health, Well-Being, and Health Insurance**

Expense of medical care and hospitalization is the student's responsibility. Conemaugh promotes health and well-being and adheres to the provision of a drug free, smoke-free environment. It is Conemaugh's policy that students be physically and mentally fit. All students must possess health insurance. Health services are available. Mental health services are also available. When there is a charge for such services, the student's health insurance carrier is billed. If the student is found not to have health insurance, the student is responsible for payment.

In compliance with the requirements of the Drug Free Workplace Act of 198 and the Drug-Free Schools and Communities Act Amendment of 1989, Conemaugh prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. This Substance Abuse Policy is in effect throughout Conemaugh and is distributed yearly to all students. Annual educational sessions on substance abuse are presented. If a problem of substance abuse is suspected or documented, Conemaugh's Substance Abuse Policy is implemented, and drug and alcohol screening/ testing is done as deemed appropriate. Confidentiality is maintained. Legal sanctions, under the Controlled Substance, Drug, Device and Cosmetic Act or comparative legislation, may include probation, fines or imprisonment. Periodic dental care and examination, eye care, orthopedic appliances and care related to pregnancy are the responsibility of the student or the student's family. In the event of illness, the student is to secure care from a physician of choice at personal expense. Certification of care by the physician should be submitted to the student health nurse where health records are maintained during enrollment.

Latex Allergies: The environment of various clinical sites cannot assure that the area is latex free. Those individuals who have latex allergies may require accommodations that the School cannot provide. The School cannot assure that all learning sites utilized in the education process can be latex free.

## **Accommodations to Achieve Learning Outcomes**

Students needing reasonable accommodations for testing and skill performance are to make an appointment with the Director, Conemaugh School of Medical Laboratory Science, to discuss the nature of the accommodation required by the School. Requests for reasonable accommodations must be documented two months prior to enrollment. Expenses for the learning assessment are the responsibility of the student. Results will be shared with the Employee Health Department and the Human Resources Department. The school complies with all federal, state and local statues and regulations. It is the policy of the school to oversee that the policies and practices are administered consistently without discrimination. A reasonable accommodation will be made for a known applicant with a disability unless the accommodation would impose an undue hardship on the operation of the facility. At the request of the student, documentation of a learning disability or physical limitation with the type of reasonable accommodation provided by the School will be submitted.

## Counseling Services

Counseling services are designed to assist the student in personal and professional adjustment. Academic counseling is provided by faculty and/or the Program Director of the School. Areas include theory and clinical performance.

Professional counseling is provided by the Program Director. Areas include: Board of Registry examination, test taking skills, interviewing skills, resume writing. Personal counseling is provided by the Health Nurse for Students and/or the Program Director. Areas include: self-understanding, self-direction, and personal adjustment. Referrals and consultations are made as necessary. Students may utilize the Conemaugh Employee Assistance Program. The Health Nurse for Students will also assist in referral of community resources.

## Dress Code

Grooming and attire worn by individuals connected with the School of Medical Laboratory Science should reflect an image of respect and professionalism in an academic and hospital setting. Dress that is appropriate, modest and in good taste is expected on all Conemaugh Memorial Medical Center Campus areas. Students are to be properly groomed and hair clean. The student photo identification badge must be worn at all times. Lack of a hospital photo ID badge requires that a badge is immediately purchased from the Security department for a \$5.00 fee. Every impression made on patients and the public is a significant concern, regardless of department, location, or assignment. At the discretion of the instructor/assigned staff, extremes in appearance or in attire will result in student dismissal from the learning experience.

**Clinical Uniform** – The complete uniform consists of a shirt with the school logo, photo identification (ID) badge, black, navy, white, brown, grey, or khaki “Docker-styled” slacks or uniform pants, and white or neutral leather (non-porous fabric) shoes. Shoes must be safe for wear in the laboratory and must be closed toe and fluid resistant and provide full coverage of the foot. Shoes must be kept clean to maintain a professional appearance. Impervious lab coat must be worn at all times in the laboratory. Other personal protective equipment may be required when in the laboratory. These items will be provided as needed.

**Photo ID Badge** – A Conemaugh Memorial photo identification badge is to be worn at all times. The ID badge is to be worn on the upper chest with photo visible.

**Shoes** – White low heeled oxford or strap shoes, or leather tennis shoes are acceptable. Backless shoes are not permitted on the clinical area. The shoes are not to have fabric or a conspicuous logo. Soles of the shoes must be white or neutral in color. White shoes and white laces are to be clean and look professional.

