

**Policies and Procedures
Division of Clinical Laboratory Science
University of North Carolina at Chapel Hill
2023-2024**

All students must document annually that they have read, understand, and agree to these policies.

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Professional Objectives

After reading the program policies and receiving the appropriate instruction, students in the Division of Clinical Laboratory Science (CLS) are expected to:

1. Conform to the [ASCLS Code of Ethics](https://ascls.org/code-of-ethics/) (<https://ascls.org/code-of-ethics/>).
2. Abide by all [Student Conduct Policies](#) of the University.
3. Adhere to all policies and guidelines of the Department of Health Sciences (DHS), Division of Clinical Laboratory Science (CLS), and assigned clinical facilities.
4. Comply with all current public health guidelines, local regulations, and facility requirements to protect public health.
5. Demonstrate enthusiasm and interest in the profession of clinical laboratory science.
6. When in the student or clinical laboratory, work in accordance with annual required safety training, and as outlined in CLS and facility policies.
7. Promote and protect public health at all times by monitoring personal health status, seeking appropriate medical care and staying home when advised to do so in order to avoid spreading communicable disease to fellow students, faculty/preceptors, colleagues, and patients.
8. Conform to the dress code policies of the Division of CLS and of clinical facilities.
9. Report to lecture, laboratory, and clinical courses on all scheduled days at assigned times. Fully participate in online courses, meeting all deadlines.
10. Notify CLS faculty, and clinical preceptors when applicable, as soon as possible in the case of an unavoidable absence or delay.
11. Prepare for all courses by reviewing all materials provided.
12. Demonstrate competence in using required computer software, instrumentation, and online resources.
13. Demonstrate an understanding of the concepts underlying clinical laboratory tests and policies.
14. Use instructional guidance and constructive criticism to correct deficiencies and/or improve performance.
15. Work cooperatively with instructors, students and other laboratory personnel.
16. Follow written and oral instructions.
17. Demonstrate the ability to concentrate and avoid distractions while performing laboratory work.
18. Use time in the laboratory effectively to maximize productivity and learning. Offer to help with the workload of the clinical laboratory when appropriate.
19. Communicate in a clear and concise manner and record data accurately and legibly.
20. Recognize, report, and take appropriate corrective action to resolve problems that may arise.
21. Demonstrate diligence in working through and resolving problems.
22. Assure that the laboratory work area is clean and well stocked.
23. After appropriate time and training, perform laboratory work with organization, accuracy, efficiency, precision and confidence.
24. Complete and submit all assigned work on time.
25. Maintain the confidentiality of patient information.

UNC Policy on Equal Care

In addition to the [ASCLS Code of Ethics](#), the Division of Clinical Laboratory Science, consistent with UNC School of Medicine, requires that equal care be given to all patients, regardless of their health status.

Diversity and Inclusive Excellence

The Division of Clinical Laboratory Science is aligned with the UNC Health Care System and the UNC School of Medicine in their commitment “*fostering a diverse, equitable and inclusive workplace that enhances our learning environment, innovative research, and the quality of care available to all*”. A description of this important mission, relevant initiatives, and additional resources may be found on the website of the UNC School of Medicine’s [Office of Inclusive Excellence](#) and/or the Department of Health Sciences’ [Diversity, Equity, and Inclusion](#) page.

UNC Honor Code and Students' Responsibilities

Academic integrity is at the heart of Carolina and we are all responsible for upholding the ideals of honor and integrity. Academic dishonesty in any form is unacceptable, because any breach in academic integrity, however small, strikes destructively at the University's life and work. Your participation in CLS courses comes with our expectation of your full participation in and observance of the [Honor Code](#).

Students must complete some course assignments independently, while other assignments may be completed by groups of students. The CLS faculty member in each course is responsible for providing students with clear explanations about the nature of individual assignments. When taking examinations, students are expected to work independently. *All graded assignments in the clinical rotations are treated as examinations.* All sources of aid, including but not limited to laboratory procedures, computer resources, smart devices, textbooks, and supplemental texts, are considered unauthorized unless otherwise specified for each assignment by the faculty or clinical instructor. Completed examinations are routinely retained by CLS faculty members. Students are allowed to review completed examinations under faculty supervision. Students who do not return their completed examinations or who make copies of examinations are in violation of the honor code.

Student sharing of instructor content is prohibited unless specifically approved by the instructor. Individual instructors may provide additional guidance, but general information may be found in the University's [Copyright Policy](#) and UNC Library's ["Who Owns My Work?"](#) page.

