HISTOTECHNICIAN PROGRAM

STUDENT ORIENTATION HANDBOOK

UND SCHOOL OF MEDICINE & HEALTH SCIENCES
2016-2017

http://www.medicine.nodak.edu(histotech)
# Table of Contents

Faculty .................................................................................................................. 4  
Mission Statement ............................................................................................... 5  
Philosophy ............................................................................................................ 5  
Program Goals ..................................................................................................... 5  
NAACLS Accreditation Statement ......................................................................... 5  
Description of the Profession ................................................................................ 6  
Career Entry Competencies ................................................................................... 7  
Essential Functions ............................................................................................... 8  
Admission Requirements:  
  UND .................................................................................................................. 9  
  HT Program ....................................................................................................... 9  
  Academic Requirements for Admission ............................................................ 9  
  Curriculum Design ............................................................................................. 9  
Course Descriptions ............................................................................................. 10  
Tuition and Fees Information ................................................................................. 11  
Financial Aid Questions ......................................................................................... 11  
General Policies:  
  Modification to Policies .................................................................................... 12  
  Admission Policy ............................................................................................... 13  
  Attendance Policies  
    Sick Time / Personal Leave Time / Student Holidays ................................... 13-14  
    Illness Related ................................................................................................. 14  
    Inclement Weather ......................................................................................... 14  
    Makeup Time .................................................................................................. 14  
    Extended Time Off ......................................................................................... 14  
  Tardiness ............................................................................................................. 14  
  Student Service Work ........................................................................................ 15  
  Off-Shift Experience ......................................................................................... 15  
  Grading Policy ................................................................................................... 15  
  Incomplete Grades ............................................................................................. 16  
  Course Failure ................................................................................................... 17  
  Program Dismissal ............................................................................................. 18  
  Appeals Process ................................................................................................ 19  
  Academic Complaints and Resolution .............................................................. 19  
  Student Exam/Evaluation Files ......................................................................... 20  
  Confidentiality ................................................................................................... 20  
  Communication and Student Progress Meeting ............................................. 20  
  Student Evaluation of Instruction .................................................................... 20  
  Background Check ............................................................................................. 20  
  Health Insurance ............................................................................................... 21  
  Liability Insurance ............................................................................................. 21
FACULTY AND STAFF

The faculty and staff would like to welcome you to the UND Histotechnician (HT) Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ruth Paur, PhD., MLS (ASCP)</strong></td>
<td><a href="mailto:ruth.paur@med.und.edu">ruth.paur@med.und.edu</a></td>
<td>701-777-2651</td>
<td>E371</td>
</tr>
<tr>
<td>Histotechnician Program Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Science Program Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kathy Hoffman, M.M., SCT, HT (ASCP)</strong></td>
<td><a href="mailto:kathy.hoffman@med.und.edu">kathy.hoffman@med.und.edu</a></td>
<td>701-777-4466</td>
<td>E382</td>
</tr>
<tr>
<td>Histotechnician Education Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Zac Lunak, PhD., MLS, HTL (ASCP)(\text{CM})</strong></td>
<td><a href="mailto:zachary.lunak@med.und.edu">zachary.lunak@med.und.edu</a></td>
<td>701-777-5976</td>
<td>E383</td>
</tr>
<tr>
<td>UND Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mary Beth McGurran</strong></td>
<td><a href="mailto:marybeth.mcguaran@med.und.edu">marybeth.mcguaran@med.und.edu</a></td>
<td>701-777-2634</td>
<td>E370</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cathy Perry</strong></td>
<td><a href="mailto:cathy.perry@med.und.edu">cathy.perry@med.und.edu</a></td>
<td>701-777-2628</td>
<td>E363</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MISSION STATEMENT – MLS Department

The mission of the Department of Medical Laboratory Science is to educate laboratory professionals to meet the healthcare needs of the state, region and the nation. The Department is dedicated to providing students with the knowledge and skills necessary to succeed as practicing professionals.

PROGRAM PHILOSOPHY – MLS Department

The philosophy of the Department of Medical Laboratory Science is to provide high quality laboratory science education to healthcare entities in North Dakota, the region, and nationally. The Department strives to provide a cutting-edge learning environment that offers continuing education, certification, undergraduate, and graduate programs which allow individuals to develop into leaders in the laboratory science field.

PROGRAM GOALS

Department of Medical Laboratory Science Goals:

• To provide the student with the entry-level competencies needed to work in their field of study.
• To provide the student with adequate knowledge and background experience to qualify for national certification examinations appropriate to their level of education.
• To provide instruction and evaluation based on identified competencies and content of the clinical discipline that is responsive to individual student needs.
• To encourage graduates to remain in the region by providing sufficient clinical experiences in state.
• To provide sufficient medical laboratory science and histotechnician professionals to meet the needs of state, city, and rural communities.
• To increase the depth of learning in various major fields of laboratory sciences.
• To prepare graduates to work in both large and small clinical laboratories

NATIONAL ACCREDITATION FOR CLINICAL LABORATORY SCIENCES

The University of North Dakota, Department of Medical Laboratory Science is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) which is located at 5600 N. River Rd, Suite 720, Rosemont, IL 60018-5119
DESCRIPTION OF THE HISTOTECHNOLOGY PROFESSION

Histotechnology professionals are qualified by academic and applied science education to provide service and research in histotechnology and related areas in rapidly changing and dynamic healthcare delivery systems. They have diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever anatomic pathology testing is researched, marketed, developed or performed.

Histotechnology professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory testing and procedures; direct and supervise anatomic pathology laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. They possess skills for financial, operations, marketing, and human resource management of the histopathology laboratory.

Histotechnology professionals practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, health care professionals, and others in laboratory practice, as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are essential qualities. Communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Histotechnology professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

--- From "NAACLS Standards for Accredited and Approved Programs", page 36
HISTOTECHNICIAN CAREER ENTRY COMPETENCIES

At career entry, the histotechnician will be able to perform routine histologic procedures such as:

A. Receiving and accessioning tissue specimens;

B. Preparing tissue specimens for microscopic examinations, including all routine procedures;

C. Assisting with gross examination and frozen section procedures in histopathology;

D. Identifying tissue structures and their staining characteristics;

E. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs;

F. Recognizing factors that affect procedures and results, and taking appropriate action within predetermined limits when corrections are indicated;

G. Performing and monitoring quality control within predetermined limits;

H. Applying principles of safety;

I. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;

J. Recognizing the responsibilities of other laboratory and healthcare professionals and interacting with them with respect for their jobs and patient care;

K. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence; and,

L. Exercising principles of management, safety, and supervision, as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of criteria values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education. The levels of analysis range from routine tissue processing to complex histopathology laboratory procedures in the various major areas of anatomic pathology. The histotechnician will have diverse functions in areas of pre-analytic, analytic, and post-analytic processes. The histotechnician will have responsibilities for information processing, training, and quality control monitoring wherever histologic procedures are performed.

--- From "NAACLS Standards for Accredited and Approved Programs", page 36.
ESSENTIAL FUNCTIONS

University of North Dakota Histotechnician Certificate Program

Essential functions represent the non-academic requirements of the program that all students must master to successfully participate in the program and become employable. All students, and therefore, all applicants are expected to:

1. Vision: be able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts, discriminate colors, hue, shading or intensity and clarity, read microscopic material and record results.

2. Speech and Hearing: be able to communicate effectively and sensitively in order to assess and comprehend verbal communication and adequately transmit information.

3. Motor Functions: Possess all skills necessary to perform basic manual and automated techniques, including multiple concurrent and repetitive tasks; possess all skills necessary to carry out diagnostic procedures; be able to interpret appropriate procedures; and be able to execute motor movements reasonably required to perform all of the functions described above.

4. Behavioral Requirements: possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency situations and take appropriate action.

5. Physical Requirements: be able to complete fine repetitive hand movement; twist and bend; handle flammable and infective materials; handle hazardous chemicals and electrical equipment, lift 10 lbs.; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors, work in a building either above or below ground level; work in an environment without windows; and perform keyboarding.

6. Critical Thinking: be able to appropriately perform complex interpretative testing.

7. Professionalism: be able to maintain a professional attitude and appearance.

All students must read the essential functions and verify in a written document that they believe they can meet all of the requirements listed. The signed document will be kept in their program file. The written document to sign is included at the end of this handbook.

In addition to the HT specific essential functions all students need to review and access their ability to meet the UND SMHS Technical Standards for Matriculation, Progression, and Graduation is located in Appendix II.
Histotechnician Certificate Program Admission Requirements

GENERAL ADMISSION REQUIREMENTS TO UND:
The UND admission and advanced placement policies are found on the web at www.und.edu. The Histotechnician Certificate applicant must be accepted by the University of North Dakota and fulfill the requirements of University Admissions.

Admission to the Histotechnician Certificate Program
- Prerequisites courses:
  - Associate’s degree (minimum)
  - Introduction to Chemistry (Chem 115/L) 4 cr.
  - Concepts of Biology (Biol 111/L) 4 cr.
  - College Level Math
- Clinical site placement.

Academic Requirements for Admission to Histotechnician Certificate Program
- A cumulative GPA of at least 2.8 on a scale of 4
- No more than one grade of D in any math or science course
- All pre-requisites must be completed with a “C” or better letter grade
- A maximum of one science courses repeated

Description of Curriculum Design:
Upon successful completion of the prerequisite credits, the student will apply for entrance into the Histotechnician Certificate Program. The student will have a clinical affiliation site at the time of acceptance into the program which is approved by the Histotechnician Certificate Program.

The curriculum consists of both lecture courses delivered over the internet and laboratory experience based courses. All coursework, whether lecture courses over the internet or laboratory experience based courses will be located at the clinical affiliation site. All clinical sites must follow the HT Program rules and policies governing the students with regards to submission of evaluations, competencies, and assessment. Each clinical site uses the same UND created syllabi, exams and performance evaluations. The student must abide by the specific clinical affiliate requirements of their facility such as: parking policies, dress code, vaccinations, departmental standard operating policies and any physical exam tests required.

The applications will be reviewed by the Histotechnician Certificate Program Education Coordinator or Program Director. Following acceptance into the program, the student will be allowed to register in the appropriate courses through UND’s registration process. Upon successful completion of the program the student will receive a Histotechnician Certificate from UND.

Exceptions for acceptance of students may be made by petition to the Medical Laboratory Science Professional and Academic Standards Committee at the University of North Dakota School of Medicine and Health Sciences.
COURSE DESCRIPTIONS

HT 360  Histology Laboratory Theory** ................................................................. 3 cr.
This course presents an overview of topics related histology laboratory operations and
an introduction to histology laboratory management.

Modes of instruction will be lecture; email, discussion, handouts, readings, assignments,
and quizzes.

HT 362  Histotechniques I** ................................................................................... 3 cr.
This course is the introduction to the fundamental techniques including fixation,
processing, instrumentation, solution preparation and staining.

Modes of instruction will be lecture; email, discussion, handouts, readings, study guides,
and exams.

HT 363  Histotechniques II** .................................................................................. 3 cr.
This course is the continuation of the fundamental techniques of histology including:
muscle and connective tissue, nerves, microorganisms, pigment, minerals, cytoplasmic
granules, immunohistochemistry, and enzyme histochemistry.

Modes of instruction will be lecture; email, discussion, handouts, readings, study guides,
and exams.

HT 367  Histology Clinical Practicum I* ................................................................. 5 cr.
This course is a supervised work experience in an accredited Histology Laboratory.
Students will learn procedures in preparation and sectioning of tissue for staining.

Modes of Instruction include observations, demonstrations, discussions, and practical
examination.

HT 368  Histology Clinical Practicum II* ................................................................. 5 cr.
The emphasis of this course is on refining skills learned in Practicum I, special staining
procedures and tissue identification.

TOTAL 19 cr.

* Taught as clinical internship at accredited medical centers
** Taught over the internet
GENERAL UNIVERSITY INFORMATION TUITION, FEES, AND FINANCIAL INFORMATION

TUITION AND FEES
Tuition and fees are located on UND’s website at www.und.edu. When a student is enrolled in any professional programs within the Medical Laboratory Sciences Department a specific additional tuition is assessed to the in-state tuition rate. Contact the Medical Laboratory Science Administrative Assistant at marybeth.mcgurran@med.und.edu for additional information.

Tuition Refund policy for the Histotechnician Program:
- 1 – 9 days 100%
- 10 – 27 days 75%
- 28 – 55 days 50%
- After 75 days 0%

STUDENT FINANCIAL AID QUESTIONS
Assistance for the financial aid department at UND can be found at 1-800 – CALL – UND Ext 3121 or at 701-777-3121, sfa@mail.und.nodak.edu, or www.financialaid.und.edu

TOLL FREE PHONE ACCESS: 1-800-CALL UND

MULTICULRURAL STUDENT SERVICES
Phone: 701-777-4259

ADULT RE–ENTRY CENTER
Phone: 701-777-3228
www.union.ud.edu/reentry

WRITING CENTER
Phone: 701-777-2795

COUNSELING CENTER
Phone: 701-777-2127

UND LIBRARIES
Main Library System http://www.und.edu/library
Library of Health Sciences http://undmedlibrary.org
MODIFICATIONS TO POLICY

- The Medical Laboratory Science Department’s Professional and Academic Standards Committee reserve the right to make modifications to the HT policies.