**Wristwatch** - With a second-hand sweep. Watch cannot be distracting.

**Tattoos** – Body tattoos need to be covered by clothing or appropriate makeup or a skin toned Band-Aid.



**Makeup and Facial Implants** – Subtle makeup is acceptable. Facial implants are not permitted.

**Contact Lenses/Glasses** – Contact lenses must be a natural eye color and not distracting. Glasses must have clear lenses and frames that are not distracting in shape, color or pattern.

**Hair** – Hair is to be clean and neatly groomed, appropriately styled and colored. (Unnatural hair color, i.e., purple, green, blue, pink, etc., are not permitted.) Ribbons and hair ornaments are not allowed with the uniform. Headbands should be a neutral color. Long hair is to be pinned neatly above the uniform collar or held secure in a ponytail or braid down the back. Hair should not fall forward when in clinical areas. Men must be clean shaven. Mustaches and beards are to be neatly trimmed. Sideburns may not extend past the ear lobe.

**Hygiene** – Daily bathing, use of deodorants and mouth care are expected. Clean dental hygiene and teeth in good repair are required. In many clinical areas involving patient care, perfumes/colognes should be avoided. Cigarette smoke on hair, breath and clothing can be unwelcome odors to others. Fingernails are to be trimmed short and kept clean. Due to an infection control hazard, no nail polish, acrylic nails or glue-on nails and nail ornamentation may be worn with the uniform. Fingernail length must promote client and employee safety and not hinder patient care. Nails should not exceed 1/4" in length beyond the finger tip.

**Jewelry** – Bracelets are not to be worn on the clinical area. The only rings that can be worn are an engagement ring and the wedding band. The rings allowed should not cause injury or compromise the integrity of gloves. For students with pierced ears, only two small tasteful earrings (no hoops or dangles) are permitted on the lower ear lobe. Gauged/spacer earrings are not accepted. Exposed body jewelry is not permitted with the exception of earrings in the ear lobe. Tongue and facial piercing jewelry is not permitted. Neckwear is to be inconspicuous. For safety, a necklace, pendant and/or medal can be worn under the uniform.

**Gum Chewing** – Chewing gum detracts from a professional appearance and is not permitted during clinical experiences, clinical preparation, or on the school campus.

**Tongue** – Having a sliced tongue to be forked is not permitted. No tongue jewelry is permitted.

**Classroom Attire** - Required classroom attire for the academic setting consists of a shirt with the school logo, black, navy, white, brown, grey, or khaki “Docker-styled” slacks or uniform pants. Clothes must fit appropriately and may not be so tight as to reveal undergarments. If cold, a non-logo white shirt or turtle neck jersey may be worn under the polo shirt. Clothes for additional warmth include Conemaugh School of Medical Laboratory Science logo or hospital logo or non-logo sweater, or jacket. Shoes should be tennis, loafers, boots, or a shoe that is secure on the foot. Shoes and clothing are to be clean and in good repair. A photo ID badge must be worn at campus locations at all times.

**Permitted in Campus Classrooms:**

- Non-frayed, waist high slacks
- Slacks or trousers must be “Docker” style
- Clean, pressed clothes in good condition and without wrinkles.
- Clean and well-kept closed-toed shoes that are secure to the foot
- Clean and neatly groomed hair
- Beards and mustaches neatly trimmed or clean shaven

- Cosmetics must be applied in a tasteful and moderate manner
- Conemaugh School of Medical Laboratory Science logo shirt/jacket.

**Not Permitted in Campus Classrooms:**

- Technical devices - blue tooth, ear buds, and other electronic devices are not to be worn on campus.
- Tight fitted or sloppy clothing
- Denim jeans, low rise pants / slacks, blouses or shirts that expose the abdomen, chest, or upper back areas.
- Head coverings/baseball caps
- Clothing that has holes or is frayed or torn
- Underwear being visible or skimpy
- Flip-flops/crocs/ sandals
- 3"- 4" spiked heeled shoes or boots
- Barefoot or dirty or worn shoes
- Jeans, hip-huggers, shorts, skirts.
- Lounge pants or sweat pants
- Excessive cosmetics or jewelry
- Non-Conemaugh logo sweatshirts/jackets
- Pierced tongue/facial jewelry
- Gauging/spacer jewelry in the ear lobes
- Scarves

## **Conduct**

Professional success depends upon more than academic achievement. The student is expected, as are Conemaugh employees, to adhere to high standards of personal and professional conduct. This includes appropriateness of dress, politeness to others, cooperation, dependability, confidentiality, and accountability. Integrity is essential. Hospital policies and standards have been adopted for the welfare of patients. Corrective action will occur if policies and standards are not followed. Students are expected to attend class and meetings, assemblies and graduation.

