



# **CLINICAL LABORATORY SCIENCE PROGRAM**

## **GENERAL ORIENTATION PACKET**

**FALL SEMESTER 2019**

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**DEPARTMENT OF UNDERGRADUATE HEALTH PROFESSIONS  
CLINICAL LABORATORY SCIENCE PROGRAM FACULTY AND STAFF LISTING  
2019-2020**

<b>POSITION</b>	<b>NAME</b>	<b>MAILING ADDRESS</b>	<b>EXT.</b>
DEAN, COLLEGE OF ALLIED HEALTH SCIENCES	DR. LESTER PRETLOW	COLLEGE OF ALLIED HEALTH SCIENCES-AU	706-721-2621
CHAIRMAN	MS. ANA THOMPSON	EC-2437	721- 7626
FACULTY AND DEAN	DR. LESTER PRETLOW	COLLEGE OF ALLIED HEALTH SCIENCES-EC 3414	721- 3285
FACULTY	MS. GITI BAYHAGHI	MOBILE LABORATORY ATLANTA/Lawrenceville	1-770-682-2239
FACULTY	DR. JEANE SILVA	EC-2410	721-3047
FACULTY	DR. TIANA CURRY-MCCOY	EC-2338	721-9330
FACULTY	MR. BRETT RICE	EC-2414	721-7627
FACULTY	DR. JAMES BRYAN	EC-2412	721-478
FACULTY AND PROGRAM DIRECTOR	MR. SCOTT WISE	EC-3340	721-7633
CLIN FACULTY	MS. DEMETRIUS RICHARDSON	CLINICAL PATHOLOGY LAB-AUMC	721-2931
CLIN FACULTY	MS. MARY JONAH	CLINICAL PATHOLOGY LAB-AUMC	721-2778
CLIN FACULTY	MS. SHEILA TINSLEY	CLINICAL PATHOLOGY LAB – AUMC	721-2731
CLIN FACULTY	MS. DEANNA CRAIG	CLINICAL PATHOLOGY LAB – AUMC	721-2807
OFFICE MANAGER	MS. WANDA ADAMS	EC-2434	721-7628
REGISTERED MEDICAL LABORATORY TECHNICIAN	MS. ZUBAIDA ABUBUCKER	EC-3404	721-3666
PROGRAM COORDINATOR	MS. JAN BANE	EC-2433	721-4176

Revised 6-20-19

AUGUSTA UNIVERSITY  
**Student Health Insurance Policy**

ALL Augusta University students are required to have health insurance. United Healthcare is the administrator for the USG Student Health Insurance plan selected by the University System of Georgia to serve our students.

To review the plan benefits/coverage and cost please go to [www.uhcsr.com/gru](http://www.uhcsr.com/gru).

ALL students are automatically enrolled and charged for the student health insurance premium on their pulse account.

**If you do not want to be insured under the student insurance plan, because you already have health insurance and want to continue your current coverage under that plan, please go to the “Waiver Application” section of the website for directions on how and when to apply for an insurance waiver.**

If your waiver application is approved, a credit will be posted on your pulse account for the insurance premium amount.

You should receive notification via email as to when you can apply for the waiver.

**If you have any questions about the Student Health Insurance policy, benefits, or waiver application, please call Student Health at 706-721-3448.**

August 5, 2019

**MEMORANDUM - Liability Insurance**

TO: Clinical Laboratory Science Students

FROM: Ana Thompson, RDH, MHE  
Chairman and Professor

SUBJECT: Liability Insurance

Students are not allowed to train without proof of liability insurance. A set amount will be added to your fall semester bill for this purpose.

## **ESSENTIAL FUNCTIONS FOR CLINICAL LABORATORY SCIENCE STUDENTS AT AUGUSTA UNIVERSITY**

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) states in their Standards of Accredited Educational Programs that “essential functions required for admission to the program must be clearly defined, published and provided to prospective students and made available to the public.” A student in the Clinical Laboratory Science program at Augusta University is expected to meet the following requirements.

### **Technical Requirements**

- Perform laboratory manual, semi-automated, and automated procedures in which biologicals\* (e.g., blood and other body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, microbiological, and immunologic components;
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products;
- Employ a clinical grade binocular microscope to discriminate among fine structural differences of microscopic specimens;
- Read and comprehend text, numbers, and graphs displayed in print and on a computer screen.
- Use a computer/electronic keyboard to operate laboratory instruments and to calculate record, evaluate, and transmit laboratory information.