- Policies take effect on the date of approval by the Committee.

- Notification of the new policies will be posted on the HT website within five working days of policy approval.
ADMISSIONS POLICIES

1. Prospective students should review the UND Essential Function Requirements listed in this handbook (page 9). The student must verify in writing that they meet these requirements before entrance into the professional program.

2. Prospective students must pass a background check before acceptance into the Histotechnician Program. Failure to pass the background check may deny the student entrance into the program. The background check will be only accepted from Verified Credentials, an UND School of Medicine and Health Sciences approved company. Concerns about this policy can be discussed with the Program Director or Education Coordinator.

3. A maximum of one science courses can be repeated before entrance into the professional curriculum. If more than one science course has been repeated prior to the application to the professional program, a petition for review must be generated by the prospective student to be given to the Medical Laboratory Science Professional and Academic Standards committee. The committee will determine if the application will be considered for entrance into the professional program.

4. A maximum of one letter grade of D is allowed to remain on a transcript for one math or science course.

5. The required pre-requisite courses must be completed with a “C” or better letter grade.

6. Application and acceptance to the University of North Dakota is different than the application process of the Histotechnician Certificate Program. Acceptance (admission) to the University of North Dakota does not mean acceptance into the Histotechnician professional program.

ATTENDANCE POLICY:
The student is required to be in the laboratory a minimum of 30 hours per week or six hours per day to successfully complete the performance evaluations. The student will not perform service work. The staffing levels at each clinical must be adequate to insure that students will not be used to replace trained technicians.

Sick / Personal Leave Time / Student Holiday
- A maximum of four days is granted. It is not recommended that the student use all the personal leave time. Personal leave is only meant to be used when absolutely necessary. The student may take personal leave time only with the consent of the teaching supervisor. It is not mandatory to use all the personal leave time.
- Students should make every effort to schedule personal appointments during hours after their scheduled shift at the clinical affiliate.
- Personal time must be taken in a minimum of a hour block.
- The student may request personal leave time only with the consent of the clinical affiliate site coordinator. Notification must be made at least five days in advance, if possible.
- Student Holidays / Recesses:
  - Labor Day
  - Thanksgiving recess (Thurs & Friday)
  - Fall semester recess
  - Spring break
  - Easter recess (Friday & Monday)
  - Memorial Day
  - Independence Day
  - Summer semester recess

**Illness Related Absences:** In the event of illness the student MUST call the clinical affiliate site, specifically the on-site supervisor directly responsible for the student, at least 1/2 hour before the scheduled arrival time. Probation, followed by termination from the program, will occur for extensive absences past the 4 day maximum. The student must contact their supervisor each day of the absence.

**Inclement Weather:** In the event of inclement weather the student MUST call the clinical affiliate site, specifically the on-site supervisor directly responsible for the student, at least 1/2 hour before the scheduled arrival time.

**Make-Up Time:** If the student exceeds the four days allowed, the time must be made up in full. If an excess of personal leave time has occurred, the clinical affiliate may decline the opportunity for make-up time to be completed at their institution and an alternative site placement may occur. Make-up days may delay graduation and/or certification exam eligibility.

**Extended Time Off:** If the student needs an extended period of time off, the clinical affiliate site coordinator, the student and the UND Education Coordinator, will assess the situation and make any appropriate adjustments possible. An alternate clinical affiliation may need to be assigned when space is available for extended absences.

**TARDINESS:**
- Students are expected to report to their clinical affiliate on time, as scheduled.
- Students are expected to stay at the clinical site until dismissed by the bench instructor for the day.
- Asking the bench coordinator to be able to leave early will not be tolerated and will follow the same protocol as chronic tardiness.
- Tardiness will be reflected on the professional attributes section of the performance evaluation form and will be incorporated into the overall grade for each rotation.
- The time missed for tardiness may be made up at the discretion of the clinical affiliate site coordinator.
• CHRONIC tardiness will not be tolerated and will be dealt with in the following manner:
  – The UND HT Education Coordinator will issue a verbal warning to the student. Documentation of this warning will be made in the student's file.
  – If tardiness continues, the UND HT Education Coordinator will issue a written warning to the student. The student will be placed on probation and documentation will be made in the student's file.
  – If tardiness continues after the probation status has been issued, termination from the program will occur.

STUDENT SERVICE WORK POLICY
Students are not responsible for service work in the laboratory and cannot replace an employee. Additionally, a licensed histologic technologist or technician must check all laboratory work.

A student may be offered part-time employment during their clinical practicum. This employment is optional, paid and supervised by the department supervisor. The work must occur outside of the student’s scheduled departmental rotations. Since the work occurs outside of the scheduled academic hours, it therefore does not fall under any academic jurisdiction. Notification of employment and the average hours per week must be given to the UND’s HT Education Coordinator upon commencement of employment.

OFF – SHIFT EXPERIENCE
During the clinical affiliation, a student may be assigned, as part of their clinical training, a shift that contains equivalent workload such as the PM shift. Any diversion from the typical day shift must be given approval by the UND’s HT Education Coordinator.

GRADING POLICY
The grades for each course may be determined using the following learning domains:

<table>
<thead>
<tr>
<th>Domains</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognitive:</td>
<td>Quizzes, Assignments, Exams</td>
</tr>
<tr>
<td>Psychomotor:</td>
<td>Performance in the laboratory</td>
</tr>
<tr>
<td>Affective:</td>
<td>Affective domain</td>
</tr>
</tbody>
</table>

A. In addition to the three domains of learning, courses may contain critical objectives.
B. Failure of any single critical objective is equivalent to failure of the overall course.
C. A final grade of C or higher is considered a passing grade in an HT course
• **Performance (technical) Evaluations:** Performance Evaluation forms are used to assess the student’s progress in achieving the affective, cognitive and psychomotor objectives for the clinical portions of the program. Each task is identified and assigned to the appropriate practicum. The criteria for assessing completion of each task are stated on each evaluation form and in each course syllabus. The final grade is assigned as follows: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, F = < 70% Failure to obtain a 70% or better results in the student being placed on probation (see probation policy).

• **Didactic Evaluation:** A satisfactory grade of 70% or better must be attained on the accumulation of points for quizzes, exams, etc. for each didactic course. The distribution of points is included in the information given in the syllabi. Failure to obtain an overall grade of 70% or better for any course will result in the student being placed on probation (see probation policy).

**INCOMPLETE GRADES:**

**UND Incomplete Grade Policy:**
http://www.und.nodak.edu/dept/registrar/catalogs/catalog/ugdept/more.htm#IncompletePolicy

It is expected that students will complete all requirements for a course during the time frame of the course. For reasons beyond a student’s control, and upon request by the student or on behalf of the student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking it. The mark “I,” Incomplete, will be assigned only to the student who has been in attendance and has satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his/her instructor.

Incompletes are entered on the final grade sheet, and instructors must also sign and submit a “Report of Incomplete Grade” form to the Office of the Registrar. The instructor may choose any one of the following options for the deadline to complete the course:

- The default date as stated in the “UND Schedule of Courses”.
- Extend to 12 calendar months after the end of the course.
- A date of the instructor’s choosing no later than 12 months after the end of the course.

Incomplete grades will convert to a grade of “F” if a grade is not submitted by the instructor to the Office of the Registrar on or before the deadline written on the “Report of Incomplete Grade” form.

The instructor of the course and the dean of the college offering the course for undergraduates must approve and sign the “Report of Incomplete Grade” form for any extension of incomplete beyond the default date listed in the “UND Schedule of Courses for Each Semester.” An incomplete grade must be changed by 12 calendar months from the ending date of the class. It is the student’s responsibility to contact their instructor about an incomplete grade posted on their final grade report.

An “I” may be converted as indicated above but cannot be expunged from the record. Students may not register in courses in which they currently hold grades of incomplete, except for courses
that allow repeated enrollment. A student will not be allowed to graduate with an unconverted incomplete grade on their academic record.

**MLS Department Incomplete Grade Policy (Including UND’s Policy):**

- It is the responsibility of the student to contact the instructor and request consideration for an Incomplete grade to be assigned.

- It is the responsibility of the student to inform the instructor that they have finished the course.

- It is the responsibility of the student to finish all requirements of the course specified by the instructor by the published date for removal of incomplete grades. Each semester the UND Office of the Registrar assigns a specific date that all incomplete grades must be removed and grade assigned. A date is also assigned for work to be submitted to the instructor in order to remove the incomplete grade. These dates can be found online each semester at: http://www.und.nodak.edu/dept/registrar/index.htm.

- Extension of incomplete:
  - It is the responsibility of the student to contact the instructor to request an extended incomplete. This date can be no later than 12 calendar months after the end of the course. Extenuating circumstances must be given to the instructor before consideration for an extension will be granted.

**COURSE FAILURE POLICY:**

A student who has shown failure to successfully complete and pass one cognitive course or one performance evaluation or one critical objective, as outlined previously in the following course: HT 360, 362, 363, 367, and 368.

**FOR A STUDENT NOT ON PRIOR PROBATION:**

- The student is placed on probation for the clinical year or until provisions of the probation has been met.

- A teleconference will be conducted between the student and the UND histology faculty to determine the sanctions for successful continuance in the program.

- A written plan will be developed by the UND HT Clinical Education Coordinator to determine the sanctions criteria the student must meet to be able to earn a grade of “C” in the course. The written plan will be signed by the UND clinical education coordinator, the Department Chair, and the student.

- If unusual circumstances arise, a student may petition the Medical Laboratory Science Professional Academic Standards Committee. The committee will abide by the UND’s Code of Student Life.

- A maximum of a grade of “C” may be earned in the course.
FOR A STUDENT CURRENTLY ON PROBATION:

- The student will be dismissed from the HT Program.
- To reapply to the program the following year, the student must petition the Medical Laboratory Science Department’s Professional Academic Standards Committee.
- If unusual circumstances arise, a student may appeal by petition to the Medical Laboratory Science Department’s Professional and Academic Standards Committee for consideration. The committee will abide by the UND’s Code of Student Life.

Examples of Probation sanctions:

1. **Cognitive Probation Sanctions:** Credit may be earned for unsatisfactory cognitive performance by remediating a comprehensive written exam in the subject area.

2. **Psychomotor/Affective Probation Sanctions:** Credit for unsatisfactory performance may be earned by satisfactorily completing one of the following:
   
   a. Additional weeks in the department where the unsatisfactory performance was achieved.
   
   b. Additional clinical experience time will be scheduled at the discretion of the clinical affiliate site coordinator and the UND clinical education coordinator. This will be completed at the end of the clinical year and a grade of incomplete will be placed on the student record at the completion of the semester. The student must successfully complete the probation sanctions to successfully complete the program. A delay of graduation will occur.

   c. The student must be aware that remediation of unsatisfactory performance may occur at their current clinical affiliate site, or at an alternate approved clinical teaching institution.

PROGRAM DISMISSAL:

All dismissal/termination policies from the general program policies apply to the clinical practicum. The following are additional grounds for immediate program termination in the clinical affiliation during the final clinical year.

- **Academic Dismissal:** Failure to meet probation sanction specifications.

- **Lack of Professional Student Conduct:**
  
  A. Disregard for the patient’s rights to confidentiality and privacy according to HIPAA legislation.
  
  B. Disregard for good, quality patient care, inconsistent or inaccurate work, or consistent careless attitude with patients.
C. Failure or inability to adhere to MLS departmental policies
D. Failure or inability to adhere to clinical affiliation policies.
E. The UND MLS program abides by the UND Code of Student Life Handbook which includes the procedure for student dismissal related to academic dishonesty and failure to comply with stated rules relating to substance abuse.

- **Drug Screen:**
  Any student may be subject to a drugs of abuse screen prior to or during a clinical rotation at a medical center. Any student who tests positive for drugs of abuse will be removed from the clinical experience and will not be able to complete the required courses to earn a HT Certificate. See SMHS Drug Policy, Appendix VII or at the SMHS policy website at http://www.med.und.edu/policies/students.cfm.

**HT PROGRAM APPEALS PROCESS:**
If a student has been terminated from the program, according to the procedures and policies set by the department, the student may wish to submit the Professional and Academic Petition Form (HT program website) for consideration to the Department of Medical Laboratory Science’s Professional and Academic Standards Committee. The Committee has ten working days to meet and make a recommendation to the Program Director concerning the request.

**STUDENT ACADEMIC COMPLAINTS AND RESOLUTIONS:**

**Complaints:**
Formal Student complaints (not grievances) related to the MLS program must be submitted in writing to the MLS department chair. The MLS department chair will investigate the complaint, determine the resolution, and communicate to the complainant within ten working days of receipt of the formal complaint. All records related to student complaints will be kept in the MLS department chair’s office.