The student-led Honor System is responsible for adjudicating any suspected violations of the Honor Code and all suspected instances of academic dishonesty will be reported to the Student Attorney General. Conduct expectations, student and faculty rights and responsibilities, Honor Court procedures, and usual sanctions are outlined in the [Instrument of Student Judicial Governance](#).

If you have any questions about student or faculty responsibilities under the [Carolina Honor System](#), please bring them to the CLS faculty, or consult with someone in either the [Office of Student Conduct](#) (jpa@unc.edu or 919-962-0805) or the [Office of the Dean of Students](#).

Program Requirements

Requirements for Graduation:

1. Successful completion of the curriculum and all applicable prerequisites and general college requirements.
2. Adherence to the Code of Ethics and acceptable professional standards.
3. Completion of required documentation.
4. Adherence to rules and regulations.

Each student is responsible for observing the procedures, policies, regulations, and requirements of the University, the School of Medicine, the Department of Health Sciences, and the Division of Clinical Laboratory Science as they are announced here and in other official University and School of Medicine sources. It must be emphasized that the staff of the University, School, Department, and the Division of Clinical Laboratory Science will gladly assist any student with details of their program or other academic problems, but that such assistance does not relieve any student of their individual responsibility for meeting the requirements and observing the regulations of the University, School of Medicine, Department of Health Sciences, and the Division of Clinical Laboratory Science.

On-campus and Clinical Rotation Requirements

All CLS students are required to participate in courses on-campus and clinical rotations. MLS students may participate in elective courses that require attendance on campus (i.e., student teaching). The

means and costs of transportation for these required educational experiences, as well as any living expenses (lodging, meals, etc.) or costs for relocation are the student's responsibility.

Guarantee of Clinical Experience

CLS students will be scheduled for clinical rotations at one or more of the program's current clinical sites. If a student's scheduled clinical rotation is cancelled by the clinical site, the CLS education coordinator will attempt to reschedule that rotation at another clinical site. In the unlikely event that the clinical rotation cannot be scheduled at one of the current clinical sites, the coordinator will either re-schedule the rotation for a subsequent semester at an existing clinical site, or establish a new clinical site. An unexpected change in clinical site availability may affect the *date* that a student can finish the program, but will not affect the student's ability to complete all the required clinical rotations.

Required Documentation

All Division of CLS students participating in student laboratory courses and/or clinical placements are required to meet certain documentation requirements, including (but not limited to) immunizations, medical insurance coverage, safety and HIPAA training, criminal background checks, and drug screens. These requirements are necessary to ensure the safety of students, other health care workers, and patients; and are mandated by contractual agreements between the Department of Health Sciences and our clinical affiliates. Students participating only in lecture or online courses will not need to meet the same requirements.

Specific instructions for meeting requirements are made available on Canvas. The requirements are subject to change at any time. A clinical site may require additional documentation beyond what is required by the Division of CLS. Students must meet all requirements for every facility to which they may be assigned. Failure to do so may prevent the student from completing the program.

All costs associated with completing these requirements are the responsibility of the student.

Confidentiality of Information

All required documentation is submitted directly to and reviewed by the CLS education coordinator. All information received is stored securely and is handled confidentially. It is shared only on a "need to know" basis. For example, in accordance with our contracts, positive criminal background check results will be shared with any clinical site to which the student is assigned so that the affiliate may make a determination about a student's eligibility. Sites may also request personal information such as date of birth, social security number, and/or dates of immunizations. If you have any questions about this, please contact the [CLS education coordinator \(Mrs. Stewart\)](#).

Certification Exams

At the completion of the BS CLS program, students are well prepared to take entry-level certification examinations in Medical Laboratory Science (i.e., MLS(ASCP)). However, successful completion of the curriculum does not guarantee passing performance on certification exams. Students are strongly encouraged to take a national certification examination as soon as possible after graduation. The Division of Clinical Laboratory Science will provide necessary application information for all students, however certification is an individual, voluntary process. The baccalaureate degree in CLS from the University of North Carolina and the certificate of program completion from the Division of Clinical Laboratory Science are not contingent on a student's passing any external certification or licensing examination.

Graduate Program Time Limits

A master's student has five calendar years from the date of first registration in the master's program to complete the master's degree (e.g., if the date of first registration is August 2022, the five-year time limit expires August 2027). Reapplication is required to continue pursuit of the degree if the five-year limit expires.