## **Smoke Free Shift Policy**

**Statement of Policy**

It is the policy of Conemaugh Memorial Medical Center to prohibit smoking as well as the use of smokeless tobacco by all physicians, employees, students, patients, and visitors on all identified Conemaugh Memorial Medical Center property. Smoking is not permitted during the school day. The use of tobacco products by physicians and employees on all identified Memorial Medical Center property compromises the image of Conemaugh Memorial Medical Center as a health care institution. As a leader in medicine and the community, Conemaugh Memorial Medical Center has an obligation to its patients and to the public to strongly assert the risks of tobacco use. Establishment of a tobacco free environment makes such a statement. Patients have often expressed their concerns when they smell smoke on their caregiver. Visitors express their concern of the lingering smoke at building entrances. Seeing employees smoke or using

tobacco in front of the Conemaugh Memorial Medical Center campus buildings reflects negatively on us as a healthcare institution. Compliance with the policy will be monitored and disciplinary action will occur if violated.

## **Financial Aid**

### **Tuition and Fees**

Information regarding current tuition and fees is available on the school website ([www.conemaugh.org/education](http://www.conemaugh.org/education)) and at the Student Financial Services Office. Tuition, fees, and expenses are published each academic year on an estimated basis and are subject to change.

All students will be charged per credit for tuition and comprehensive fees each semester. The comprehensive fees will be charged to all students enrolling in credit courses. This fee supports the services provided to students and covers expenses related to health, testing, skills/sim lab, activities, etc.

Textbooks and supplies are purchased through outside vendors and are not included in the tuition and fee amounts billed.

### **Payment of Tuition and Fees**

Students become responsible for tuition and fees at the time of registration. All financial arrangements for tuition and fees must be made on or before the tuition due date for each semester or registration may be cancelled. Students are billed by semester for all enrolled courses. Payment is due two weeks prior to the first day of each semester.

Students must have one of the following payment methods in place by the tuition due date each semester:

#### Payment of Balance in Full

The school accepts cash, check, money orders, and credit/debit payments. Payments may be mailed to the school or at the Student Financial Services Office during regular business hours. Payments are not accepted over the phone.

#### Financial Aid for 3+1 Programs

The Medical Technology program is not eligible for financial aid. However, if you are enrolled in a 3+1 program at an eligible institution, you may qualify for financial aid through that institution. It is the responsibility of the student who intends to use financial aid to work directly with their home institution. Financial aid funds are sent to your home institution and it is then your responsibility to make payment to Conemaugh.

### Payment Plan

Successful enrollment in a payment plan requires a completed agreement, payment of a \$25.00 enrollment fee, and payment of the first month's payment. Deferred financial aid payment plans are available to students in 3+1 programs who are eligible for financial aid. Additional information regarding the payment plans may be obtained through the Student Financial Services Office.

### Third Party Payments

Students whose tuition and fees are funded through a third party, such as a business or agency, must have written documentation from the third party submitted to the Student Financial Services Office upon registration or by the tuition due date.

## **Student Financial Obligations**

Students are responsible for payment of tuition and fees for the courses that they are enrolled in each semester. Failure to satisfactorily attend or complete courses does not absolve a student from his or her financial obligations for those courses.

A \$25 late fee is assessed to an account not paid by the due date. Additional late fees are charged in 30 day increments if balances remain unpaid. The late fees process also applies to students on a payment plan who are not meeting the payment schedule.

Students with outstanding financial obligations will have a hold on their account and may not be permitted to advance in the program, receive official transcripts or grades, or participate in graduation until the hold is cleared. At the discretion of School Administration, students may also be prevented from attending class and clinical.

The Student Financial Services Office makes every attempt to contact each student to arrange satisfactory payment of the outstanding amount. If all efforts have been exhausted and the debt is still outstanding, the unpaid account is referred to a private collection agency based on the outstanding balance and the delinquency is attached to his or her credit report.

## **Institutional Refund Policy**

Students who withdraw from a Conemaugh program may be entitled to a tuition and fee refund. Tuition and fee refunds for courses taken at Conemaugh are subject to a scale based on period of attendance. The last date of attendance is determined according to the federal regulations by the Program Director of the student's program.