**Formal Academic Grievance (Appendix I):**

A. If an issue is in a lecture or laboratory course: Discuss the problem with the instructor. If the issue remains unresolved to the student’s satisfaction...

   OR

   If an issue is in a course related to a clinical rotation: Discuss the problem with the UND clinical education coordinator (if applicable). If the issue remains unresolved to the student’s satisfaction...

B. Present a written document concerning the issue to the Medical Laboratory Science Professional and Academic Grievance committee chair. If the issue remains unresolved to the student’s satisfaction...

C. Present a written document concerning the issue with the Department of MLS
chair. If the issue remains unresolved to the student’s satisfaction…

D. The issue may be brought to the UND School of Medicine and Health Sciences Grievance Committee. The procedure for presenting a formal grievance is located in Appendix IX, on the UND MLS website, and at the UND School of Medicine and Health Science’s website.

STUDENT EXAMS / EVALUATION FILES:
The student may look at completed exams and evaluations at the consent of UND’s HT education coordinator and the clinical instructor. Students may not copy the exams in any form.

CONFIDENTIALITY:
- All students’ advising will be confidential.
- Disregard for the patient’s rights to confidentiality and privacy according to HIPAA legislation will be grounds for termination from the program.

COMMUNICATION AND STUDENT PROGRESS MEETINGS:
We encourage the student to meet with the clinical affiliate coordinator monthly. The clinical affiliate coordinator is available on an individual basis for questions or problems, which arise. Open communication with peers, instructors, and clinical affiliate personnel is required. Evaluations are reviewed with the clinical affiliate coordinator following each unit completion. It is the student’s responsibility to make an appointment with the coordinator. Telephone communication will occur frequently throughout the clinical affiliation between the clinical coordinator and the Histology Education Coordinator.

STUDENT EVALUATION OF INSTRUCTION:
The student will be given an opportunity to evaluate and make constructive suggestions for each course/instructor and the educational experience.

BACKGROUND CHECKS:
It is the policy of the Medical Laboratory Science Program at the University of North Dakota that background checks be performed on all HT curriculum plan students unless they have a prior background check done at their clinical affiliate. The School of Medicine and Health Sciences requires that the background checks be completed by a specific approved agency. Background checks performed by other agencies will not be accepted by the University of North Dakota School of Medicine and Health Sciences. The fee for the background check is approximately $45.00 and the student is responsible for this fee. The background check will not be processed without payment. The background check will be performed at admission to the Professional program (junior year) and a renewal may be required before going to a clinical affiliate.

Once the background check is completed the results will be released to both the student and the UND clinical education coordinator of the Medical Laboratory Science Program.
The clinical education coordinator will forward the results of the background check to the clinical site at which the student has been placed. Failure to pass the background check will initiate the UND School of Medicine and Health Sciences (SMHS) background check failure policy. A failure of the background check may result in the student not being accepted into the MLS Professional Program. Students who do not complete the background check at time of application will not be formally accepted until the background check has been completed.

- Information related to when and where to complete the approved background check will be forwarded to the student along at the time of the provisional acceptance into the professional curriculum or final clinical year, depending on the curriculum plan of the student. You will be required to provide identifying information as well as payment for the background check upon entering this website.
- The student needs to be able to pay electronically.

If the student is also a current employee at the clinical affiliation site, a background check acceptable to the employment/clinical affiliate site may be acceptable. The UND MLT/Mayo Cohort/Categorical coordinator will determine acceptability.

*Positive Background Check:* If a background check identifies any discrepancy, the discrepancy will be reviewed by the SMHS Background Check Committee.

**HEALTH INSURANCE**
Students are responsible for having a health insurance policy throughout their professional year of training and UND program officials will verify coverage.

Students are responsible for payment of health related bills that occur during his/her clinical rotation (for example needle sticks, blood borne pathogen exposure).

**LIABILITY INSURANCE**
The University will provide professional and general liability insurance for University students and faculty/staff liaisons with maximum limits of $1,000,000 per occurrence and $5,000,000 annual aggregate.

**BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN:**
As per clinical affiliate compliance with OSHA requirements and JCAHO certifications, all documentation must also be fulfilled according to the policies of the clinical affiliate and the SMHS. The clinical affiliate coordinator will be responsible for all documentation responsibilities and notification of required in – house personnel, along with copies of the documentation and notification to the Histology program at the University of North Dakota. The complete Bloodborne policy is located on the SMHS website (http://www.med.und.edu/policies) and in Appendix IV. The UND documents required are located at http://www.med.und.edu/policies/immediate-action-checklist-and-forms.cfm. (Appendix V)
HEALTH AND SAFETY:
Neither the University nor the clinical affiliate assumes responsibility for injuries that might occur to the student while on the premises. Students are responsible for any medical costs that occur during their practicum at the affiliate location. Professional liability insurance is carried on all students, whether employed by their clinical affiliate or not, through the University of North Dakota School of Medicine & Health Sciences. The professional liability insurance and general comprehensive insurance provides coverage for occurrences during the term of the Histotechnician Certificate Program training with limits no less than $1 million per occurrence and $3 million annual aggregate.

DRESS CODE (Appendix III)
- The student will adhere to the dress code of the assigned clinical affiliate.
- The student must wear shoes that are not of any cloth or canvas material. These shoes must be of a closed toe and heel variety and comply with the clinical affiliate’s dress code and safety policy.
- Laboratory coats and other personal safety equipment will be provided by the clinical affiliate.
- Students who wear contact lenses should notify the clinical coordinator at the assigned clinical affiliate at the beginning of the clinical experience. Where possible, the wearing of contact lenses should be avoided.

DISABILITY SERVICES POLICY
Any student with physical, psychiatric, sensory or learning disability may request reasonable accommodations after providing adequate documentation from appropriate licensed professionals and notification to UND’s Disabilities Support Services. Additional information will be found at www.und.edu/dept/dss

COMMUNICATION POLICIES:
Professional Communications:
The written, email, or verbal communications between the students and faculty or staff at UND and the clinical affiliate faculty and staff must remain professional at all times.
- If a UND or clinical affiliate faculty or staff believes that the student has behaved unprofessionally, a written statement will be forwarded to the UND HT Program Director. The HT program officials will notify the student and discuss verbally the inappropriateness of the communication and the correct way for the student to communicate in a professional way.
- A second written complaint will initiate a written notification to the student that is placed in the student file clarifying that the student may be dismissed from the program with a third professional communication complaint.
- A third written complaint will be reviewed by the UND Department of Pathology Professional and Academic Standards Committee to determine termination status.
Communication Timeliness:
Communication between the student and UND faculty and staff will occur as rapidly as possible. It is expected that emails and phone messages will be returned within three working days. If you have not heard from the UND faculty or staff within three working days, you are free to contact the individual again by either phone or email communication.

STUDENT/GRADUATE RECORDS:
- All files concerning students are subject to the Family Education Rights and Privacy Act of 1974. Specific information concerning student records is published in the UND Code of Student Life, section 8.
- The Office of Admissions and Records (Registrar) maintains official documents for students enrolled in courses at the University of North Dakota, such as the application to the University, official transcripts from other institutions, UND transcripts and other such official documents. These records are maintained permanently.
- The HT program also maintains a separate file on each student who had declared HT as their major.

HOUSING:
Students are responsible for their own housing. Students needing help finding housing may contact their clinical affiliate coordinator.

CONTINUING EDUCATION:
Students are encouraged to take advantage of any laboratory continuing education opportunity at the affiliate site. (Teleconferences or Tumor Board are examples of educational opportunities.)

RULES CONCERNING ACCEPTABLE CONDUCT:
The UND Code of Student Life is a publication issued each year to all students. The code outlines the rights and responsibilities enjoyed by the students, faculty, and staff that make up the University community. Members of the University community are expected to be familiar with the rules and regulations contained within the Code and to act in compliance with them at all times. Follow the link to access the document: Code of Student Life.

SCHEDULING:
Each clinical affiliate has its own workflow and department organization. The length of time that a student may spend in a particular subject area or experience may differ because of the variety of testing and procedures that are incorporated into that department. Student schedules through the departments will be created by the clinical affiliate education coordinators/instructors and reviewed by the UND HT education coordinator.
CERTIFICATE:
Upon successful completion of the program the student will be issued a Histotechnician Certificate from the University of North Dakota and this information will appear on their final transcript. The issuing of the HT certificate is NOT contingent upon the student’s passing any type of external certification or licensure examination.

PROFESSIONAL ORGANIZATIONS:
Students may join the American Society of Clinical Pathology (ASCP) as a Student Associate at no cost to the student, or the National Society for Histotechnology at a reduced cost. To qualify, submit documentation from the program director or supervisor attesting to student training status.

EVALUATIONS:
Participation in each practicum requires extensive independent learning. At the beginning of an instructional unit the student will receive online lectures followed by practical experience. Participation in this laboratory setting requires the student to develop flexibility in achieving both the theory and laboratory skills necessary to enter the workforce at the entry – level HT (Histotechnician) competency.
Appendix I

Grievance Policy

http://www.med.und.edu/policies/_files/docs/student-grievance-policy.pdf
Student Grievance Policy

Section: 2
Policy number: 2.17
Responsible Office: Office of Academic and Faculty Affairs
Issued: 02.03.14
Latest Review: N/A

POLICY STATEMENT

Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at the UND School of Medicine and Health Sciences shall be provided the opportunity to seek redress on decisions made concerning the student's academic performance and/or professional behavior or on decisions made on the basis of any policies or procedures thought by the student to be unfair by initiating an academic grievance.

The term “academic grievance” is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction), which is thought by the student to be unfair (UND Code of Student Life).

For purposes of this policy, professional behavior includes any behavioral component of academic performance defined by a profession as necessary for individuals to function as competent, honest, safe, and ethical professionals. Individual programs may further define specific expectations for professional behavior. Therefore, an "academic grievance" at the SMHS may also include: A statement expressing a complaint, resentment or accusation lodged by a student regarding a decision made regarding a student’s professional behavior, which is thought by the student to be unfair.

Any person who believes that he or she is a victim of discrimination, either individually or as a member of a class as defined by the University’s Equal Opportunity/Affirmative Action Policy (UND Code of Student Life), may initiate grievance procedures as outlined in the UND Code of Student Life. If a person brings a grievance in which discrimination is alleged, along with an academic grievance, the discrimination complaint will be dealt with simultaneously.

In all circumstances, it is the responsibility of each student in the School of Medicine and Health Sciences to abide by the policies and procedures of the University of North Dakota as well as those described in the appropriate department or program.
**REASON for POLICY**

As stated in the University of North Dakota Code of Student Life, each undergraduate, graduate, and professional school or college shall have written procedures for academic grievances. The following describes the UND School of Medicine and Health Sciences’ grievance policy and procedures as they are to be applied to undergraduate, graduate and professional students enrolled in SMHS programs or taking SMHS courses.

---

**SCOPE of POLICY**

This policy applies to:
- Deans, Directors, and Department Heads
- Faculty
- Managers and supervisors
- Staff
- Students
- Others:

---

**WEB SITE REFERENCES**

This policy: TBD


Academic and Faculty Affairs: [http://www.med.und.edu/administration/academic-affairs/](http://www.med.und.edu/administration/academic-affairs/)
CONTENTS

Policy Statement ........................................................................................................................................... 1
Reason for Policy........................................................................................................................................... 1
Scope of Policy............................................................................................................................................... 1
Web Site References................................................................................................................................... 1
Definitions ..................................................................................................................................................... 3
Related Information..................................................................................................................................... 4
Contacts......................................................................................................................................................... 5
Principles ....................................................................................................................................................... 6
Overview ....................................................................................................................................................... 6
DEFINITIONS

<table>
<thead>
<tr>
<th>UND</th>
<th>University of North Dakota</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMHS</td>
<td>School of Medicine and Health Sciences</td>
</tr>
<tr>
<td>Code of Student Life</td>
<td>The purpose of the Code is to provide the rights and responsibilities of all individuals and to ensure fair treatment of all students.</td>
</tr>
<tr>
<td>Academic grievance</td>
<td>A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction), which is thought by the student to be unfair. An academic grievance may also express a complaint, resentment or accusation lodged by a student regarding a decision made regarding a student’s professional behavior, which is thought by the student to be unfair.</td>
</tr>
<tr>
<td>Professional behavior</td>
<td>Any behavioral component of academic performance defined by a profession as necessary for individuals to function as competent, honest, safe and ethical professionals.</td>
</tr>
</tbody>
</table>

RELATED INFORMATION


CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Policy format</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
</tbody>
</table>

PRINCIPLES

OVERVIEW — Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at the UND School of Medicine and Health Sciences shall be provided the opportunity to seek redress on decisions made concerning the student's academic performance and/or professional behavior or on decisions made on the basis of any policies or procedures thought by the student to be unfair by initiating an academic grievance.
The term “academic grievance” is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction), which is thought by the student to be unfair (UND Code of Student Life).