Masters of Clinical Laboratory Science Leave of Absence (LOA) Policy

Within the five-year limit, a MCLS student in good academic standing may request a leave of absence (LOA) for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a LOA, a student must not have received an extension of the time limit for the degree, and must not have temporary grades of IN or AB on course work taken.

- *North Carolina Residency Status:* North Carolina residency status may be affected by a student's actions during a LOA. Students may be required to submit documentation on return from leave to re-determine residency status.
- *University ONYEN:* Students who are not registered at UNC for one semester or longer will need to be reinstated and reactivate their ONYEN.
- *Policies:* Students will be expected to comply with University and CLS policies in effect at the time of their return to the curriculum.
- *Course Registration:* It is possible that students will not be allowed to re-enroll when planned, if space is not available.
- *Graduation Requirements:* Students will be expected to comply with the graduation requirements in effect when they return to the curriculum.
- *Limits:* The LOA will not extend the 5-year limit for program completion. Students will only be granted one LOA during the MCLS program.

Procedure to Request Leave of Absence

In advance of the leave period, the MCLS student must request a leave of absence with a letter or email to the [Division Director](#). The letter should state the student's plans for returning to the program. This request must be approved by the Director of the Division of Clinical Laboratory Science.

Student Responsibilities

- *Before LOA:* Students must submit a request for the leave of absence by March 1 for the Fall term, November 1 for the Spring term, and February 1 for the Summer term.
- *During LOA:* Students on LOA are responsible for notifying the CLS Program of changes of mailing address, phone number and/or email address and updating contact information in Connect Carolina.
- *Return from LOA:* Students must confirm their intent to return from LOA with a letter or email to the Director of the Division of CLS by March 1 for the Fall term, November 1 for the Spring term, and February 1 for the Summer term.
- *Update Plan of Study:* Along with confirming intent to return, students must submit a revised plan of study to their faculty advisor indicating new expected dates for course completion. Revised plans of study must be submitted by March 15 for the Fall term, November 15 for the Spring term, and February 15 for the Summer term.

Student Performance of Laboratory Tests

After demonstrating competency, students may be permitted, with qualified supervision, to perform procedures in the clinical laboratory. All results of procedures performed by students must be verified by facility employees.

Student Employees/Service Work

Students may be given the opportunity to work in the clinical laboratory in the evenings or on weekends. Working in a clinical laboratory outside of regular academic hours is noncompulsory for students. These opportunities are optional and students are considered employees of the institution during these hours.

While in clinical rotations, students are NOT considered employees of the institution, even if they work there at other times. Students are not entitled to any compensation, employee benefits, or worker's compensation while participating in the clinical education experience. Any employee access to computer systems, etc. must not be utilized while participating in the clinical education experience.

Students with Disabilities

The University of North Carolina at Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability or pregnancy complications resulting in difficulties with accessing learning opportunities.

All accommodations are coordinated through the Accessibility Resources and Service Office. Please visit their website <https://ars.unc.edu/>, call 919-962-8300, or email ars@unc.edu. Please contact ARS as early in the semester as possible.

Students in the CLS and MLS programs must be able to perform essential functions, either with or without reasonable accommodation, in order to complete the requirements of the programs. (Click to review essential functions for [CLS](#) and [MLS](#).)

Students Infected with HBV, HCV, and/or HIV

The University of North Carolina at Chapel Hill has a policy concerning health care personnel who are infected with hepatitis B virus, hepatitis C virus, and/or human immunodeficiency virus. This policy is relevant to students seeking careers in health care who are or become infected with HBV, HCV, and/or HIV. Infected students are encouraged to read the policy at <https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=132570>, and to set up an appointment at [Campus Health](#) to discuss any necessary modifications to practice.

Malpractice Liability Insurance

Students enrolled in the School of Medicine, including those in the Department of Health Sciences, are covered under the University's self-insurance plan for malpractice liability. This insurance is provided at no cost to the student. This coverage is only for incidents resulting from University-related activities. There is no coverage for outside activities, either paid or volunteer.

Students with Concerns about Mistreatment or Learning Environment

Any allegations of or concerns regarding student mistreatment or discrimination should be reported according to the School of Medicine [Student Mistreatment Policy](#). More information can be found here: <https://www.med.unc.edu/md/governance/student-mistreatment-and-learning-environment-concern-policy-and-process/>.

Academic Advising

The Director of the Division of Clinical Laboratory Science serves as the academic advisor for students in the CLS program. Students should [contact the Division Director](#) for questions related to registration,

academic progress, and graduation. Students may also contact any faculty member in the Division of Clinical Laboratory Science for academic or career advice.