### **Movement Requirements**

- Move freely and safely about a laboratory
- Reach laboratory benchtops and shelves, patients lying in hospital beds or patient seated in specimen collection furniture;
- Travel to numerous clinical laboratory sites for practical experience;
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours;
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients;
- Control laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures;

### **Communication Requirement**

- Read and comprehend technical and professional materials (e.g. textbooks, magazines, journal articles, handbooks, and instruction manuals);
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures; Be able to hear (some level of hearing is required because the student must be able to perceive and timely respond to significant sounds in a clinical lab, such as signals generated from instrumentation that may indicate normal operating status, critical sample value, or equipment malfunction.
- Clearly instruct patients prior to specimen collection;
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests;
- Maintain patient confidentiality at all times.
- Evaluate the performance of fellow students, staff, and health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunications)
- Use computer software (word processor, spreadsheet, database, information systems), and the internet for

communication, education, and professional purposes;

- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

### **Intellectual Requirements**

- Possess these intellectual skills; comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism;
- Solve problems and think critically;
- Exercise sufficient judgment to recognize and correct performance deviations;
- Critically evaluate her or his own performance, accept constructive criticism, and strive to improve performance (e.g. participate in enriched educational activities).

### **Behavior and Professional Requirements**

- Dress to project a neat, well-groomed, professional appearance;
- Behave in a professional manner toward fellow students, faculty, and patients; Exhibit attitude, integrity, communication, motivation, independence/leadership, self-worth assessment and altruism which meet and exceed the expectations of a health care professional;
- Manage the use of time and systematize actions in order to complete professional and technical tasks within realistic constraints;
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgments;
- Provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g. ambiguous test ordering, ambivalent test interpretation), emergent demands (e.g. “stat” test orders), and a distracting environment (e.g. high noise levels, crowding, complex visual stimuli);
- Be flexible and creative and adapt to professional and technical change;
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals;
- Adapt to working with potentially infectious specimens, a variety of chemicals, and biological agents\*;
- Support and promote the activities of fellow students and of health care professionals;
- Help foster a team approach to learning, task completion, problem solving, and patient care;
- Be honest, compassionate, ethical, responsible, and forthright about errors or uncertainty

\* Students/individuals with special health concerns (e.g. immunocompromised, allergic) may put their health at risk when working in the clinical laboratory due to the agents (infectious/biological and chemical) that are handled in all areas of the laboratory.

It is the responsibility of the student to request accommodations due to disabilities. However, the student must be able to carry out the essential functions listed above.

Adapted and updated on February 28, 2012 from:

1. Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. *Clinical Laboratory Science* 1996. Vol. 9, pp 40-43.
2. Russell BL, Owen M., Leibach EK, Stone RB, Meaders E., Kraj, B. Capturing Professionalism in Pre-Service Education: Professionalism Tool Development and Implementation. *Clinical Laboratory Science*, 2011. 24(4): Suppl pp 4-11.

**ESSENTIAL FUNCTIONS AFFIRMATION:**

**I HAVE READ AND UNDERSTAND THE ESSENTIAL FUNCTIONS FOR CLS STUDENTS AT AUGUSTA UNIVERSITY.**

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## LEGISLATIVE EXAMINATIONS

Bachelor of Science in Clinical Laboratory Science students must complete the Legislative requirements **BY THE END OF THEIR SECOND TERM**. If the Legislative requirements have not been completed by the end of the second term the student will not be allowed to register for summer semester courses. Study materials may be found at <http://www.augusta.edu/tds/legislativeexam.php>

The examinations will be given by the Office of Testing and Disability Services on Summerville campus in Galloway Hall (706-737-1469).

Information on days and times that you can take these exams can be found at:

<https://www.augusta.edu/tds/legislativeexam.php>

## **CLS Program MISSION**

The mission of the Program of Clinical Laboratory Science is to improve the health of society by educating resourceful, adaptable, and well-prepared individuals to serve and lead the clinical laboratory science profession.

### **GOALS FOR THE BS-CLS PROGRAM**

The Program of Clinical Laboratory Science will meet the following goals to accomplish its mission.