For purposes of this policy, professional behavior includes any behavioral component of academic performance defined by a profession as necessary for individuals to function as competent, honest, safe, and ethical professionals. Individual programs may further define specific expectations for professional behavior. Therefore, an “academic grievance” at the SMHS may also include: A statement expressing a complaint, resentment or accusation lodged by a student regarding a decision made regarding a student’s professional behavior, which is thought by the student to be unfair.

Any person who believes that he or she is a victim of discrimination, either individually or as a member of a class as defined by the University’s Equal Opportunity/Affirmative Action Policy (UND Code of Student Life), may initiate grievance procedures as outlined in the UND Code of Student Life. If a person brings a grievance in which discrimination is alleged, along with an academic grievance, the discrimination complaint will be dealt with simultaneously.

In all circumstances, it is the responsibility of each student in the School of Medicine and Health Sciences to abide by the policies and procedures of the University of North Dakota as well as those described in the appropriate department or program.

PROCEDURES—All grievances must be initiated by the student within thirty (30) calendar days after notification of the grade or decision the student wishes to grieve. Each step of the grievance process must be initiated by the student within thirty (30) calendar days of the completion of the previous step; response time by the student at each step shall be thirty (30) calendar days unless otherwise stated. After student initiation of each step in the grievance process, the School of Medicine and Health Sciences response will begin within ten (10) calendar days of receipt of the grievance.

1. Any student with a grievance of an academic nature should first bring it to the attention of the appropriate faculty member (course instructor/director, block director or clerkship director). Together the student and faculty member should attempt to resolve the grievance.

2. If the grievance is not resolved to the student’s satisfaction, it may be brought to the department or program level. The grievance should be brought, in writing, to the department chair/program director/assistant or associate dean for preclinical or clinical education, as appropriate for the situation or grievance level. Within thirty (30) calendar days, the chair/director/dean will conduct a review according to the established departmental/program policy, consulting as appropriate with other faculty, campus deans or staff, and inform the student, in writing, of the decision reached regarding the grievance. The department will retain records of all
grievances pursuant to the records retention schedule.

3. If the grievance is not resolved to the student's satisfaction at the department or program level, the student may file the grievance for review by the School of Medicine and Health Sciences Grievance Committee, according to the following procedures:

   a. A student grieving any academic decision beyond the level of the department or program to the level of the School of Medicine and Health Sciences Grievance Committee must submit, in writing, the required documentation within 30 days of the decision of the department or program. Written documentation must include:

      i. The disputed decision;
      ii. The person(s)/body that made the decision;
      iii. The date the decision was made;
      iv. All efforts made to resolve the dispute informally and formally;
      v. Information directly relevant to the Committee’s review of the grievance;
      vi. Name of any relevant counsel or advisor who may have assisted the student in developing the grievance or may accompany the grievant and provide assistance, if the grievant appears before the committee;
      vii. Any other relevant pertinent evidence or documents, and;
      viii. The desired outcome the student is seeking as a result of the Committee's deliberations.

   Documentation should be submitted to: Senior Associate Dean for Academic and Faculty Affairs; UND School of Medicine and Health Sciences, 501 North Columbia Road, Stop 9037, Grand Forks, ND, 58202.

b. Upon receipt of the written grievance, the Senior Associate Dean for Academic and Faculty Affairs will be required to constitute the School of Medicine and Health Sciences Grievance Committee, according to the following procedures:

   i. The selection of members of the School of Medicine and Health Sciences Grievance Committee will be made by drawing names from a faculty pool—excluding faculty from the specific department/program from which the grievance arose. The Senior Associate Dean will draw six (6) faculty names (2 basic science, 2 clinical science, 2 health science) for each grievance and one (1) student name who will not be from the department/program of the grievant.

   ii. If it is determined that a Committee member has an unmanageable conflict of interest that may challenge his or her
objectivity in the matter of the academic grievance, recusal may be warranted either by action of the Committee or by the Committee member himself/herself. The grievant may also have the opportunity to challenge no more than one member of the Committee for an unmanageable conflict of interest. In all cases in which a Committee member is recused, another name will be drawn to complete the membership of the Committee.

iii. The committee Chair will be appointed from among the Committee membership by the Senior Associate Dean for Academic and Faculty Affairs.

c. A training session for Committee members will be scheduled by the Office of Academic Affairs. Training will include FERPA, Affirmative Action training, if appropriate, and a review of process. This training will occur before any information is disseminated to the committee.

d. The Committee Chair will identify possible dates for a hearing and organize the hearing time and place. At the hearing, the Committee will consider all pertinent materials, including any new written information from both the grievant and the grieved party, who will both be invited to be present at the hearing along with the Committee.

e. Dissemination of documentation will be completed by the Committee Chair at least ten (10) calendar days prior to hearing. Therefore, any new written information from either the grievant or the grieved party must be submitted no later than ten (10) calendar days prior to the hearing.

f. The grievant will be invited to appear at the hearing to answer questions or to present any relevant information. A person representing the program or department being grieved will also be invited to appear before the committee. The grievant will be permitted to have a lawyer or advisor present at the hearing for assistance. If a lawyer or advisor is to be present, the grievant must notify the Chair of the committee at the time the date for the hearing is established. The lawyer or advisor may not participate in the presentation or discussion but is present as a support for the grievant. The committee hearing is an educational process, not a legal proceeding and does not follow the procedures of a court of law. The rules of evidence do not apply.

g. Committee members and the grievant may appear via electronic means. If a grievant will be appearing electronically, it is their responsibility to acquire the resources to do so and to notify the Committee Chair of the arrangements at least two (2) business days before the hearing.
h. The Committee Chair will arrange for the hearing to be recorded.

i. Format of the hearing:
   i. The Chair will complete introductions.
   ii. At the beginning of the hearing, the Chair will ask the grievant to state for the record whether the hearing is to be open or closed. The grievant will sign a written statement declaring the hearing open or closed. If the grievant and a person representing the program or department are not present, it is a closed meeting.
   iii. Each party involved in the grievance, including each committee member involved in the hearing, will sign a non-retaliation statement.
   iv. The grievant will give an opening statement regarding the grievance and rationale for his or her position. No witnesses may appear.
   v. The person representing the program or department being grieved will give an opening statement regarding the grievance.
   vi. As a regular order of business, each party present will have thirty (30) minutes for presentation. The Committee may ask questions of the grievant and the person representing the program or department being grieved after both opening statements have concluded.
   vii. The parties involved in the grievance will not address questions/comments to each other. However, they may address their questions to the Chair of the Committee who may ask the questions on their behalf.
   viii. Each party will provide any closing statements.
   ix. The Chair will excuse the parties involved from the meeting along with any advisor present at the conclusion of their presentations and after the Committee's questions, if any, have been answered.
   x. The Committee will adjourn the hearing and then reconvene where the Committee will be free to discuss the grievance in closed session.

j. Post-hearing:

   i. No later than fifteen (15) calendar days following the hearing, the Committee will produce a written report of their findings, conclusions, and determination. This report will be based on the testimony heard and the documentation received from the parties involved in the grievance. The Chair is responsible for
creating the final report, which all members of the Committee will sign and date with an indication of whether or not they are in agreement with the report’s determination. A minority report can be written. The Chair will notify the grievant and faculty (program/department) of the Committee’s decision and provide each a copy of the final report. The final report must be submitted to the Senior Associate Dean for Academic and Faculty Affairs. In rare circumstances, the Committee’s review of an academic grievance may extend beyond 15 days following the hearing.

ii. The record consists of all written documentation received from the parties, the recording of the hearing, and the Committee’s final report.

iii. The office of record for grievance records retention is the Office of Academic Affairs. The record will be retained pursuant to the records retention schedule.

iv. If the grievant chooses to grieve the decision of the Committee to the Dean of the School of Medicine and Health Sciences, the entire record will be forwarded to the Dean for his or her review and decision.

4. If the grievance is not resolved to the grievant’s satisfaction by the School of Medicine and Health Sciences Grievance Committee, the grievant may request resolution from the Dean of the School of Medicine and Health Sciences or the Dean’s designee. Copies of the decision by the Dean will be forwarded to all principal parties within thirty (30) calendar days.

5. Any further pursuance of the grievance by the student beyond the School of Medicine and Health Sciences must be undertaken in accordance with relevant UND policies and procedures.

6. In all stages of the grievance process, it is the responsibility of the grievant to initiate and advance the grievance to the appropriate stage of the process.

RESPONSIBILITIES

| Student/grievant | ● Abide by the policies of the University of North Dakota, School of Medicine and Health Sciences as well as those described in the appropriate department or program.  
● Students must initiate each step of the grievance process within 30 calendar days, unless otherwise stated. |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must follow each step in the “Procedures” section of this document</td>
<td>● Provide information/responses as appropriate</td>
</tr>
<tr>
<td>Must follow each step in the “Procedures” section of this document</td>
<td>● Appear at the hearing</td>
</tr>
<tr>
<td>Must follow each step in the “Procedures” section of this document</td>
<td>● Participate in the hearing</td>
</tr>
<tr>
<td>Senior Associate Dean for Academic and Faculty Affairs</td>
<td>● Call the SMHS Grievance Committee together</td>
</tr>
<tr>
<td>Senior Associate Dean for Academic and Faculty Affairs</td>
<td>● Appoint a chair person</td>
</tr>
<tr>
<td>Chair of the SMHS Grievance Committee</td>
<td>● Arrange a hearing date</td>
</tr>
<tr>
<td>Chair of the SMHS Grievance Committee</td>
<td>● Arrange for the hearing to be recorded</td>
</tr>
<tr>
<td>Chair of the SMHS Grievance Committee</td>
<td>● Disseminate information prior to hearing</td>
</tr>
<tr>
<td>Chair of the SMHS Grievance Committee</td>
<td>● Participate in the hearing</td>
</tr>
<tr>
<td>Chair of the SMHS Grievance Committee</td>
<td>● Create the final report</td>
</tr>
<tr>
<td>Department/Program</td>
<td>● Provide information as appropriate</td>
</tr>
<tr>
<td>Department/Program</td>
<td>● Participate in the hearing</td>
</tr>
<tr>
<td>Members of the SMHS Grievance Committee</td>
<td>● Participate in the hearing</td>
</tr>
</tbody>
</table>

**FORMS**

<table>
<thead>
<tr>
<th>Form</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open or closed hearing</td>
<td>TBD</td>
</tr>
<tr>
<td>Flowchart</td>
<td>TBD</td>
</tr>
<tr>
<td>Non-retaliation Statement</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**REVISION RECORD**

02.03.14—FAC approved
02.03.14—Dean approved
Appendix II

TECHNICAL STANDARDS FOR MATRICULATION, PROGRESSION, AND GRADUATION
Technical Standards for Matriculation, Progression, and Graduation

University of North Dakota
School of Medicine and Health Sciences

A. Overview
The University of North Dakota School of Medicine and Health Sciences (UND SMHS) has a responsibility to society to graduate the best possible healthcare providers. All graduates of this institution must use professional knowledge, skills, and attitudes to function in a wide variety of health care settings and to render a wide spectrum of patient care. The technical standards are designed to ensure the graduation of capable, well rounded and appropriately trained health care providers. (Each professional program may have additional technical standards specific to the requirements of the program.) In order to fulfill this responsibility, UND SMHS has established six areas of competency that must be sufficiently developed to participate in, and to graduate from a professional program.

Competency Areas:

1. Health Care/Scientific Knowledge
2. Clinical Skills
3. Ethical and Professional Behavior
4. Interpersonal and Communication Skills
5. Lifelong Learning
6. Healthcare Systems-based Practice and Improvement

The educational programs offered at UNDSMHS are academically rigorous with the structured broad general training that is intended to produce "undifferentiated healthcare providers." The school's academic standards and technical standards are intended to support that model. Whereas a truly undifferentiated healthcare provider may not be achievable, the standards attempt to ensure that graduates of the school possess the background to pursue virtually any area of specialty. Thus all students must meet the academic standards and the technical standards to matriculate, to progress through the curriculum, and to meet the requirements for graduation.

Academic standards refer to acceptable demonstrations of mastery in various disciplines, before matriculation and after, as judged by faculty members, examinations, and other measurements of performance. Every effort is made to meet the academic needs of the health science student within the professional program. When a student's ability to perform the technical standards is compromised, the student must demonstrate alternative means and/or abilities to perform the specified tasks. The following technical standards describe the basic competencies essential to successful completion of healthcare programs at UND SMHS.

Beyond the academic standards, students must demonstrate the following technical standards with or without accommodations. It is the student’s responsibility to identify/disclose any disabilities if requesting any needed accommodations.

Technical Standards and Capacity
In order for a student to adequately address the six competency areas noted earlier, he/she must
possess the requisite capacities/abilities in the following broad areas:

1. **Perception/Observation**
   To achieve the required competencies in the classroom setting, in the clinical setting, and in the small group setting, students must be able to perceive, assimilate, and integrate information from a variety of sources. Students must be able to perceive and appropriately interpret nonverbal communications.