Each student in the MLS program will have an assigned faculty advisor. The student and advisor will meet on a regular basis to evaluate the student's plan of study and progress toward the degree. The advisor must approve all elective courses and the student's Capstone project proposal. (The project proposal must be submitted and approved one semester before enrollment in the first Capstone course. The student and advisor will agree on the specific due date of the proposal.)

Grading and Evaluation

Students in the Division of CLS are evaluated frequently and are encouraged to discuss any academic concerns with CLS faculty members. Any student not making satisfactory progress at the mid-point of any course will receive notification. Students should make an appointment with the instructor(s) and/or the program director to discuss ways to improve or correct any deficiencies.

Professional attitudes and actions, as described in the professional objectives, are as important as traditional academic standards for students preparing to deliver a high standard of health care and service. A student may be judged unacceptable for continuation in their program when the student is deficient in either grades or professional behavior. Further information on academic and behavioral dismissals are discussed in the Clinical Laboratory Science dismissal policies, below.

The following grading scale is used for undergraduate CLSC courses:

Grade	Range
A	93 to 100
A-	90 to 92.95
B+	87 to 89.95
B	83 to 86.95
B-	80 to 82.95
C+	77 to 79.95
C	73 to 76.95
C-	70 to 72.95
D+	67 to 69.95
D	60 to 66.95
F	< 59.95

The following grading scale is used for graduate CLSC courses:

Grade	Range
H	94 to 100
P	80 to 93
L	70 to 79
F	< 69

Additional grade designations used in all CLSC courses include:

Grade	Description
IN	Incomplete
AB	Absent from Final Exam

IN - Used when the student took the final examination but did not complete some other course requirement, and the student could pass the course if the assignment were completed. The "IN" is computed as an "F" in an undergraduate student's GPA, and is changed automatically to an "F*" if the grade is not cleared by eight weeks into the next regular semester. For graduate students, an "IN" will revert to an "F*" (administratively assigned grade) if the grade is not cleared within one year from the original examination. *Note: In some clinical rotations, grades may not be available at the end of the semester because of the rotation schedule. A student may receive a temporary grade of incomplete for the clinical course. The CLS faculty member directing the clinical course will change the temporary grade as soon as the final grade is available.*

AB - Must be given to a student who did not take a final exam regardless of the reason, but might have

passed the course had they done so. The “AB” is computed as an “F” grade in an undergraduate student’s GPA and is changed automatically to an “F*” (administratively assigned grade) if the grade is not cleared by the end of the next regular semester. For graduate students, an “AB” will revert to an “F*” if the grade is not cleared within one year from the original examination.

It is very important to inform your instructor(s) immediately if you choose to drop a course or withdraw from the program!!! If you are not participating in the course discussions and work (and do not inform us of your intentions to drop or withdraw) you could receive an F on your transcript.*

Dismissal Policies

Academic Dismissals/Remediation

The CLS faculty reviews the academic record of all students at the end of each semester. Any student who has not met academic standards is considered for dismissal.

The academic standard for continuation in the CLS program is a grade of C- (70%) or better in all courses. For MLS students, the academic standard is a grade of P (80%) or better in all courses. (For elective courses using a different grading scale, the standard is 80% or better.) Any student who has earned a grade of F, or more than one grade of D, D+, or L, at any time during the program will be dismissed. If a student has earned one grade of D, D+, or L, and has satisfactory grades in all other courses in the curriculum, the faculty will consider whether the student will be dismissed or will have the option of remedial work.

The opportunity to undertake remedial work is a privilege and is not automatically granted. The following factors will be considered in determining whether or not a remedial option is possible:

1. The student’s performance in all other courses.
2. The availability of the appropriate CLS faculty member to supervise and conduct the remedial work.
3. The availability of resources for laboratory courses.
4. The amount of time needed for the student to achieve competence.
5. The course sequence. For example, it may not be possible to correct a deficiency in a pre-requisite course before the next course in the sequence.

After considering these factors and the student’s overall record, the faculty will decide whether a student who has earned one grade of D, D+, or L will be offered remediation or will be dismissed from the program.

The student will be informed of the faculty’s decisions regarding dismissal or remediation by email and/or in writing. If the student chooses to undertake remedial work, the student must notify the CLS program director within 10 calendar days of the receipt of the letter describing the remediation. The original course grade will not change as a result of this remedial work.

If remediation is deemed impossible, if the student chooses not to undertake remedial work, or if the remediation is not successfully completed within the specified period of time, the student will be dismissed from the program.