1. To graduate well educated, competent entry level clinical laboratory scientists.
2. To supply the region with clinical laboratory scientists who possess advanced skills;
3. To advance the profession of Clinical Laboratory Science by educating resourceful and adaptable individuals capable of leadership in the changing healthcare environment;
4. To provide a stimulating atmosphere for students, faculty, and laboratory staff;
5. To maintain a source of professionals who participate in bringing new knowledge to Clinical Laboratory Science through service, research, and continuing education;

### **GOALS FOR THE MHS-CLS PROGRAM**

The program of Clinical Laboratory Science has defined the following outcomes for the MHS-CLS Program:

1. To graduate well educated, competent entry level clinical laboratory scientists.
2. To supply the region with clinical laboratory scientists who possess advanced skills;
3. To advance the profession of Clinical Laboratory Science by educating resourceful and adaptable individuals capable of leadership in the changing healthcare environment;
4. To provide a stimulating atmosphere for students, faculty, and laboratory staff;
5. To maintain a source of professionals who participate in bringing new knowledge to Clinical Laboratory Science through service, research, and continuing education;
6. To graduate professionals who enter into advanced leadership roles in CLS;
7. To graduate professionals who conduct evidence based practice research within clinical laboratory science;
8. To graduate professionals who effectively collaborate with other members of the healthcare team to improve patient outcomes;
9. To graduate practitioners who contribute to the clinical laboratory science profession through involvement at state, region, and national levels of professional organizations.

### **DESCRIPTION OF THE PROFESSION AND COMPETENCIES**

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

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

Upon graduation and initial employment, the medical technologist will demonstrate entry-level competencies in the following areas of professional practice:

- a. Developing and establishing procedures for collecting, processing, and analyzing biological specimens and other substances;
- b. Performing analytical tests on body fluids, cells, and other substances;
- c. Integrating and relating data generated by the various clinical laboratory departments while making judgments regarding possible discrepancies;
- d. Confirming abnormal results; verifying quality control procedures; executing quality control procedures, and developing solutions to problems concerning the generation of laboratory data;
- e. Making decisions concerning the results of quality control and quality assurance measures, and instituting proper procedures to maintain accuracy and precision;
- f. Establishing and performing preventive and corrective maintenance of equipment and instruments as well as identifying appropriate sources for repairs.
- g. Developing, evaluating, and selecting new techniques, instruments, and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space, and budgetary resources;
- h. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- i. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence;
- j. Providing leadership in educating other health personnel and the community;
- k. Applying principles of educational methodology;
- l. Applying principles of current information systems

Upon graduation and initial employment, the clinical laboratory scientist / medical technologist should be able to demonstrate entry-level competencies in the above areas of professional practice.

## **ACCREDITATION INFORMATION**

The Program of Clinical Laboratory Science is accredited by NAACLS, the National Accrediting Agency for Clinical Laboratory Sciences:

NAACLS

5600 N. River Rd., Suite 720

Rosemont, IL 60018-5119

Phone: 847.939.3597 or 773.714.8880

Fax: 773.714.8886

E-mail: [info@naacls.org](mailto:info@naacls.org)

The next site visit for a 7-year re-accreditation will be in Spring 2020. All students currently in the program will be considered graduates of an accredited program.

Augusta University is accredited by the Southern Association of Colleges and Schools (SACS):

SACS

1866 Southern Lane

Decatur, GA 30033-4097

Phone: (404) 679-4500

FAX: (404) 679-4558

## **ASCP CERTIFICATION EXAM**

Before being eligible to practice as a Clinical Laboratory Scientist (Medical Laboratory Scientist), you must successfully challenge a National Certification Exam. The Medical Laboratory Scientist certification examination is offered by ASCP (American Society for Clinical Pathology). Students must register for this examination online. The contact information and web address is listed below.

Board of Certification

Phone: (800) 267-2727

Fax: (312) 541-4845

<http://www.ascp.org/services/SelectCertification.aspx>

## **COMPREHENSIVE EXIT EXAM**

All students are required to take and pass the comprehensive exit exam that is given by the Clinical Laboratory Science Program. This exam is given prior to graduation. You will be informed of when the exam will be given.

August 5, 2019

## **COMPUTER REQUIREMENTS**

TO: Clinical Laboratory Science Students

FROM: Ana Thompson, RDH, MHE  
Chair, Department of Undergraduate Health Professions

RE: Computer Requirements

Clinical Laboratory Science students are expected to be computer literate by the time they enter the program. Students will be required to use a computer throughout the Clinical Laboratory Science curriculum. A very limited number of computers are available on the AU campus and there is a great deal of competition for their use. A student expecting to be successful in all aspects of the program utilizing only on-campus computers may be at a disadvantage. Students will benefit from having their own computer with a high speed connection. This will allow them to access the Course Management system, D2L, the Augusta University's library system and use their own computer to prepare individual assignments.

Students will primarily need word processor skills, but will also be given assignments that require electronic research, e-mail, spreadsheets, and databases. Additionally, Clinical Laboratory Science courses include requirements for Internet access. When students are in clinical rotations, they will use the laboratory information system computers in the laboratories.