2. **Communication**
   Students must be able to skillfully communicate through oral, written, and electronic means (in English) with faculty members, health care team members, patients, families, and other students in order to elicit, convey, and clarify information; create rapport and work collaboratively. Students must be able to clearly speak and hear in order to effectively communicate sensitively with patients, including individuals from different cultural and social backgrounds: this includes, but is not limited to the ability to establish rapport with patients and effectively communicate judgments and treatment information.

3. **Functional Activities**
   Students must possess sufficient motor, tactile, and sensory functions in order to attend and participate in activities which are part of the curriculum. This includes production of written and oral communication commensurate with the profession. Depending on the health care profession at the SMHS, students are expected to assess patients using all appropriate evaluation tools, diagnostic maneuvers and procedures perform basic laboratory procedures, and tests, provide patient care appropriate to the circumstances. Students are expected to function in a wide variety of patient care settings, including independent and potentially rapid-paced/high demand environments. Motor, tactile, sensory, and proprioceptive abilities are necessary to perform a complete and thorough assessment and intervention plan with the patient. Students must also be able to safely and efficiently utilize equipment and materials necessary to assist patients.

4. **Professional and Ethical Behavior**
   Students must consistently demonstrate the core attributes of professional behavior appropriate to the healthcare field, including commitment to excellence, honesty, and integrity, respect for others, empathy and compassion, professional responsibility, social responsibility, and altruism. Students must exhibit the ability to meet the challenges of any medical situation that requires a readiness for immediate and appropriate response without interference of personal or medical problems.

   It is the student’s responsibility to attend and be able to travel to and from classes and clinical assignments in a timely manner. He/she must possess the organizational skills and stamina for performing required tasks and assignments within allotted time frames.

   Students must adhere to the policies of the State Board of Higher Education, University, School of Medicine and Health Sciences, the healthcare program, and the clinical sites. This includes matters ranging from professional dress and behavior to attending the program's academic schedule which may differ from the University's academic calendar and be subject to change at any time.

   Students need to take the initiative to address and direct their own learning. They are required to work cooperatively and collaboratively with peers on assigned projects, and participate willingly in the supervisory process involving evaluation of abilities and acquisition of skills. The students will take initiative in becoming a contributory member of a health care team as appropriate for their program and level of education.
5. Cognition
Students must demonstrate critical thinking skills so that they can problem solve, understand abstract ideas, and synthesize information presented in the classroom, laboratory and clinical settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, retain and apply facts, concepts, and data related to the art and science of healthcare. Students must have the cognitive capacity to appropriately utilize technology in the classroom and in the clinical setting. They must also be able to analyze three-dimensional and spatial relationships. Sound judgment and ethical reasoning as well as clinical reasoning are essential. Students must possess the above abilities to reach diagnostic and therapeutic judgments.

6. Behavioral and Social
Students must demonstrate emotional stability and be capable of developing mature and effective interpersonal relationships with other students, faculty, and healthcare workers. Students must be able to tolerate physically and emotionally taxing workloads and function effectively under stress. Students must be able to adapt to changing environments, display flexibility, accept and integrate constructive criticism, and function in the face of uncertainties inherent in the educational and clinical settings. Students must be able to engage in personal reflection and self-awareness as a mechanism of effective personal growth, development and lifelong learning.

Additional or clarifying technical standards may be required of the individual health science program. See individual departmental policies for specific details.

It is the responsibility of the student to request necessary accommodations through university procedures.

If any health sciences applicants or students have a question about whether he or she can meet these standards due to functional limitations from a disability, he or she should contact Disability Services for Students (DSS), the campus resource for confidential discussion and support regarding reasonable accommodations:

Disability Services for Students
Room 190 McCannel Hall Stop 9040, Grand Forks, ND 58202 – 9040
dss@und.edu, 701 – 777-3425 Voice/TDD Fax 701 – 777 – 4170
Appendix III

STUDENT DRESS CODE

AND

PROFESSIONAL STANDARDS
Standard: Student Dress Code, Personal Protective Equipment (PPE), & Professional Standards

Dress Code and PPE in the Student Laboratory
1. **White, fluid resistant** lab coats are required in student laboratories. Students who have already taken labs with MLS and purchased a lab coat do not need to purchase another lab coat. If a student needs to purchase a fluid resistant white lab coat they can purchase a used one from the UND MLS club or a new one from the UND Bookstore. Do not buy a cloth white lab coat.
2. Disposable gloves are required to be worn in lab. These are provided by UND MLS Department.
3. Safety glasses or shields are recommended during tasks involving splash hazards. These will also be provided by UND.
4. Street Clothing: No shorts or uncovered legs. Dresses and pants should have 1 to 1.5 inch of clearance from the floor.
5. Head garments are considered clothing and should be cleaned and changed immediately if contaminated with biohazard material.
6. Shoes: no open toed, perforated, or canvas fabric shoes. Open heeled shoes with a strap with socks are not considered appropriate. Socks should be worn with all shoes. Ankles should be covered, there should be no skin showing.
7. Students should maintain proper hygiene while in attendance in the summer practicum and at clinical sites. This includes, but is not limited to:
   a. showering/bathing daily
   b. maintaining clean, neat hair
   c. utilizing personal care products (i.e. deodorant, toothpaste)
   d. maintaining clean, odor-free, and appropriate fitting clothing
8. Long hair (beyond chin length) must be tied back away from the face while in the laboratory.
9. Students will not wear fragrance/cologne in the laboratory and should minimize the use of fragrant products, including essential oils.
10. See the Student General Laboratory Safety Standard and audio lecture online for safety policies in lab.

Professional Standards
1. Keep patient/student sample lab result information confidential.
2. Utilize interpersonal relationship skills when working in the student laboratory.
3. Follow oral and written directions.
4. Comply with the dress code and safety standards.
5. Be on time. There is a large amount of information covered at the beginning of each laboratory.
6. Manage your time effectively in the student laboratory. Lab assignments are designed for the time allotment in the schedule. If you are unable to complete an assignment, extra time is not awarded.
7. Equipment and supplies may have to be shared in the lab. Be willing to share equipment.
8. Be receptive to suggestions from instructors. Ask questions if you do not understand something. Instructors are here to help you become a working scientist.
9. Falsifying lab results/ dry labbing is considered cheating in the lab. When assigned to do
your own work, do it, do not share the work with a lab partner. The instructor may want you
to gain valuable experience in psychomotor and/or problem solving skills. Do not share quiz
or test questions.

10. Do not work unsupervised. The laboratory instructor must be present.

11. With instructor approval, headphones (In-ear/Earbud/Clip-On) to listen to music are allowed
in the student lab as long as if it does not interfere with student performance. For proper
communication and safety, students will be required to use the device in one ear
only. Devices and cords must be secured in a way to prevent contamination and safety
hazards. Hanging wires are not acceptable. Noise reduction headphones are not allowed.
No cell phone use in lab allowed.

12. Keep a clean working area. Drawers and cabinet drawers should be kept closed.
Chairs/stools should be pushed under the counter when not in use.

13. Work areas must be sanitized and equipment put away prior to leaving the laboratory each
day.

14. One should have a conscientious attitude, striving for accurate and precise work while
adhering to professional standards addressed above.

Exam and Quiz Standards

1. No talking with other students during the exam.

2. No personal electronic devices are allowed including cell phone use.

3. Keep your eyes on your own paper and protect your answers.

4. If wearing a baseball cap turn the rim to back of head.

5. Do not share quiz or test information with other students.

Microscope Standards

See the Summer Practicum SOP manual or Other information given out in your laboratory
courses at UND.
APPENDIX IV

UND SCHOOL OF MEDICINE AND HEALTH SCIENCES
STUDENT BLOODBORNE & BIOLOGICAL PATHOGEN EXPOSURE MANAGEMENT

http://www.med.und.edu/policies/_files/docs/bloodborne-pathogen-exposure-policy-021715.pdf
POLICY STATEMENT
In the event of a bloodborne or biological pathogen exposure, the School of Medicine and Health Sciences (SMHS) students will follow the SMHS Student Bloodborne and Biological Pathogen Exposure Management Plan. The student’s responsibility is to immediately inform their instructor, clinical site supervisor and / or preceptor. Students are required to comply with the reporting requirements, incur the charges of their bloodborne or biological pathogen exposure testing, and complete follow-up recommendations given by their health care provider.

REASON for POLICY
To provide a clear and concise guide for managing students exposed to bloodborne or biological pathogens during educational activities administered by the University of North Dakota School of Medicine and Health Sciences.

SCOPE of POLICY
This policy applies to:
√ Deans, Directors, and Department Heads
√ Faculty
√ Managers and supervisors
√ Staff
√ Students

WEB SITE REFERENCES
This policy: http://www.med.und.edu/policies/_files/docs/bloodborne-pathogen-exposure-policy-020614.pdf
Policy Office: http://www.med.und.edu/administration/deans-office/index.cfm
Vice President for Health Affairs and Dean: http://www.med.und.edu/administration/deans-office/index.cfm
RELATED INFORMATION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UND Incident Reporting &amp; Investigation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UND Safety &amp; Loss Control Manual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMHS Policy Page</td>
<td></td>
<td></td>
<td><a href="http://www.med.und.edu/internal-resources/policies.cfm">http://www.med.und.edu/internal-resources/policies.cfm</a></td>
</tr>
<tr>
<td>The National Clinicians’ Post Exposure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prophylaxis Hotline</td>
<td><a href="http://www.nccc.ucsf.edu/about_nccc/pepline/">http://www.nccc.ucsf.edu/about_nccc/pepline/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational Safety &amp; Health Administration</td>
<td></td>
<td></td>
<td><a href="https://www.osha.gov/">https://www.osha.gov/</a></td>
</tr>
<tr>
<td>Center for Disease Control and Prevention</td>
<td></td>
<td></td>
<td><a href="http://www.cdc.gov/">http://www.cdc.gov/</a></td>
</tr>
</tbody>
</table>

CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Email/Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean’s Office</td>
<td>(701)777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>SMHS Student Injury</td>
<td>Dean’s Office</td>
<td>(701)777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Investigation Report</td>
<td>Office of Safety</td>
<td>(701)777.3341</td>
<td><a href="mailto:und.safety@email.und.edu">und.safety@email.und.edu</a></td>
</tr>
<tr>
<td>Sample Transportation</td>
<td>Student Health Services</td>
<td>(701)777.3988</td>
<td><a href="mailto:und.shslab@und.edu">und.shslab@und.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

<table>
<thead>
<tr>
<th>Bloodborne Pathogens</th>
<th>Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other potentially infectious materials/biological pathogens</td>
<td>Include but are not limited to (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.</td>
</tr>
<tr>
<td>Exposure Incident</td>
<td>A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of practice requirements.</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Contaminated</td>
<td>The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.</td>
</tr>
<tr>
<td>Contaminated Sharps</td>
<td>Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.</td>
</tr>
<tr>
<td>Immediate supervisor</td>
<td>The instructor, clinical site supervisor and/or preceptor with the direct responsibility for the student at the site and time of the incident.</td>
</tr>
<tr>
<td>UND SMHS Program of Enrollment/Program Director</td>
<td>UND SMHS Program Director: Medical Student – Associate Dean of for Student Affairs Health Sciences-Program Directors Graduate Students- Basic Sciences Education Director Undergraduate Students-SMHS Assistant Dean for Education</td>
</tr>
</tbody>
</table>

**PRINCIPLES**

**OVERVIEW**— The Student Bloodborne & Biological Pathogen Exposure procedure provides management for University of North Dakota SMHS students with occupational blood exposures according to currently recommended guidelines by the US Public Health Services. The procedures below describe the action that must be taken in the event that bloodborne or biological pathogen exposure has occurred. In accordance of UND Section 1: General Safety, Incident Reporting policy, incident reporting of all injuries is required within 24 hours.

Academic instructors who witness the incident, or are immediate supervisors for the student, are responsible for completing UND & SMHS incident reporting forms. This allows for complete reporting and appropriate follow up of any occurrence involving the health and safety of University students.
PROCEDURES

Management of Exposure Incidents
1. Immediate Care
   - Immediately
2. Post-Exposure Risk Determination & Medical Evaluation
   - Complete within 2 hours
3. Post-Exposure Mandatory Reporting
   - Complete within 24 hours
4. Incident Investigation & Report Routing

In accordance with UND Policy, mandatory reporting of incidents is required within 24 hours. The student’s health and safety is of utmost importance in this circumstance and the student must not return to activities until this is complete.

Protocol

1. Post-Exposure-Immediate Care
   If you experienced a needle-stick or sharps injury, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps (as applicable):
   - Wash needle-stick injuries and cuts with soap and water.
   - Flush splashes to the nose, mouth, or skin with water for 10 minutes.
   - Eyes—remove contact lenses, irrigate eyes with clean water, saline, or sterile irrigants (be aware of the nearest eyewash station).
   - Report the incident to your immediate supervisor.
   - Immediately seek medical treatment for evaluation and recommended follow up procedures.