If a student wishes to appeal a course grade, the appeal must follow the [“Grade Appeals” policy](#) of the Department of Health Sciences. If a student wishes to appeal a dismissal decision based on grades, this appeal must also follow the [“Grade Appeals” policy](#) of the Department of Health Sciences. The student must pay careful attention to the deadlines specified in this policy.

Professional Behavior Dismissals

Professional behavior, as described in the professional objectives, is extremely important for students preparing to enter a health care profession. CLS faculty members will document professional behavior problems on a Professional Performance Report form. Examples of problems that may be documented include: repeated absences, failure to prepare for laboratory courses or rotations, breach of patient confidentiality, failure to conform to the dress code, failure to follow safety regulations, failure to cooperate with clinical instructors, etc. Students will be notified that a Professional Performance Report form has been placed in their file and they will have the opportunity to write comments on the form.

If a student demonstrates serious professional behavior problems, the CLS faculty will proceed according to the Department of Health Sciences [“Professional Behavior, Criminal Background Check, and Drug Testing Policy”](#). If a student wishes to appeal a dismissal decision based on professional behavior, the appeal must also follow the same policy. The student must pay careful attention to the deadlines specified in this policy.

Attendance Policies

In general, the Division of Clinical Laboratory Science will follow the [official academic calendar](#) of the University. However, there may be exceptions, especially for students in clinical rotations. Any exceptions are communicated to students well in advance.

Students are expected to be present and on time for all scheduled classes, on-campus laboratory sessions, and clinical rotations; and to meet all deadlines in online courses. A student’s track record of attendance and the way the student handles unexpected absences says a great deal about the student’s level of professionalism. The CLS professional objectives include: “Report to lecture, laboratory, and clinical courses on all scheduled days at assigned times. Fully participate in online courses, meeting all deadlines.” Students who fail to meet this objective risk dismissal from the program for deficiencies in professional behavior.

Absences/Remediation

A student who is absent from any course remains responsible for all work missed. “Make-up” work or other means of mastering course objectives will be governed by individual course policies. (Most labs cannot be repeated.) In order to complete clinical laboratory objectives, absences and tardiness that occur during clinical rotations may require remedial action. The need for remedial action will be left to the discretion of the course director and the clinical coordinator in the corresponding laboratory. Time options for remedial work include: unscheduled days and/or weeks, second shift, weekends, breaks, vacation, schedule alterations and other alternatives at the clinical coordinator’s discretion. Failure to make up missed time will result in an incomplete for that rotation and possible deferment of the student’s degree.

Notifications

In case of absence or tardiness, students must notify the Clinical Laboratory Science faculty in advance, or as soon as possible if an emergency precludes advance notice. Notification must be made to [all faculty](#) via <http://go.unc.edu/cls-attendance>. Students in clinical rotations must also call the clinical facility. For extended illnesses, documentation from a physician may be required.

Illness

Students who are sick or at risk of spreading illness to others in classes or clinical rotations must follow the current Health Clearance Protocol, which is posted on Canvas. Students may also call Campus Health directly (919-966-6573) for medical advice. If advised to stay home from class or clinic, students

must notify all instructors. Students are not required to share specific health information in this notification, but are encouraged to inform close contacts who may have been exposed to illness. This is consistent with the CLS professional objective to “promote and protect public health at all times”.

Severe Weather

Student safety is a priority. No student will be required to attend class in unsafe conditions.

If the University cancels classes under its adverse weather policy, all on-campus CLS classes and clinical rotations are cancelled. It is possible that local adverse weather will affect faculty or students even when the University has NOT cancelled classes. In this case:

- CLS faculty members will communicate any changes to on-campus classes via Canvas and/or email.
- If local weather prevents you from traveling safely to or from your class or rotation, [notify CLS faculty](#) and call the clinical facility, if applicable, as for any other absence. During rotations, if you are able to travel safely but the facility is potentially experiencing staff shortages due to weather conditions, contact the clinical facility to determine the clinical coordinator’s preference for your attendance that day.

An absence due to weather is like any other absence in regards to your responsibility for work missed/mastering course objectives.

Safety in the Profession of Clinical Laboratory Science

You are preparing to enter a profession that has many rewards and opportunities for personal growth. As in many health care professions, however, there are risks in clinical laboratory science and it is important to be aware of those risks. In dealing with patients and patients’ samples, there is a risk of exposure to infectious agents and, in performing some laboratory testing, there is a risk of exposure to toxic chemicals and other hazards. Because of the risks involved in this profession, the Division of Clinical Laboratory Science provides each student who will participate in student and/or clinical laboratory courses with extensive safety instruction, which must be completed annually. We also make sure that the clinical laboratory settings provide appropriate safety equipment and procedures so that unnecessary risk is avoided. We will provide instructions for appropriate care in the event of an accident in the laboratory.

