



CLS/MT Paper Review (2001 Standards)

Clinical Affiliate(s) <input type="checkbox"/> None	Clinical Facility Fact Sheet is included		Signed, current affiliation agreement is included		A list of capital (major) equipment is included		A list of facility specific required textbooks is included			Access to periodicals is explained		Instructional resources are included		Objectives & evaluations utilized exclusively by the facility are included			Unique rules & policies governing student behavior are included			A list of safety features is included if site is not JCAHO and/or CAP, and/or COLA accredited		
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1. The sponsoring institution is accredited by recognized regional and/or national agencies.  YES  NO
- The clinical and/or academic affiliates are accredited by recognized regional and/or national agencies.  YES  NO  NA
- A clear description of the relationship between affiliates and the sponsoring institution is provided.  YES  NO  NA
- All provisions of the agreement(s) are active (current) with written documentation of the following items:  NA
- A. General:
- 1. Reason for agreement  YES  NO
  - 2. Responsibilities of the academic facility  YES  NO
  - 3. Responsibilities of the clinical facility  YES  NO
  - 4. Joint responsibilities  YES  NO
- B. Specific:
- 1. Supervisory responsibilities for the students  YES  NO
  - 2. Student professional liability coverage  YES  NO
  - 3. Student health and safety policies  YES  NO
  - 4. Provision for renewal  YES  NO
  - 5. Termination clause providing for program completion of enrolled students  YES  NO

COMMENTS:

2. The education program is established in a:
- College or university
  - Hospital or medical center
  - Medical laboratory
  - Medical school
  - Other institution or consortium that meets comparable standards for education in clinical laboratory sciences

COMMENTS:

3. The sponsoring institution assumes primary responsibility for:
- Planning curriculum  YES  NO
  - Selecting course content  YES  NO
  - Coordinating classroom teaching  YES  NO
  - Coordinating applied education  YES  NO
  - Appointing faculty to the program  YES  NO
  - Receiving and processing applications for admission  YES  NO
  - Granting the baccalaureate or higher degree or certificate  YES  NO

**CLS/MT Paper Report (2001 Standards)**

COMMENTS:

- 3A. The sponsoring institution is responsible for providing assurance that the activities assigned to students in the clinical setting are educational.  YES  NO  NA

COMMENTS:

- 3B. Documented, ongoing communication between representatives of the sponsoring institution and an affiliate is included.  YES  NO  NA

COMMENTS:

**II. RESOURCES**

4. Number of students admitted per year: \_\_\_\_\_  
Admission date(s): \_\_\_\_\_  
Instructor/student ratio (lecture): \_\_\_\_\_  
Instructor/student ratio (student laboratory): \_\_\_\_\_  NA  
Instructor/student ratio (clinical laboratory): \_\_\_\_\_  NA

COMMENTS:

- 5A1. Program Director Faculty Fact Sheet is complete.  YES  NO

COMMENTS:

- 5A2. The Program Director is responsible for program:  
Organization  YES  NO  
Administration  YES  NO  
Periodic review  YES  NO  
Planning  YES  NO  
Development  YES  NO  
Evaluation  YES  NO  
General effectiveness  YES  NO

- The program director has input into budget preparation.  YES  NO

COMMENTS:

- 5A3. The program director's qualifications are:  
Nationally certified clinical laboratory scientist/  
medical technologist  YES  NO  
Master's or doctoral degree  YES  NO  
At least three years of experience in clinical  
laboratory science education  YES  NO

**CLS/MT Paper Report (2001 Standards)**

Date approved by NAACLS: \_\_\_\_\_

Experiences in clinical laboratory science education include:

- Teaching courses  YES  NO
- Conducting and managing learning experiences  YES  NO
- Evaluating student achievement  YES  NO
- Providing input into curriculum development  YES  NO
- Formulating policies and procedures  YES  NO
- Evaluating program effectiveness  YES  NO

The program director has knowledge of education methods and administration.  YES  NO