It is the responsibility of each student to insure they have the required access to a computer capable of performing all tasks in the successful completion of courses and assignments.

## ASCLS ANNUAL MEETING

American Society of Clinical Laboratory Science (ASCLS) has an annual meeting each year. The Department of Undergraduate Health Professions provides each student with membership in ASCLS.

This annual meeting is usually held during the last week of July and/or the first week of August. We would like all students to participate in going to this annual meeting. The students are responsible for making arrangements to attend this meeting.

You will be informed when the meeting will be held so that you can start preparing for this meeting. Bake sales, T-shirts, etc. are recommended in order to collect money for this trip.

If you use the SCLSA money, you are responsible for replacement.

**Students please fill out the ASCLS MEMBERSHIP FORM and turn it in to the program coordinator on Orientation day or by the first day of class.**

### CODE OF ETHICS AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

*The Board of Directors believes that the position papers adopted by the House of Delegates at the 1995 Annual Meeting in Anaheim should be made public to the members of the organization. This is the first of a series of position papers that will be printed throughout the year in Clinical Laboratory Science.*

#### PREAMBLE

The code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principals and standards by which clinical laboratory professionals practice their profession.

#### I. DUTY TO THE PATIENT

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing, and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

#### II. DUTY TO COLLEAGUE AND THE PROFESSION

Clinical laboratory professionals uphold and maintain a reputation of honesty, integrity, and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health professionals with primary purpose of ensuring a high standard of care for the patients they serve.

#### III. DUTY TO SOCIETY

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

## PLEDGE TO THE PROFESSION

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession;

Preserve the dignity and privacy of patients; uphold and maintain the dignity and respect of our profession;

Seek and establish cooperative and respectful working relationships with health professionals; and contribute to the general well being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

### CLS Student Awards

2019-2020

(amount and time given subject to change)

<b>Award</b>	<b>Eligible</b>	<b>Criteria</b>	<b>What Given</b>	<b>When Given</b>	<b>Deadline</b>	<b>Who Is Responsible</b>
Ray Bard	Jr.	3.0 Cumulative GPA	\$500	Honor's Day	Feb/Mar	UHP Faculty Alpha Eta
Faculty And Spouse	Jr.	Academic Excellence	\$600	Honor's Day	Feb/Mar	UHP Faculty Alpha Eta
Alpha Eta	Sr. or Graduate Student	3.5 Cumulative & Service	Recognition	Honor's Day	April 20th	UHP Faculty Alpha Eta
Who's Who	Sr. or Graduate Student	3.5	Recognition	Honor's Day	Jan/Feb	UHP Faculty
W.L. Sheppard	Sr. or Graduate Student	3.0 & Service	Based on available funds	Honor's Day	April	Sheppard Committee
Shaikh Chemistry	Sr. or Graduate Student	3.0 & Service	Based on available funds	BRT Honors Program	April	UHP Faculty
Biagio Vericella Scholarship/Achievement Award	Sr.	3.0 & Service	\$500	Honor's Day	Feb/Mar	UHP Faculty
Cecil H. Hall	Sr.	3.0 & Service	Based on available funds	Honor's Day	April	UHP Faculty

## CLINICAL INTERNSHIP SITES

NAME	CITY/STATE
Augusta University Health System, Inc	Augusta, GA
Athens Regional Medical Center	Athens, GA
Atlanta Medical Center	Atlanta, GA
(Part of Wellstar)	Atlanta, GA
Bacon County Hospital & Hlth System	Alma, GA
Cancer Treatment Centers of America	Newnan, GA
Children's Hospital of Atlanta	Atlanta, GA
Coliseum Medical Center	Macon, GA
Cytogenetics Specialist, Inc	Alpharetta, GA
DeKalb Medical Center	Decatur, GA
Doctor's Hospital	Augusta, GA
Eisenhower Army Medical Center	Fort Gordon, GA
Floyd Medical Center	Rome, GA
Georgia Esoteric & Molecular Labs, LLC	Augusta, GA
Georgia Public Health Lab	Decatur, GA
Grady Health System (Grady Memorial Hospital)	Atlanta, GA
Gwinnett Medical Center	Lawrenceville, GA
Medical Center of Central Georgia	Macon, GA
Memorial Health System	Chattanooga, TN
Northeast Georgia Health System, Inc	Gainesville, GA
Northside Hospital	Atlanta, GA
Phoebe Putney Memorial Hospital	Albany, GA
Piedmont Henry Hospital	Stockbridge, GA
Quest Diagnostics, Inc	Tucker, GA
St. Joseph's Hospital (Part of Emory)	Atlanta, GA
University Hospital	Augusta, GA
Veteran's Administration (VA) Hospital	Augusta, GA
Walter Shepard Blood Center	Augusta, GA
Wellstar Health System	Marietta, GA

Other sites may be added for the senior year internships according to need.