Your safety is always your responsibility. You must take the initiative to learn and follow the safety procedures you are taught. If you have any questions about safety procedures or the availability of the appropriate protective equipment, notify your instructor, clinical coordinator, or course director immediately.

Infectious Agents/Communicable Diseases

Infections and communicable diseases are common in health care delivery settings and may pose a threat to students participating in clinical activities as part of their education. During the performance of clinical activities, you may have contact with patients or other individuals who have AIDS (HIV), Tuberculosis (TB), Hepatitis, COVID-19, and other communicable illnesses. Although rare when proper preventive measures are used, this contact may result in exposure to infectious agents. If you have a potential exposure to an infectious agent, you must contact Campus Health (919-966-6573) and follow their instructions/guidance.

Tuberculosis and Fit-Tested Masks

In your clinical rotations, you will not be going into rooms where there are cases of known TB because you have not been fitted for a respirator. If the instructor you are with is wearing a special fit-tested mask (N95 respirator) for a procedure, then you should not participate.

Radiation Safety

Some molecular laboratories use radionuclides, specifically P-32. This is a beta emitter, which is not as penetrating as gamma rays or x-rays. When it is used, plexiglass shields are employed to protect the technologist. Since radionuclide use is very limited in these labs, we will not be issuing you a film badge to monitor exposure. For that reason you should not participate in any procedural steps involving the direct handling of radionuclides. For more information, go to the UNC Environmental Health and Safety website at www.ehs.unc.edu and click on "Safety Manuals and Forms" and then "Radiation".

Student Laboratory Rules

1. All students must complete and document safety training prior to working in the student lab. Students are expected to follow all guidelines in the safety training materials on fire, electrical, chemical, and biological safety.
2. Students are responsible for locating and being familiar with the operation of the safety equipment in the student lab. Remember, when necessary, the eye wash and safety shower should be used for at least 15 minutes.
3. Students must wear closed-toed, non-perforated shoes in the laboratory. Dresses and skirts must be at least knee-length and pants must be at least mid-calf, and must be free of holes or perforations (e.g., mesh inserts). Shorts and miniskirts are not permitted in the laboratory. Long hair must be tied back, and hats should not be worn. Care must be exercised to keep hair, clothing, jewelry, etc. away from laboratory equipment.
4. Any breaks of the skin on the hands or wrists must be bandaged before putting on gloves.
5. Standard (Universal) precautions require you to consider every specimen to be potentially infectious. For this reason, proper personal protective equipment (PPE) must be worn at all times in the laboratory. Students will be instructed on appropriate use and handling of all PPE, including decontamination of reusable PPE.
 - Lab Coats must be worn and closed (i.e., buttoned) when performing laboratory work. If you have a significant spill on your lab coat, remove it immediately and inform the lab instructor. The instructor and student laboratory manager will handle laundering of the soiled coat and assist you with a clean coat to wear.
 - Gloves are required when handling specimens, cleaning laboratory equipment and work area, and cleaning up spills. If you find yourself sensitive to gloves, please inform the instructors and alternate gloves and/or liners will be provided for you. Gloves must be replaced whenever torn or soiled with blood or body fluids. Hands must be washed with soap and water for at least 20 seconds immediately after removing gloves. When removing gloves, grasp the cuff of the glove and pull the glove off inside out. Avoid touching skin with the glove's outer surface. Never wash and reuse disposable gloves.
 - Other PPE such as safety glasses, goggles, face shields, and bench shields are available and must be used when appropriate, e.g., when there is reasonable anticipation of aerosol formation or a splash occurring. (Students will be instructed regarding the appropriate PPE for each procedure.) Prescription eyewear such as glasses and contact lenses are NOT protective. Reusable PPE must be cleaned/disinfected after every use. When donning or removing safety glasses, goggles, or face shields, be aware of potential contamination! Use a clean paper towel and handle by the side arms or headband. When not in use, place on a paper towel on your bench away from your immediate work area.
 - Face masks or other PPE currently being required by UNC Health for their clinical laboratory employees will also be made available in the student laboratory. Students are encouraged to utilize this PPE so that they will be prepared to work in the clinical

laboratory with additional protective equipment. Students will be instructed on safe handling of masks.

