SCHOOL ORIENTATION AGENDA

9:00-11:30  Welcome and Introductions  
School Overview & Structure  
Policy Review, Completion of Forms, Pick up of Materials  
11:30-12:15  Lunch  
12:15-2:45  Orientation continued  
2:45-3:15  Introduction to Urinalysis Course  
3:15-5:00  Introduction to Clinical Lab Skills Course
THE COLORADO CENTER FOR MEDICAL LABORATORY SCIENCE
SCHOOL ORIENTATION CHECKLIST

Bring the following Completed Forms to School Orientation and hand in as directed:

___1. Locker Form
___2. Student Contact Information – you will be provided a copy of this form. You must upload this document to Certified Background Check
___3. Student Laboratory Schedule (not to be handed in, but needed for discussion)

During the Orientation, complete the following as directed:

___1. Complete the following forms/logs in the student laboratory area:
   a. Signature/Initial Log
   b. Clinical Rotation Information Form – complete form and place in provided envelope
___2 Pick up scrubs

During the Safety Orientation, complete the following as directed and hand in:

___1. Manual Review and signature on log
___2. Student orientation checklist (safety, HIPAA, bloodborne pathogens)
___3. Desk Checkout – find desk on seating chart; check desk supplies and record on desk checkout sheet that is located at your desk

HOMEWORK: Complete Orientation Assignments (file located on Center website-www.msudenver.edu/extendedcampus/ccmls, in the Student Center section). Take a 100 question scantron sheet home to complete the quiz.
WELCOME

CENTER STRUCTURE

The Faculty Will:
Provide Information, Support & Feedback
Maintain High Standards & Challenge Students
Prepare Students for their Career
Expect Immediate Response & Improvement
Expect Professional Behavior (Policy 1.21)

ACADEMICS IN THE CURRICULUM

Students are Evaluated With:
• Assignments
• Exams
• Competency Activities
• Self Studies

ACADEMICS IN THE CURRICULUM

Students are Expected To:
• Maintain 70% average in courses
• Maintain 80% average in competencies
• Monitor course progress
• Prepare for class discussions
• Understand course material at a depth that allows for problem solving

LABORATORY SKILLS IN THE CURRICULUM

Students are Evaluated With:
• Lab Assignments
• Competency Activities
• Lab Practicals
• Problem Solving and Questions at the Bench
LABORATORY SKILLS IN THE CURRICULUM

Students are Expected To:
- Multitask and Meet Turnaround Times
- Be Neat and Organized
- Report Data According to Protocol
- Work Independently

PROFESSIONALISM IN THE CURRICULUM

Students are Evaluated By:
- Observed Behavior
- Response to Feedback

PROFESSIONALISM IN THE CURRICULUM

Students are Expected To:
- Demonstrate Good Communication Skills & Appropriate Stress Response
- Be prepared for class/willing to participate
- Demonstrate a Positive Attitude and Initiative
- Work Effectively in a Team

NON-ACADEMIC SUMMARY FORM

The Road to Success
Commitment

The Road to Success
Self Responsibility

The Road to Success
Be a Professional

Student Laboratory Schedule
- Note Class
  - Some Days May Have More Than One
- Note Days that Have Different Schedule Times
- Lunch – Usually 12:00-12:45
SECURITY - everyone’s responsibility
Student Policy Manual #2.96

STUDENT AREAS
Student Policy Manual # 4.1
Kitchen
Cafeteria & Other Public Areas

Hand in Completed Forms, Completion of Logs, Pick up Scrubs
Break

● Return to Classroom at 10:30

PARKING
Park in lot designated for 700 Potomac Street
Enter building through main entrance next to cafeteria

FACULTY OFFICES

COMMUNICATION
Student Policy Manual #2.95
● Mailboxes & Bulletin Boards
● Faculty Office Hours/Appointments
● E-Mail

E-Mail Addresses

PHOTOCOPY MACHINE
OTHER TOOLS

- Day Planner/Calendar
- Computer and Printer
  - MAC Conversions
- Sheet Protectors
- Colored Pencils
- Folders, Notebooks & Dividers
- Poster Boards for Presentations