2. Post-Exposure - Risk Determination & Medical Evaluation
   - Contact the immediate supervisor (or clinical site education coordinator) to obtain the procedure and forms for appropriate risk assessment and reporting.
   - UND SMHS Program of enrollment must also be contacted as soon as feasible to oversee this evaluation process.
   - The student and immediate supervisor must complete the UND SMHS Bloodborne & Biological Exposure “Student Quick Form 1” & “UND Incident Reporting Form 2” within 24 hours. These forms must include signatures of the student, immediate supervisor, and medical provider.

The following information is required for risk determination; document “Student Quick Form 1”.
   - Type and amount of fluid (e.g., blood, visibly bloody fluid, other potentially infectious fluid or tissue, and concentrated virus).
   - Type of device causing injury, if applicable.
   - Type and description of exposure (percutaneous, splash, non-intact skin, and bites etc.).

Incident Occurrence on the UND Campus
Medical Evaluation: UND Student Health Hours: Mon-Fri 8am-4:30pm, Tuesday 8am-6pm
After Hours: Altru Emergency Department or Urgent Care
Incident Occurrence at Clinical Affiliation Site
Note: Students must also follow the individual clinical sites guidelines, and the appropriate clinical personnel should be informed of the injury. All follow-up documentation is required.

Medical Evaluation by Primary Care Provider or Emergency Facility

Step One - Evaluate Exposure Source
The student’s immediate supervisor where the incident occurred will take the necessary action to request a source patient (donor of the blood or body fluid exposure) lab test workup for bloodborne or biological pathogens.

Bloodborne Pathogen
- Assess exposure source status, if applicable.
- Obtain consent to test blood. If deceased, no consent necessary.
- Order an exposure work-up in accordance with state statutes, to include but not limited to rapid HIV, Hepatitis B surface Antigen (HBsAg), and antibodies to HCV (anti-HCV).
- Unknown Source: assess risk of exposed student to HBV, HCV and HIV infection.

Airborne Pathogen
- Assess exposure source status for tuberculosis (TB) or other potential biological pathogen, if applicable.

Step Two - Evaluate Exposed Person

Bloodborne Pathogen
- Assess current immunization status.
- Assess Hepatitis B vaccine and vaccine response status.
- Assess HBV, HCV, and HIV immune status.
- Order baseline testing for HIV, HCV, anti-HBs (if applicable).
- Draw a 10 mL clot tube of blood, spun and separated. Transport serum on ice to UND Student Health Services for storage. (Address available on Quick Form 1)

Airborne Pathogen
- Assess current immunization status.
- Assess for Tetanus-Diphtheria vaccination (Td) or other airborne pathogen, if applicable.
- Assess for current tuberculosis screening status, if applicable.
- Order TB testing, if applicable.
Step Three – Determine for Post Exposure Prophylaxis

Bloodborne Pathogen

- Factors to consider for post exposure prophylaxis include the type of exposure, type and amount of fluid/tissue, infectious state of the source, and susceptibility of the exposed student.

Prophylaxis should be started as soon as possible after HIV exposure, preferably within the first hour.

- **Hotline for Medical Providers**
  - The National Clinicians’ Post Exposure Prophylaxis Hotline.
  - PEPline: 1-888-448-4911 (9am-2am EST)
  - Warmline: 1-800-933-3413
  - Perinatal HIV Hotline: 1-888-448-8765
  - Website: [http://nccc.ucsf.edu/](http://nccc.ucsf.edu/)
  - Follow appropriate prophylactic treatment, if applicable.

Airborne Pathogen

Step Four – Follow-up Care

The student is responsible for obtaining follow-up care from their personal physician as recommended during their evaluation.

3. Post-Exposure Mandatory Reporting

Completion and routing of SMHS Bloodborne & Biological Pathogen Exposure Incident Evaluation & Reporting (Form 1 & 2) are required within 24 hours of the exposure event.

**Report Routing**

<table>
<thead>
<tr>
<th>Student Quick Form 1</th>
<th>SMHS Deans Office</th>
<th><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></th>
</tr>
</thead>
</table>

**UND Incident Reporting Form 2**

The student’s immediate supervisor must electronically submit this form within 24 hours.

Form 2 is located at UND Campus Safety website: [http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm](http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm).

Click the [SMHS only] button on the bottom of the form to notify appropriate UND contacts.

4. Incident Investigation & Report Routing

The SMHS Program Directors will be required to:

- Investigate the incident (UND Incident Investigation Form 3), verify completion of Forms 1 & 2, verify Student Health has received the student’s blood sample, and route appropriate incident reports to UND Environmental Health & Safety.

- UND SMHS Programs are required to retain a record of the exposure incident for 30 years post-graduation.
RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Student                                   | ▪ Report the exposure incident  
▪ Seek immediate and follow-up care.  
▪ Complete required reports.  
▪ Route to appropriate contacts. |
| Immediate Supervisor (Clinical Site Supervisor and/or Preceptor) | Provide assistance to the exposed student to:  
▪ Obtain immediate care and medical evaluation.  
▪ Complete reports within 24 hours.  
▪ Transport the student’s blood sample to UND Student Health Services. |
| Program Director                          | ▪ Investigate the exposure incident.  
▪ Verify completion of reports and appropriate routing.  
▪ Verify blood sample arrival at UND Student Health.  
▪ Retain record of the incident. |
| Chief of Staff, SMHS                       | ▪ Notify appropriate program directors of incident exposure.  
▪ Forward reports to the appropriate program director for the incident investigation. |
| Student Health Services                    | ▪ Receive exposed student’s sample and store for 90 days. |

FORMS

<table>
<thead>
<tr>
<th>Form</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMHS Bloodborne &amp; Biological Pathogen Exposure Student Quick Form (Form 1)</td>
<td><a href="http://www.med.und.edu/policies/_files/docs/quick-form-1.pdf">http://www.med.und.edu/policies/_files/docs/quick-form-1.pdf</a></td>
</tr>
<tr>
<td>UND Incident Reporting Form (Form 2)</td>
<td><a href="http://und.edu/finance-operations/environmental-health-and-safety/_files/docs/und-incident-reporting-form.pdf">http://und.edu/finance-operations/environmental-health-and-safety/_files/docs/und-incident-reporting-form.pdf</a></td>
</tr>
<tr>
<td>UND Incident Investigation Form (Form 3)</td>
<td><a href="http://und.edu/finance-operations/environmental-health-and-safety/_files/docs/und-incident-investigation-form.pdf">http://und.edu/finance-operations/environmental-health-and-safety/_files/docs/und-incident-investigation-form.pdf</a></td>
</tr>
<tr>
<td>Student Bloodborne &amp; Biological Pathogen Exposure Release Form (Refusal of Care) (Form 4)</td>
<td><a href="http://www.med.und.edu/policies/_files/docs/refusal-of-care-form.pdf">http://www.med.und.edu/policies/_files/docs/refusal-of-care-form.pdf</a></td>
</tr>
</tbody>
</table>

REVISION RECORD
APPENDIX V

BLOODBORNE AND BIOHAZARD EXPOSURE CHECKLIST AND REPORT FORMS

http://www.med.und.edu/policies/immediate-action-checklist-and-forms.cfm
**Step One – Immediate Care (within 1 hour of incident)**

___ Exposure through a puncture/wound, cleaned with soap and water for 15 minutes.
___ Exposure through eye or mucous membrane, flushed with water or saline for 15 minutes.
___ Student reports incident to immediate supervisor.
___ Student obtains a copy of “Bloodborne & Biological Pathogen Exposure Quick Form 1”.
___ Transport to appropriate health care provider is discussed and facilitated with the student’s immediate supervisor.

<table>
<thead>
<tr>
<th>Exposed Student Name and Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source Patient Name or Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include type and amount of fluid, type of device if puncture or wound, type and severity of exposure.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Geographical Location of the Exposure Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Immediate Supervisor where incident occurred.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
</tr>
</tbody>
</table>

Upon Completion of Page 1
Route to SMHS Dean’s Office, Judy Solberg, judy.solberg@med.und.edu
Step Two - Post Exposure Risk Determination & Medical Evaluation within 2 hours

___ Student has obtained a medical evaluation.
___ Exposure incident has been communicated to UND SMHS.

Step Three - Mandatory Reporting within 24 hours

___ UND Incident Reporting Form (Form 2) completed and electronically submitted by the immediate supervisor.
   Link to Form 2 [Click (SMHS only) button]
___ Lab testing/workup of source patient ordered by immediate supervisor.
   ▪ Lab tests ordered on source: HBsAg, anti-HCV, rapid HIV, or TB.
___ Testing/workup results on source serum reported to the student’s health care provider.
___ Bloodborne Exposure:
   Sample of student serum is drawn, separated, frozen and shipped by the student’s health care provider for storage at UND Student Health Services for 90 days.
   Address: UND Student Health
   Attention: Laboratory Supervisor
   100 McCannel Hall
   2891 2nd Ave. N Stop 9038
   Grand Forks, ND 58202
___ SMHS Bloodborne & Biological Pathogen Exposure Release Form (Refusal of Care) (Form 4) completed by the student, if applicable.

Date of Exposure __________________
Time of Exposure __________________

Immediate Supervisor Signature/Date ________________________________

(Verifying the Incident)

Student Signature/Date __________________
HealthCare Provide Signature/Date __________________
(Verifying the Incident) (Verifying the Consult)

Upon completion of Page 2, Route to SMHS Dean's Office, Judy Solberg, judy.solberg@med.und.edu
I understand that due to my bloodborne or other potential infectious material exposure I may be at risk of acquiring HIV, HBV, and HCV, or other potential infectious pathogens.

I have been informed that it is the standard procedure after a bloodborne exposure incident to be tested for HIV, HBV, and HCV infection immediately. However, I **decline to be tested for HIV, HBV, and HCV**. I am signing this release form in full recognition and appreciation of the dangers, hazards and risks of not being tested for bloodborne pathogens or other biological infections.

I understand by signing this release, I am releasing and holding harmless the clinical affiliation site ________________ and the University of North Dakota, their governing boards, officers, employees and agents from any and all liability, claims and actions arising out of this incident.

I recognize that this release means that I am giving up, among other things, the right to take legal action against the clinical affiliation site ________________ or the University of North Dakota, their governing boards, officers, employees and agents for injuries, damages or losses I may incur. I also understand that this release bind my heirs, executors, administrator, and assigns, as well as myself.

I understand that I may be potentially exposed to a communicable pathogen, I may be a potential hazard to patients, and I may be suspended from a clinical affiliation and/or program.

________________________________________________________________________________
Student Signature                                                  Date
________________________________________________________________________________
Student Name (print)

________________________________________________________________________________
Witness Signature                                                  Date
________________________________________________________________________________
Witness Name (print)

Route to SMHS Dean’s Office, Judy Solberg, judy.solberg@med.und.edu
APPENDIX VI

DRUG AND ALCOHOL SCREENING AND EDUCATION PROGRAM POLICY
University of North Dakota School of Medicine and Health Sciences
Drug and Alcohol Screening and Education Program

Introduction

A career in the medical field can be one of the most exciting and rewarding career options today! These rewards do not come without some personal sacrifice and discipline.

Alcohol and drug related violations can destroy a career in the field of medicine or health sciences. Institutions hiring health care professionals do not look favorably upon applicants with a Minor in Possession conviction, Minor in Consumption conviction, DUI conviction, or abuse of prescription medications. Illegal drug use is strictly forbidden. There is no place in the medical community for this type of activity for the safety of yourself and others, including patients. Because of this, almost everyone who has a career as a health care professional is subject to random drug and alcohol testing. With the interest of safety in mind, medical professionals are held to the highest standards.

A person who is seriously considering becoming a health care professional must be ready and willing to live with rules and restrictions. As a student of the SMHS you are learning to become a health care professional right now. Many of the habits and behaviors you will exhibit now will carry over to the “real world,” which includes being on time, prioritization, communicating, along with alcohol and drug use. Think seriously about your actions every day.

The primary purpose of this program is to educate students within the SMHS regarding the dangers of substance abuse and the consequences of current drug problems. This program also has a substance abuse deterrence and detection function by screening covered students for use of prohibited drugs. Drugs prohibited by the SMHS include those banned by federal, state of North Dakota, and local governments, as well as institution policy. These drugs include illegal, prescription, over-the-counter, experimental, recreational, or other drugs that have a significant effect upon an individual’s judgment.

Educational Resources

The University of North Dakota is committed to educating and assisting students with drug and alcohol issues. UND programs such as the Health & Wellness Promotion Team Program and the University Counseling Center (UCC) Student Chemical Assessment and Review Program are intended to increase awareness of issues related to substance abuse and other issues impacting the health, well-being and academic success of students. The UCC functions to assist students by anticipating and intervening in situations where substance use/abuse may negatively influence student performance in the University and surrounding community. Individual and group counseling, alcohol use assessment, referral for further evaluation and treatment, and educational programming are important components of this service. Students who are concerned about their own alcohol or drug use and/or about that of others are encouraged to contact the University Counseling Center. When appropriate, students may be referred to off-campus medical providers. More information regarding these services may be obtained by calling the University Counseling Center at (701) 777-2127 or visiting the UCC website.