6. Lab coats, gloves, and other PPE must not be worn outside the laboratory. Remove PPE and wash hands with soap and water for at least 20 seconds before leaving for any reason.
7. Do not remove specimens, reagents, or equipment from the laboratory. This includes writing utensils, calculators, and rulers used in the lab.
8. Avoid touching face with gloves and do not put ANYTHING in mouth. No mouth pipetting! No eating, drinking, smoking, gum chewing, manipulating contact lenses, or application of cosmetics is permitted in the laboratory.
9. Any spills must be cleaned up according to instructions given during safety training. Instructors are available for guidance in cleaning up spills. Do not clean up broken glass with unprotected hands. Use puncture resistant gloves and tongs, forceps, or brush/dustpan. Any spills of blood or body fluids must be disinfected with 10% bleach solution or bleach-containing wipes. Check the expiration of the 10% bleach solution. It is stable for 30 days after preparation.
10. Dispose of all lab materials as instructed. All contaminated disposable items must be placed into designated biohazard containers. Contaminated sharps must be placed into designated puncture-proof containers.
11. Contaminated needles or other sharps must not be sheared, bent, recapped, or removed from syringes or other devices.
12. Do not open the lid of a centrifuge when it is in motion. Ensure that the centrifuge is properly balanced, and that tubes are free from visible defects prior to use. Do not centrifuge uncovered specimens. Cover with stoppers, parafilm or caps. The exceptions are urine and specimens requiring frequent manipulation during a series of centrifugations (e.g., Ab/Ag testing).
13. If a spill occurs in a centrifuge, turn it off and unplug it. If the spill possibly contains organisms infectious by aerosol route, allow 30-60 minutes to permit settling of aerosols if possible. Wear a faceshield and gloves when opening the centrifuge, and clean up the spill according to instructions given during safety training. Instructors are available for guidance.
14. Any injury sustained in the laboratory must be reported to the instructor immediately and an [incident report](#) completed.
15. At the end of each laboratory session, while still wearing gloves and lab coat, turn off and disinfect equipment according to instructions. Any non-disposable supplies which may have been contaminated (test tube racks, glassware, etc.) must also be disinfected. Disinfect the cleared work area. Remove PPE and wash hands with soap and water for at least 20 seconds after disinfecting the bench.
16. No personal items are allowed in the lab. A closet is provided for storage of personal items, or you may use your locker. Bring only your lab manual (if applicable) and any assigned texts to class.
17. All work performed in the laboratory is governed by the honor code. Work must be done independently unless otherwise instructed. All results generated must be immediately recorded in INK on the laboratory worksheet. Any mistake must be corrected by drawing a single line through the error, writing in the correct answer, and initialing the change.
18. Use of the laboratory is limited to designated lab hours when proper supervision is available. Visitors are not allowed in the student laboratory.

Dress Code

In the student laboratory, all students must adhere to the Student Laboratory Rules above, which include guidelines for dress. These guidelines are designed for the students' safety and professional development. Any student who does not follow these guidelines may be asked to leave and return in the appropriate dress.

Guidelines for professional attire in the clinical laboratory require consideration for patients, visitors, and coworkers as well as personal safety. Therefore, when in clinical rotations, or when visiting the hospital laboratory as part of a laboratory activity, students are expected to promote a professional image by following these guidelines:

1. Clothes must be clean and neat. Extremes in dress style should be avoided. Dresses and skirts must be at least knee-length and pants must be at least mid-calf*. Casual or athletic wear such as leggings, sweat suits or warm-up pants are not acceptable. Scrub suits are acceptable.

**In addition to these basic guidelines, students are expected to follow any additional provisions of the facility's dress code. For example, UNC Medical Center's Professional Business Attire policy specifies that pants must be ankle-length. Jeans or any type of clothing made from denim of any color may NOT be worn. T-shirts may only be worn under scrub tops or collared shirts. Also please note that if scrubs are worn when in rotation at UNC Medical Center, scrub tops must be "Grape" in color and scrub pants must be black.*

2. Closed toe shoes only. No spiked heels or high platform heels.
3. Your UNC Health identification badge must be worn while in rotations at any facility. It should be worn at chest level or above, with name and photo clearly visible at all times.
4. A clean laboratory coat must be worn when performing laboratory work. Additional PPE must be worn as appropriate for each task, and/or in compliance with facility policy.
5. Keep jewelry, perfume or shaving lotion, or scents found in other products to a minimum.
6. When there is any direct patient contact (i.e., when performing phlebotomy) in any area, inpatient or outpatient, students are prohibited from wearing artificial nails, including artificial tips or attachments, gel nails, silicone nails, silk wraps, acrylic nails, and nail jewelry.
7. No headphones or hats.
8. Long hair should be tied back.