The program director has knowledge of current accreditation/certification procedures.  YES  NO

COMMENTS:

5A4. Documentation that the program director has a faculty appointment at the sponsoring institution or at each affiliated academic institution is included.  YES  NO

COMMENTS:

5B1. The name(s) comprising the advisory committee are included.  YES  NO

The relationship of the advisory committee member(s) to the program is stated.  YES  NO

COMMENTS:

5B2. A copy of the advisory committee meeting minutes is included indicating that the advisory committee has input into any aspect of the program/curriculum that relates to its current relevancy and effectiveness.  YES  NO

COMMENTS:

6. Major clinical/didactic faculty for each laboratory discipline are listed.  YES  NO

6A. Faculty responsibilities include participation in:

- Teaching courses  YES  NO
- Supervising applied laboratory learning experiences  YES  NO
- Evaluating student achievement  YES  NO
- Developing curriculum  YES  NO
- Formulating policy and procedures  YES  NO
- Evaluating program effectiveness  YES  NO

**CLS/MT Paper Report (2001 Standards)**

COMMENTS:

6B. Faculty Fact Sheets for major clinical/didactic faculty are complete.  YES  NO

Faculty Fact Sheets document the qualifications to teach at the appropriate level.  YES  NO

A description of how faculty are evaluated is included.  YES  NO

COMMENTS:

6C. There is documentation of ongoing professional development for program faculty to fulfill instructional responsibilities.  YES  NO

COMMENTS:

7. Financial resources are adequate for the continued operation of the educational program.  YES  NO

An institutionally approved budget is submitted, **OR** there is a written statement of continued financial support for the educational program from an executive officer of the sponsoring institution.  YES  NO

COMMENTS:

8A. Descriptions of the following are submitted:

Classrooms/lecture areas	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Administrative offices	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Clinical facilities	<input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> NA
Student laboratories	<input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> NA

A description of laboratory safety features is included for:

Student laboratories	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
Clinical facilities (Only required if the facility is <u>not</u> accredited by JCAHO and/or CAP, and/or COLA)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA

COMMENTS:

8B. Capital (major) equipment and supplies are listed for student instruction.  YES  NO

COMMENTS:

8C. Information resources contain current editions of books, periodicals and other reference materials related to all content areas of the curriculum.  YES  NO



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Information resources are accessible to students.  YES  NO

COMMENTS:

- 8D. Instructional resources include:
- Clinical materials  YES  NO
  - Reference materials  YES  NO
  - Demonstration materials  YES  NO

COMMENTS:

- 8E. A description of students' access to contemporary computer technology is provided.  YES  NO

COMMENTS:

**III CURRICULUM**

- 9A. Instruction:
- Follows a planned curriculum or sequence of courses that documents a structured curriculum  YES  NO
  - Includes applied (clinical/laboratory) education  YES  NO
  - Has clearly written program goals and competencies  YES  NO

Title of sample unit: \_\_\_\_\_

Course syllabi for the sample unit include individual course goals and behavioral objectives.  YES  NO

**Sample unit includes:**

- Cognitive objectives  YES  NO
- Psychomotor objectives (laboratory/clinical)  YES  NO

Objectives include clinical significance and correlation  YES  NO

Program has affective objectives.  YES  NO

COMMENTS:

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9B. Instructional Areas:	YES	NO	Unable to determine from the self-study. To be reviewed by the site visit team
The curriculum includes:			
1. Scientific content (either prerequisite or as an integral part of the curriculum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pre-analytical, analytical, and post-analytical components of laboratory services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Principles and practices of quality assurance/quality improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Application of safety and governmental regulations and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Principles of interpersonal and interdisciplinary communication and team-building skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Principles and applications of ethics and professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Education techniques and terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Knowledge of research design/practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Concepts and principles of laboratory operations include:			
a. critical pathways and clinical decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. performance improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. dynamics of healthcare delivery systems as they affect laboratory service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. human resource management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. financial management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS:**

**9C. Learning Experiences:**

Experiences are educational and balanced so that entry level competencies can be achieved.