School of Medicine and Health Sciences Policy

The University of North Dakota School of Medicine and Health Sciences (collectively referred to hereafter as SMHS) is committed to the high medical standard of a drug free workplace. UND prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of
alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student while participating in an academic function, or as an employee when reporting for work or engaging in work – during normal work hours or other times when required to be at work – is also prohibited. UND students are required to abide by all federal and state laws, local ordinances, State Board of Higher Education policies, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

Our goal is to provide a safe and efficient environment for our students, employees, and patients. To achieve this goal, this program’s primary objective is to promote safe operations and healthy lifestyles through education and deterrence, benefitting those directly involved with UND SMHS, as well as the general public. This program is to also serve as a resource for faculty to follow if suspected drug use were to happen during any portion of the education of SMHS students. All students actively involved in an educational program within the SMHS are required to comply with the provisions of this drug screening program.

The students of the SMHS are subject to the rules of this program as well as conditions of their admission or matriculation in the educational program. Students also are subject to the UND alcohol and drug policy.

The SMHS reserves the right to contact proper law enforcement officials and/or state licensing/certifying boards regarding any matter subject to this policy. Violation of this policy may result in disciplinary action, up to and including dismissal from the academic program.

**Guidance for Clinical Faculty**

Clinical Faculty or institutions that are providing clinical education to the students of the SMHS (hereafter known as facilities) may encounter a situation when drug use is suspected, they have a student test positive to drug screening, or they have their own facility drug screening and education program. The Clinical education facility should:

- Inform the students that they may be required to undergo a drug test pursuant to the Facility’s policies and practices, and that the cost of any drug test will be paid by the academic program if it is not paid by the facility. If a facility requires a drug test prior to placement of students for clinical education, it is the student’s responsibility for any costs incurred.
- If students participating in clinical education are required by Facility to undergo a drug test, the Facility shall provide University with notice and explanation of any positive or unacceptable drug test results. If students are required by Facility to undergo a drug test, the academic program shall obtain advance authorization from students permitting Facility to notify and explain to SMHS any positive or unacceptable drug test result.

**Types of Testing**

The SMHS has identified the following areas where drug testing could occur. Although this list is not totally inclusive, students of the SMHS may be subject to the following types of testing:
Random – SMHS reserves the right to randomly test for drugs and alcohol. Randomization may include all students within the SMHS or within a single educational program. The randomization process will be completed by a collection agency after being given the names of all the students in the SMHS or within a single educational program. The student must produce a specimen within two (2) hours from the time they are notified of a randomized test.

Reasonable suspicion – students may be required to undergo testing when reasonable suspicion is present. Reasonable suspicion includes, but is not limited to, the following:

a) displaying violent or unusual confrontational, argumentative or other unusual behavior customarily associated with alcohol or drug use (e.g., glassy eyes, slurred speech);
b) showing major personality change;
c) academic performance has deteriorated;
d) excessive or patterned absenteeism or tardiness;
e) frequent errors;
f) has previously had a positive drug screen in combination with any of the above.

Post-accident or incident including clinic or academic related combination with accident or causing themselves or another student or patient to sustain a personal injury.

Pre-clinical placement

During clinical rotations

Return to clinical rotation or educational program.

In addition, clinical affiliates of the SMHS may have their own institutional drug screening or testing programs. Students of the SMHS are also subject to those clinical affiliates drug screening programs while participating in a clinical rotation or clinical practice.

Testing protocol

Notification to the student for testing will be the responsibility of the SMHS administration, faculty (clinical or full time), or academic staff. Notification will be done in writing using the SMHS drug screening notification form. The basic test to be used for drug screening is urinalysis. Alcohol testing will be done by Breathalyzer. Other types of tests may be utilized to determine the presence of banned substances. Collection of the samples will be done under the direction of a vendor (Global Safety Network or its successor) chosen by the SMHS. Direct observation of sample donation may or may not be done as part of the initial collection process. Direct observation will be done by a person of the same gender as the student. If a sample is deemed not acceptable to the collection agency, direct observation of the sample will be the protocol for collection. Samples will be sent to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory selected by the vendor. Drug Screens will be completed to test for a 12 panel drug screen.

Positive results

All drug screens will be verified by a Medical Review Officer (MRO). The MRO will communicate with students when receiving a positive test. The MRO will then seek clarification of the resulting positive test. It is the responsibility of the student to supply the MRO with requested documentation or other
information. Positive drug screening results are confidential, except that results will be reported to
the SMHS administration and program director of the student’s academic program.
A positive drug screen will result in disciplinary action that could include but is not limited to:

- Removal from patient care or access to patients;
- Development of a written remediation plan to address academic, professional, and personal
issues of a positive test;
- Mandatory substance abuse evaluation and proper follow up with substance abuse counselor
or qualified health care provider agreed upon by the education program and the student
involved. The substance abuse counselor and/or qualified health care provider shall determine
the length and manner of counseling. This evaluation will be the fiscal responsibility of the
student. The student will be allowed to return to the academic program only after
documentation of the students ability to return by the substance abuse counselor;
- Follow up screening tests following a positive as determined by the program director or
faculty of SMHS;
- Dismissal from the educational program.
If the initial screening result is positive, a secondary laboratory test from the same sample may be
requested by the student to confirm the results of the first test and can be included as part of the
appeal process. This secondary test will be done at a different laboratory than the first and testing of
the second sample will be at the expense of the student.

Failure to report for a random drug screen

If a student fails to report for a drug and alcohol screening test, this will be considered a positive drug
test and the student will be subject to discipline up to and including dismissal from the academic
program.

Appeal of a positive drug screen

Students have the right to appeal a positive drug test. Students who test positive on a drug screen will
have 5 business days following the day on which the student is notified of the positive confirmatory
test result to submit information in writing to explain the test results. The appeal will then be
reviewed by the program director/faculty of the academic program and the student will be notified of
the decision in writing. If the student does not agree with the decision of the program director/faculty
of the academic program, the appeals process would then proceed to the SMHS Grievance Policy.
Appeals to a positive screen should be addressed to:

Associate Dean
Office of Student Affairs and Admissions
UND School of Medicine and Health Sciences
501 N. Columbia Road, Stop 9037
Grand Forks, ND 58202-9037
Tel. (701)777-4214
SMHS Drug and Alcohol Screening Procedures

Reasonable suspicion

One type of drug testing is commonly referred to as “reasonable suspicion testing.” Reasonable suspicion testing should be considered when a faculty member has a reasonable belief that, subsequent to a specific incident or a series of incidents, a student is or might be using a prohibited drug based on specific physical, behavioral, or performance indicators of probable drug use. If a faculty member or members are considering utilizing a drug screen based on reasonable suspicion, they should contact the program director/chair or SMHS representative responsible for the clinical education of the suspected student. The contact information for those individuals is listed at the end of this policy.

Factors to Consider

In making a determination of reasonable suspicion, factors that faculty or administrators should consider include:

- Are there physical signs and symptoms of substance use and/or abuse?
- Is there evidence of banned and/or illegal substance use, possession, sale, or delivery?
- What is the nature and degree of the evidence of wrongdoing?
- When a serious or potentially serious accident or injury has occurred, what was the likely cause of the accident/injury? Is it possible that drug use was a factor in the accident/injury?
- Might there be reasons or alternative explanations for uncharacteristic behavior, for a sudden behavioral change, or for a downward trend in a student’s level of academic or professional performance?

Seek a Second Opinion

A decision maker should consider consulting with a second faculty member, staff, or employee of the University or clinical site and ask them to review the facts of a situation in order to concur with, or to further question a decision to test a student for the presence of prohibited drugs.

Notification and Opportunity to Acknowledge, Deny, or Explain the Behavior

If a student appears to be impaired from drugs or alcohol, a faculty member should not touch the student, unless contact is necessary to protect the faculty member or the student. If safety concerns are present, the faculty member should contact University Police (or local police department for off-campus incidents) for assistance. If possible, the student should not be left alone unless the faculty member feels threatened. The faculty member should not allow the student to continue to attend the educational opportunity for the remainder of the day or to drive him or herself home. The faculty will ask the student if they have been drinking alcohol or taking any drugs and document the student’s answer. When a student is suspected of using prohibited drugs, the individual should be informed that the SMHS has reasonable cause to believe that a prohibited substance is being used and is likely affecting the student’s academic and/or professional performance. The concerns regarding the reasonable suspicion should be documented and presented to the student at the time of the request to be screened.
Upon notification, the suspected student might respond by denying the alleged behavior, by acknowledging the wrongful behavior, or by providing a persuasive explanation for the behavior.

**Proceed to Test**
Following a meeting with the suspected student, if a faculty member continues to have a reasonable belief that prohibited drug use is likely a factor in a student behavior, then the faculty member should proceed to request that the student undergo a drug test immediately or as soon as practical. If the student is participating in clinical rotations, the clinical faculty member should refer to his or her facility's policies and procedures regarding reasonable suspicion and notify the appropriate UND SMHS administrator (Ex. Program Director, Associate Dean for Student Affairs, etc.) of the results. Faculty members on the campus of UND SMHS should carry out the policies and procedures of the SMHS Drug screening policy. Appointments for the drug or alcohol screen should be made with Global Safety Network at (701)792-9808 or whatever vendor UND is using at the time of the incident and a notification form should be filled out and given to the student.

The faculty should explain that the request to provide a sample for drug or alcohol testing is not a final determination of wrongdoing by the student, rather it is done for the purpose of obtaining additional, objective data that will receive further consideration pursuant to SMHS drug screening policy. Upon request of a reasonable suspicion screen, the student should not be allowed to drive themselves to the testing site.

**Training**
SMHS faculty and administration should be trained to identify drug-affected students who may pose a danger to themselves and/or others. In addition, administrators and faculty should be trained on factors that should guide them in making a determination of reasonable suspicion. Training can be done online. Please contact the academic program director or chair for further information on this.

**Random drug and alcohol screening**
Randomized drug screening can be done within the SMHS educational programs. Prior to the randomization process, the academic program should communicate with the collection agency to verify location, time, number of selected students, and other pertinent information about the collection process.

The randomization process begins by the academic program giving the collection agency a roster of individuals to be included in the random selection. Each name included in the roster should be accompanied by a unique identification number (Ex. 1022, MLS55, MED227) This number may be made up by the academic home or the collection agency. The randomized drawing of selected students will then be completed by the collection agency. Students selected to be screened will be notified by the Program Director/Faculty member within the academic program. Proper notification paperwork should be filled out at this time.
• **Medicine**
  
  Dr. Joycelyn Dorscher, MD  
  Associate Dean; Student Affairs and Admissions  
  (701)777-4221  
  joycelyn.dorscher@und.edu

• **Occupational Therapy**
  
  Dr. Deb Hanson (Fieldwork)  
  Dr. Janet Jedlicka (on campus)  
  Associate Professor; Dept. of Occupational Therapy  
  Assoc. Professor; Dept. of Occupational Therapy  
  (701) 777-2219  
  (701) 777-2017  
  debra.byram@med.und.edu  
  janet.jedlicka@med.und.edu

• **Physical Therapy**
  
  Dr. Cindy Flom-Meland (Clinical)  
  Dr. David Relling (on campus)  
  Director Clinical Education; Dept. of Physical Therapy  
  Associate Professor; Dept. of Physical Therapy  
  (701)777-4130  
  (701) 777-4091  
  cynthia.flom.meland@med.und.edu  
  david.relling@med.und.edu

• **Medical Laboratory Science**
  
  Karen Peterson  
  Dr. Ruth Paur  
  Clinical Education Coordinator; Dept of MLS  
  Associate Professor, Chair, Dept. of MLS  
  (701) 777-2656  
  (701) 777-2651  
  karen.peterson@med.und.edu  
  ruth.paur@med.und.edu

• **Masters in Public Health**
  
  Ray Goldsteen  
  Director; Master of Public Health  
  (701) 777-2375  
  raymond.goldsteen@med.und.edu

• **Physician Assistant**
  
  Dr. Jeanie McHugo  
  Chair; Department of Physician Assistant Studies  
  (701)777-2344  
  jeanie.mchugo@med.und.edu

• **Athletic Training**
  
  Steven Westereng  
  Director; Division of Sports Medicine  
  (701) 777-3886  
  Steven.westereng@med.und.edu
APPENDIX VII

Inhibiting Conditions
Inhibiting Conditions for Health Sciences and Medical Students

Section: 3
Policy number: 3.9
Responsible Office: Vice President for Health Affairs/Dean

POLICY STATEMENT

Students who are known to have a condition (injury, infection, environmental disease) that may negatively impact themselves, fellow students, staff, faculty or patients have a professional obligation to inform and work with UND SMHS faculty to develop a plan to balance their own health, educational needs and confidentiality as well as the health of others with whom they may come in contact.