# Service Work Policy



## DEPARTMENT OF UNDERGRADUATE HEALTH PROFESSIONS PROGRAM OF CLINICAL LABORATORY SCIENCE SERVICE WORK POLICY

Students are not permitted to be substituted for regular staff during their clinical practicum rotation without compensation. Student employment should be voluntary, paid and supervised.

If a student is employed by a laboratory during the hours that they are doing their practicum rotation at the site, the educational objectives of the practicum must be achieved before the student is assigned additional duties.

If there are any questions or concerns about this policy, please contact the department at 706-721-4176.

A handwritten signature in cursive script, appearing to read 'Scott Wise'.

Scott Wise, MS, MLS(ASCP)<sup>®</sup>SBB  
Program Director  
Clinical Laboratory Science

A handwritten signature in cursive script, appearing to read 'Anita Thompson'.

Anita Thompson, RDH, MIE  
Chair and Professor

Adopted: 5/1999  
Reviewed: 7-11-08  
Reviewed: 8-9-10  
Reviewed: 4-10-11  
Reviewed: 3-1-12  
Reviewed: 6-28-17  
Reviewed: 7-9-18  
Reviewed: 6-20-19

Augusta University  
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987 St. Sebastian Way • Augusta, Georgia 30912  
706-721-3046 • Fax 706-721-7631 • [www.gsu.edu/alliedhealth/index](http://www.gsu.edu/alliedhealth/index)

# Internship Policy

## Student Clinical Internships

Department of Undergraduate Health Professions (UHP)

Program in Clinical Laboratory Science (Bachelor of Science in Clinical Laboratory Science and Master of Health Science in Clinical Laboratory Science)

College of Allied Health Sciences

Augusta University (AU)

## POLICY STATEMENT

The curricular requirements for the educational Program in Clinical Laboratory Science (CLS) are prescribed by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Clinical Internships (rotations, preceptorships) occurring in facilities at or affiliated with Augusta University are an integral part of the CLS curriculum. This policy describes the Program's responsibilities for placing students in internships.

## DEFINITION

Internships (rotations, preceptorships) – supervised and structured experiences in clinical settings where students are exposed to procedures which comprise their future scope of practice.

## PROCESS & PROCEDURES

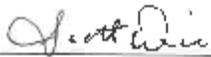
The CLS Program at AU has the responsibility of assigning every student to a clinical internship, either at Augusta University Medical Center or at another institution affiliated with AU through a legally recognized Memorandum of Understanding (MOU). Each student enrolled in the program is guaranteed the opportunity to complete an internship, contingent upon the student successfully fulfilling prerequisite requirements for the internship. However, being assigned to a specific location preferred by the student is not guaranteed. Some clinical sites may require an interview prior to placement. The Program will inform the student if an interview is necessary for placement. The Program will also inform the student of any requirements needed to begin the internship that have been communicated by the clinical site (such as background check, drug screen, etc.).

Students may be placed in more than one clinical site in order to meet the required competencies of the Program and for successful completion of the internship and graduation.

In case of a non-renewal or termination of the MOU, students already enrolled in the internship at the institution that does not renew or terminates WILL be placed at another clinical affiliate, with a current MOU, in order to complete their course work. The AU CLS Program will make every effort to place the student in the internship the same academic semester. However, if this is not possible, the student will complete the experience the next academic semester. If a student is removed from a clinical internship site due to unacceptable performance, either behavioral or academic, he/she will not be guaranteed clinical placement at another clinical affiliate. At this time, the Program will follow the Academic progression guidelines outlined in the UHP and AU Student manuals.

Upon request, the Program will provide the clinical site with information regarding any safety training already completed by the students at AU and with the current Memorandum of Insurance. AU requires each student in the College of Allied Health Sciences to maintain professional liability insurance in the amount of \$1,000,000 per occurrence/\$3,000,000 aggregate. Professional liability fee is paid annually in fall semester. Students are unable to register for classes unless the fee is paid.

## AUTHORIZING SIGNATURES

CLS Program Director:  Date: 7/30/19

UHP Department Chair:  Date: 8/5/19