If a student withdraws from a modular semester (terms within a semester) and does not begin attendance in a course in the second term, then the tuition charges for that course will be removed from the account.

The institutional refund calculation applies to both the tuition and fees charged for the semester. Fees that are not attendance related, such as payment plan, late, application, and registration

fees are non-refundable and the institutional refund calculation does not apply to these types of fees.

The refund schedule is based on weeks of attendance. For refund purposes, a week begins on the Monday at the start of the semester's first scheduled classes.

<u>Withdrawal within first week</u>	<u>100% refund</u>
<u>Withdrawal within second week</u>	<u>80% refund</u>
<u>Withdrawal within third week</u>	<u>60% refund</u>
<u>Withdrawal within fourth week</u>	<u>40% refund</u>
<u>Withdrawal within fifth week</u>	<u>no refund</u>

The institutional refund policy is applicable to Conemaugh courses that are billed by Conemaugh. General education courses through another institution such as Pennsylvania Highlands Community College will be subject to that institution's refund policy. Students who voluntarily withdraw from a Conemaugh program may be entitled to a tuition refund. Tuition refunds for courses taken at Conemaugh are subject to a scale based on period of attendance.

The last date of attendance is determined according to the federal regulations by the Program Director of the student's program. Students who are involuntarily withdrawn are not eligible for a tuition refund.

The sole component of the institutional refund calculation is tuition. Fees paid to the school are non-refundable. Fees that are not attendance related, such as payment plan, late, application, and registration fees are also non-refundable.

The refund schedule is based on weeks of attendance. For refund purposes, a week begins on the Monday at the start of the semester's first scheduled classes.

<u>Withdrawal within first week</u>	<u>100% refund</u>
<u>Withdrawal within second week</u>	<u>80% refund</u>
<u>Withdrawal within third week</u>	<u>60% refund</u>
<u>Withdrawal within fourth week</u>	<u>40% refund</u>
<u>Withdrawal within the fifth week</u>	<u>no refund</u>

## **Veterans**

Conemaugh recognizes the sacrifice of those who have served in the United States Armed Forces. Thank you for your service!

If you are a veteran, service member, survivor, or dependent of a veteran, you may be eligible for veterans' educational benefits to help you achieve your educational goals if you attend one of the following Conemaugh programs:

- EMT
- Paramedic
- Medical Technology
- Nursing

- Radiologic Technology

For information about using military educational benefits at Conemaugh, contact our Veteran Certifying Officials in the Student Financial Services Office. You can also log on to the U.S. Department of Veteran Affairs website by visiting <https://benefits.va.gov/qibill/> for additional information about educational benefits. The VA Certificate of Eligibility or Statement of Benefits obtained from the Department of Veterans Affairs needs to be submitted to the Veteran Certifying Officials in the Student Financial Services Office.

Conemaugh will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 33 Post 9/11 GI Bill or Chapter 31 Vocational Rehabilitation benefits.

Note: A covered individual is any individual who is entitled to educational assistance under Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill benefits.

For veterans utilizing the Chapter 33 Post 9/11 GI Bill and for training beginning on or after August 1, 2018, the Monthly Housing Allowance (MHA) payment amounts are based on the Department of Defense's Basic Allowance for Housing (BAH) rates for an "E-5 with dependents" for the zip code of the campus or training location where the student has a majority of classes. Conemaugh's main campus (1086 Franklin Street, Johnstown, PA 15905) is the location where all students attend the majority of their classes. For a list of additional clinical sites, please visit [www.conemaugh.org/education](http://www.conemaugh.org/education).

## **Student Financial Services Office Contact Information**

The Student Financial Services Office handles all financial aid for applicable programs, bursar/billing functions, enrollment verification, and student account services. The office is located in the education building (F building) and the administrators can be reached at 814-534-9890 or 814-534-3402.

## **Transcript Service**

Upon program completion, an initial unofficial transcript is issued without charge. Upon written request, all official and unofficial transcripts are furnished at no charge. A transcript request form is available on the website at <http://www.conemaugh.org/education/transcript-request>. When requesting a transcript, give name at the time of graduation, year of graduation, last 4 digits of social security number, and address where the transcript is to be sent. Official transcripts are not issued to the graduate unless sealed in an envelope that is signed by the Director of the Conemaugh School of Medical Laboratory Science. The School reserves the right to withhold the release of a transcript from a student or graduate who is in debt to the School.