Any student who does not follow these guidelines may be asked to leave and return in the appropriate dress.

Lab Coats and other PPE

In general, the Division of Clinical Laboratory Science will provide necessary PPE for activities in the student laboratory, and clinical affiliates will provide necessary PPE for clinical rotations. However, there may be occasions when suitable PPE is not available, and students may need to purchase an item such as a disposable lab coat. The [CLS Safety Coordinator \(Mrs. Stewart\)](#) can assist you with ordering information for appropriate PPE. Infection control guidelines state that potentially-contaminated PPE should not be taken out of the laboratory area. Disposable PPE must be discarded at the end of a rotation or when no longer needed. You may want to carry an extra clean coat with you, in case yours is soiled and must be discarded.

Incident Policy

In the event of a laboratory accident involving a student, the following steps must be followed:

1. The student must immediately notify the laboratory instructor and/or clinical coordinator of the accident. The instructor will assist the student with first aid for the injury, and in determining whether any medical attention beyond first aid is required.
2. The student must complete a Division of Clinical Laboratory Science [incident report](#), with the help of the laboratory instructor. (This form is also linked on the CLS website (Instructors page) and available in the student lab.)
3. If additional medical attention is necessary, the student must go to Campus Health or the appropriate emergency care site for the facility, and alert the medical personnel there of the emergency status of the injury. (See below for emergency care sites.) ***If the accident involves a potential blood-borne pathogen exposure, the student or laboratory instructor must call 919-966-6573. Campus Health will coordinate all follow-up care, source patient testing, and post-exposure prophylaxis regardless of where the student is in rotation.***
4. The clinical coordinator or laboratory instructor must notify the Division of Clinical Laboratory Science [safety coordinator](#) (919-843-4355) of the nature of the incident and the steps taken to provide emergency care (i.e., whether the student has been sent to Campus Health).

5. Medical personnel will provide treatment of the injury and appropriate follow-up. It is the responsibility of the treating provider to determine what medical treatment is appropriate.
6. The incident report must be returned to the Clinical Laboratory Science safety coordinator (Mrs. Stewart) to be placed in the student's file.

UNC Campus Health's Bloodborne Pathogen Exposure Protocol may be obtained at <https://campushealth.unc.edu/urgent-needs/>

Emergency Care

For ANY potential bloodborne pathogen exposure, students must call Campus Health at **919-966-6573**. Campus Health will coordinate efforts for source patient testing, immediate treatment (at the sites listed below), and any necessary follow-up. Note that, according to the Centers for Disease Control, post-exposure prophylaxis "should be initiated promptly, preferably within 1-2 hours post-exposure". (see <https://stacks.cdc.gov/view/cdc/20711>)

Students who need first aid or emergency medical care for an illness or incident that occurs while performing rotation-related responsibilities may obtain care, at their own expense, at the following sites:

- UNC Hospitals and satellite locations (Eastowne, Chapel Hill Internal Medicine, Hillsborough Hospital): UNC Campus Health
- VA Medical Center: UNC Campus Health, Duke Emergency Room, or Duke Urgent Care (Croasdaile)
- Duke University Hospital: UNC Campus Health, Duke Emergency Room, or Duke Urgent Care (Croasdaile)
- WakeMed Health & Hospitals: UNC Campus Health or WakeMed Emergency Room
- Rex Hospital: UNC Campus Health or Rex Emergency Room

Laboratory Visitation

For safety reasons, visitors are not permitted in the student or clinical laboratories.

Release for Recommendations

In order for Clinical Laboratory Science faculty to write letters of recommendation, students must complete the "Consent for Release of Information from Education Records" form. Students' permission is voluntary and may be revoked at any time in writing. However, without this permission form we can make no statements concerning your performance. You may designate all Clinical Laboratory Science faculty or specific faculty members as authorized individuals. This form will be kept in your Clinical Laboratory Science file.

Telephone Communications

Cell phones must be turned off and put away during lecture courses. Do not leave class in order to make or answer a phone call. Cell phones must not be brought into the student laboratory or any clinical laboratories. Students should store phones along with other personal belongings in lockers provided.

The CLS student services number (919-966-3011) may be used as emergency contact information. Emergency messages will be relayed. Clinical laboratory contact numbers (see course syllabi) may also be used for emergencies.