CENTER WEB SITE

www.msudenver.edu/extendedcampus/ccmls

- Student Center
- Log In
- Assignments
- Clinical Rotation Site Information
- Announcements
- Job Postings

HIPAA

OTHER SCHOOL POLICIES

- Dress Code
- Safety
- Attendance & Punctuality

DRESS CODE

- Hair Dos
- Hair Don’ts

Piercings
  - Two Piercings/Ear Allowed
  - None of these are permitted:

Tattoos/Body Art
  - Must Be Covered
Student Safety

- Safety First!!
  - Gloves
  - Lab Coats
  - Safety Glasses
  - Desk Shields
  - TB Exposure

Policy #2.2 – Drug/Alcohol Free School

Fitness for Duty
- Medications

LUNCH
Return to Classroom at 12:15

Policy #2.31
Absences and PTO

Students Are Expected To:
- Maintain Good Health
- Attend Classes, Clinical Rotations and other School Activities
- Attendance is Monitored and reflected on Final Non-Academic Summary

Policy #2.31
Absences and PTO

Students Are Expected To:
- Call School and/or Rotation Site at least 1 hour prior to start time (No E-Mails)
- Schedule personal appointments during non-school days/hours
- PTO Requests – 72 hours in advance

Policy #2.31
Absences and PTO – Academic Terms

Policy #2.31
Makeup of Missed Activities – Excused Absences

Policy #2.31
Absences and PTO – Clinical Terms

Policy #2.31
Punctuality

Students are expected to be on time for all student laboratory and clinical
activities
- >15 min late = ½ day absence
- >1 hour late = 1 day absence

No Credit Granted for Activities Missed Due to Tardiness

Policy #2.34
Inclement Weather

- Closure of Denver area schools/businesses
- Message on Center phone line by 8:00am – check earlier
  - 720-449-7450

Policy # 2.4
Hours of Scheduled Learning Activities

- Monday through Friday
- 6-8 hours
- Variety of start times
  - Student Lab Schedule
  - Clinical Rotations

Policy # 2.4
Hours of Scheduled Learning Activities

- Classroom Door Open 10 minutes prior to start of class and closed at start of class
- Late arrivals must wait until next break to enter classroom
- Students must leave classroom/lab area during lunch and breaks

Policy #2.951
Worker’s Compensation

- Follow Procedures EXACTLY!!!

Injury/Exposure Reporting

- Student
  - Notify Teaching Supervisor AND Center
  - Access Insurance Form on Center Website
    - Complete and Take to Care Center
  - Provide Copies of all Documentation to Center
  - Arrange for followup care with approved clinic
Policy #3.4 and #3.401
Clinical Assignments

- Achievement of Clinical Competency
- Factors
- Within 2 hours of the Center
- Outside 2 hours of the Center
- Clinical Assignments that cannot be guaranteed

Academic Integrity
- Written Assessments
- Laboratory Activities and Assessments
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

This act went into effect on April 14, 2003, and is designed to protect the privacy and confidentiality of medical information.

Patient Rights:
Patients have the right to control who will see their protected, identifiable health information. Communications with or about patients involving patient health information will be private and limited to those who need the information for treatment, payment, and healthcare operations. This may involve verbal discussions, written or electronic communications. Only those with an authorized “need to know” will have access to protected information.

The Law:
Under HIPAA it is illegal to release health information to inappropriate parties or to fail to adequately protect health information. There are both civil and criminal penalties for violating this act. For example, knowingly releasing patient information inappropriately can result in a 1 year jail sentence and a 50,000 fine.

Protecting Privacy:
Protect confidential information – any information that identifies a patient or their Health history (patient name, ss#, diagnosis, treatment, medications, etc.)
1. Keep discussions private
2. Keep records locked, out of public areas, etc.
3. Do not leave computers logged on to patient information screens when away from work station
4. Keep electronic records secure and shred discarded paper records
5. Do not look at records or share information for any non-business reason

Release of confidential information:
Some information may be released for other than patient care reasons:
Report of certain communicable diseases, report of malfunctioning medical devices, report of suspected abuse cases, report relevant to a criminal investigation or court order, reports to coroners and funeral directors