REASON for POLICY

Identify potential educational modifications to address the educational needs of the affected student while safeguarding the welfare of all students, staff, faculty and patients.

SCOPE of POLICY

This policy applies to:
\- Deans, Directors, and Department Heads
\- Managers and supervisors
\- Students
\- Faculty
\- Staff
Others: ____

WEB SITE REFERENCES

This policy: [http://www.med.und.edu/policies/_files/docs/inhibiting-conditions.pdf](http://www.med.und.edu/policies/_files/docs/inhibiting-conditions.pdf)
Vice President for Health Affairs and Dean: [http://www.med.und.edu/administration/deans-office/index.cfm](http://www.med.und.edu/administration/deans-office/index.cfm)
CONTENTS
Policy Statement ................................................................................................................. 1
Reason for Policy .................................................................................................................. 1
Scope of Policy ...................................................................................................................... 1
Web Site References ............................................................................................................ 1
Related Information .............................................................................................................. 3
Contacts ............................................................................................................................... 3
Definitions ............................................................................................................................ 4
Principles ............................................................................................................................... 5
Procedures ........................................................................................................................... 6-7
Responsibilities .................................................................................................................... 8
Revision Records .................................................................................................................. 8
RELATED INFORMATION

<table>
<thead>
<tr>
<th>UND Incident Reporting &amp; Investigation Instructions</th>
<th><a href="http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm">http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>SMHS Policy Page</td>
<td><a href="http://www.med.und.edu/internal-resources/policies.cfm">http://www.med.und.edu/internal-resources/policies.cfm</a></td>
</tr>
<tr>
<td>Occupational Safety &amp; Health Administration</td>
<td><a href="https://www.osha.gov/">https://www.osha.gov/</a></td>
</tr>
<tr>
<td>Center for Disease Control and Prevention</td>
<td><a href="http://www.cdc.gov/">http://www.cdc.gov/</a></td>
</tr>
</tbody>
</table>

CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept Email/Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>SMHS Student Injury</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Investigation Report</td>
<td>Office of Safety</td>
<td>777.3341</td>
<td><a href="mailto:und.safety@email.edu">und.safety@email.edu</a></td>
</tr>
<tr>
<td>Sample Transportation</td>
<td>Student Health Services</td>
<td>777.3988</td>
<td><a href="mailto:und.shslab@und.edu">und.shslab@und.edu</a></td>
</tr>
</tbody>
</table>
# DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerosol Transmissible Disease</td>
<td>An infectious disease that is transmitted by respiratory aerosols, which are particles of respiratory secretions from the nose or</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).</td>
</tr>
<tr>
<td>Category I</td>
<td>Likely to change without revision of this policy, provided here as an example.</td>
</tr>
<tr>
<td>Category II</td>
<td>Likely to change without revision of this policy, provided here as an example.</td>
</tr>
<tr>
<td>Chair/Program Director</td>
<td>For the purposes of this policy only: “Chair/Program Director” shall refer to the Chair of the Department or the Program Director. For medical students this term shall refer to the Associate Dean for Student Affairs and Admissions and/or the Campus Dean. UND SMHS Chair/ Program Director: Medical Student – Associate Dean of for Student Affairs Health Sciences- Program Directors/Chairs Graduate Students- Graduate Director Undergraduate Students-SMHS Assistant Dean for Education</td>
</tr>
<tr>
<td>Environmental disorder</td>
<td>Usually refers to an allergic reaction to an environmental substance that may lead to contact dermatitis, allergic skin rash or anaphylactic reaction.</td>
</tr>
<tr>
<td>Immediate supervisor</td>
<td>The instructor, clinical site supervisor and/or preceptor with the direct responsibility for the student at the site and time of the incident.</td>
</tr>
<tr>
<td>Infection</td>
<td>A disease that may be either temporary or chronic in which an individual may put others at risk while participating in care, education or clinical enrollment.</td>
</tr>
<tr>
<td>Injury</td>
<td>Physical incapacitation severe enough to prevent the student from being able to complete expected functions of the program (technical standards). An injury may be temporary or chronic.</td>
</tr>
<tr>
<td>Universal Precautions</td>
<td>An approach to infection control. According to the concept of universal precautions, all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.</td>
</tr>
</tbody>
</table>
PRINCIPLES

OVERVIEW—This policy addresses conditions that may impact, temporarily or chronically, a student’s ability to participate in a medical or health sciences program. It addresses not only the health and safety of the individual student but also others with whom the student may come in contact.

As an educational institution UND SMHS is dedicated to the education and confidentiality of students as well as the health of all students faculty, staff, and patients. The administration and faculty are keenly aware of the importance of both patient and student safety. UND SMHS will use all reasonable methods to balance the educational needs of the student while addressing the goals of confidentiality and health for the affected student; taking into account the health of others with whom the individual may come in contact. The Chair/Program Director shall be responsible for developing an individualized learning plan to meet the learning objectives for the student known to have an injury, infectious or environmental disorder that may negatively impact themselves, the patient, fellow students, staff or faculty.

A student with a serious infection, injury or environmental disorder must seek immediate and appropriate medical care. The student has a professional obligation to inform and work with the Chair/Program Director to develop an educational plan that will best balance the needs of the affected student and other parties with whom they may come in contact. The Chair/Program Director of the program may consult a group of experts with regard to the student’s specific situation.

The student is encouraged to seek assistance through the UND Disability Services for Students in order to “identify and coordinate reasonable accommodations” that might be available and appropriate for the situation. The Chair/Program Director of the program will attempt to accommodate the requests with modifications to the educational experience, however if unable to do so they will attempt to find an alternative educational experience for the student. It may be necessary for the Chair/Program Director to issue a leave of absence (either voluntary or involuntary) until the student is able to recover/recuperate prior to return to full, unrestricted duty.

The CDC special article “Guideline for infection control in health care personnel, 1998” often cited as one of the most comprehensive documents of its kind, addresses hospital obligations with regard to infection control with employees. In applying the information to students, the “technical standards” (as defined by the program or department) identify the minimum abilities needed for an individual to complete the educational program with or without “reasonable accommodations.” In the case of a student with a communicable disease spread by aerosol they could be justifiably denied contact with others until such
time that they were no longer infectious. In an employment setting it is not reasonable to limit the scope of contact of an immunocompromised person; however, where the individual is a student the program would maintain the responsibility to work with the student’s health care provider to develop the best plan for the affected student.

PROCEDURES

It is expected that students, faculty and staff will follow all Universal Precautions. If needed, the SMHS reserves the right to utilize other options up to and including an expert oversight panel to assure safety of the student and others with whom he/she may come into contact.

Universal Precautions- All human blood and bodily fluids are to be treated as if they are known to be infectious. Students should follow universal precautions in all appropriate settings and as directed by supervisory staff and faculty.

Education- A student with a serious infection, environmental disorder or injury must seek immediate and appropriate medical care. The first step in addressing the situation is education for the affected student about his/her own safety and that of his/her patients and colleagues as well as the potential transmissibility of the affecting agent. Consider, as an example the physical therapy student who is allergic to latex, the Chair will place the student in a setting where latex gloves are not being used but may need to inform the student of the areas of potential danger within his/her current or future clinical settings. This will allow the student to best control their environment and their health. The Chair/Program Director will share the information with faculty and staff on a need to know basis.

Continuing/Returning to Educational Environments- The student has a professional obligation to work with the Chair/Program Director and perhaps their primary health care provider to develop an educational plan that will take into account the students educational needs, the health of the student and the potential exposure to other individuals including patients. The Chair/Program Director may consult a group of experts with regard to the student’s specific situation. It is expected the experts will be individuals who have the expertise to assist in the decision for what is best for the student as well as the patients with whom they will interact. Consider an example of an occupational therapy student who has been diagnosed with Strep Pharyngitis. With documentation from an appropriate healthcare provider addressing clearance and/or limitations, a student may be able to return to the educational environment.

Expert Panel Oversight- The Chair/Program Director may convene an expert panel with regard to the student’s specific situation. The expert panel shall consist of individuals who are well versed in some aspect of the situation, guided by information from the student’s primary healthcare provider, the North Dakota Board of Health and/or the Centers for
Disease Control. The plan of action will be developed in private and information will be shared on a need to know basis. Consider a medical student with a Hepatitis B viral infection. The expert panel may consist of the following:

Chair/Program Director is knowledgeable in the course work, technical standards and learning objectives for the program and the situation. He/She will serve as chair of the expert panel.

Campus Dean is knowledgeable and up to date with the faculty, the system and the regulations of the institution where the student will be working.

Pathologist or Infectious Disease Specialist have knowledge of the disease process and transmissibility of the infecting agent.

The panel will be guided by information from the treating physician as to the health and treatment compliance of the affected student.

Possible protocols for the above named medical student.

Student situation: Actively ill; high HBV titer
Possible Options: Leave of Absence may be an option until the student is feeling better and/or has a low enough viral titer to continue.

Student situation: Not feeling ill; high HBV titer
Possible Options: Rearrange or reassign clinical experiences in order to participate in a less interventional clerkship awaiting a lower titer when it would be safe to participate more fully.

OR:

Continue with current clerkship avoiding high-risk (category I) activities as identified by the UND Disability Services for Students; for example abdominal surgery or vaginal delivery. Utilize the simulation center for vaginal deliveries. Observe the procedure without participation, for example being present and scrubbed for the abdominal surgery but not assisting in the surgery. The student would have the opportunity to improve suturing skills, observe and participate in non-high-risk (category II and higher) situations in order to obtain clinical skills.

Student situation: Not feeling ill; low HBV titer
Possible Options: Participation in all activities, following appropriate precautions (according to CDC guidelines)

The two areas where a student might participate in a high-risk activity are OB or Surgery,
neither of the clerkship objectives require participation in high-risk activities nor are there a minimum number of procedures for a student to satisfactorily pass and receive honors in a clerkship, the objectives are geared toward patient management and to skill acquisition. Students are generally not expected to participate in Category I activities.

**Accommodation**-The student is encouraged to seek assistance through the UND Disability Services for Students in order to “identify and coordinate reasonable accommodations” appropriate for the situation. The Chair/Program Director will attempt to accommodate all requests; if unable to do so will attempt to find alternative educational experiences. It may be necessary for the Chair/Program Director to issue a leave of absence (voluntary or involuntary) until the student is able to return to full unrestricted duty. An example of this situation may be a student with influenza who is either in the classroom or clinical setting.

**RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Report the infection, injury or disorder and work with the Chair/Program Director or in the case the medical students the Campus Dean and/or the Associate Dean for Student Affairs and Admissions, to undergo appropriate surveillance for the condition. The student may report the infection, injury or disorder to Disability Services for Students as appropriate. Immediately report any exposure of patient to immediate supervisor.</td>
</tr>
<tr>
<td>Chair/Program Director</td>
<td>Work with the student to identify appropriate alternative educational opportunities where needed. He/She may identify and convene an appropriate group of individuals who will act as the expert panel for the student and provide guidance as to alterations/accommodations that may be made to the program to ensure a comparable educational experience. Provide information to others on a need to know basis. Inform clinical faculty/supervisors as needed of any alterations of educational experiences in order to support the student in his/her efforts to protect themselves and others.</td>
</tr>
<tr>
<td>Health Care Provider</td>
<td>Provide the student with a written opinion/evaluation of his/her medical status related to the inhibiting condition. This should include documentation addressing clearance and/or limitations whereby the student may be able to return to the educational environments.</td>
</tr>
</tbody>
</table>

**REVISION RECORD**

05.04.15 – FAC approved
Student Signature Page

1. I have read the Essential Functions and fully understand them. Any questions that I have concerning them and how they apply to me have been answered by program representatives to my satisfactions. It is my belief that I can satisfy each of the Essential Functions based on my existing skills and abilities, or through the use of corrective devices.

I, ____________________ have read, understand, and agree to the statements above.  

  print name

  __________________________________  ____________________________
  Signature                                                       Date

2. I have read and agree to abide by the University of North Dakota Medical Laboratory Science Department policies as stated in the UND HT Handbook.

  __________________________________  ____________________________
  Signature                                                       Date

3. I give permission to the University of North Dakota to release information from my student files for purposes of job or educational opportunities and/or advancement.

  __________________________________  ____________________________
  Signature                                                       Date

4. I have read the safety policy. I have been informed about the blood borne pathogens exposure control plan and regulations and policies in the UND HT Handbook. I understand them and will abide by them while working in the laboratory.

  __________________________________  ____________________________
  Signature                                                       Date

5. I understand that I will not share or copy information from the tests or quizzes with others.

  __________________________________  ____________________________
  Signature                                                       Date

6. I understand that I may be required to be given a drug screen at any time during the clinical year.

  __________________________________  ____________________________
  Signature                                                       Date

7. I understand that my criminal background check information and my immunization records may be shared with my clinical affiliate.

  __________________________________  ____________________________
  Signature                                                       Date