YES  NO

Instruction provides properly sequenced learning experiences.

YES  NO

Learning experiences include appropriate:

Instructional material

YES  NO

Classroom presentations

YES  NO

Discussions

YES  NO

Demonstrations

YES  NO

Laboratory sessions

YES  NO

Supervised practice and experience

YES  NO

Experiences at different clinical sites are comparable and appropriate to enable all students to achieve entry level competencies.

YES  NO  NA

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Policies and processes by which students perform service work are:

Published

YES  NO

Distributed to students

YES  NO

Distributed to clinical affiliates

YES  NO  NA

After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision.

YES  NO

Objectives are present for learning experiences outside of normally scheduled hours.

YES  NO  NA

Any service work by students in clinical settings outside of academic hours is non-compulsory.

YES  NO

COMMENTS:

9D. Evaluations:

Written criteria for passing, failing and progression in the program are:

Documented

YES  NO

Given to each student at the time of entry into the program

YES  NO

Sample unit evaluation systems are related to objectives.

YES  NO

**Frequency of student evaluation in:**

Lectures:

\_\_\_\_\_

Student laboratories:

\_\_\_\_\_

Clinical laboratories:

\_\_\_\_\_

COMMENTS:

**IV. STUDENTS**

10. Applicants and/or students are provided with a clear description of the program and its content

YES  NO

Current publications include:

A. program mission statement

YES  NO

B. program goals and competencies

YES  NO

C. course objectives

YES  NO

D. applied education assignments

YES  NO  NA

E. admission criteria, both academic and non-academic

YES  NO

F. a list of course descriptions

YES  NO

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- G. names and academic rank or title of program director and faculty  YES  NO
- H. tuition and fees with refund policy  YES  NO
- I. causes for dismissal  YES  NO
- J. rules and regulations, including appeal procedures  YES  NO
- K. a listing of clinical facilities  YES  NO  NA
- L. essential functions  YES  NO
- M. policies and procedures when applied experience cannot be guaranteed  YES  NO  NA

COMMENTS:

11. Admission of students is in accordance with the clearly defined and published practices of the institution.  YES  NO

Academic standards and essential functions required for admission to the program are:

- Clearly defined  YES  NO
- Published  YES  NO
- Provided to prospective students  YES  NO
- Evidenced by signature page  YES  NO
- Made available to the public  YES  NO

COMMENTS:

12. Documentation of published rules and regulations governing acceptable personal and academic conduct for all academic and clinical settings is included.  YES  NO

COMMENTS:

13. Student records are maintained for:
- Admissions  YES  NO
  - Evaluation  YES  NO
  - Counseling or advising sessions  YES  NO
  - The period of time designated by any federal and state regulations  YES  NO

Individual grades and credits for courses are recorded and permanently maintained by the sponsoring institution.  YES  NO

COMMENTS:

14. Students are informed of, and have access to, the usual student health care services of the sponsoring institution.  YES  NO

The health and safety of students, faculty and patients associated with the educational activities are adequately

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safeguarded.  YES  NO

Emergency medical care is available for students while they are in attendance.  YES  NO

COMMENTS:

15. Guidance is available:
- To assist students in understanding and observing program policies and practices  YES  NO
  - For advising on professional and career issues  YES  NO
  - For providing counseling or referral for personal and financial problems that may interfere with progress in the program  YES  NO

Confidentiality and impartiality are maintained in dealing with student problems.  YES  NO

COMMENTS:

16. Appeals procedures:
- Are distributed to students upon entering the program  YES  NO
  - Include provisions for academic types of grievances  YES  NO
  - Include provisions for non-academic types of grievances  YES  NO
  - Include a mechanism for neutral evaluation that ensures due process and fair disposition  YES  NO

COMMENTS:

**V. OPERATIONAL POLICIES**

- 17A. Programmatic announcements accurately reflect the program offered.  YES  NO

Programmatic announcements include NAACLS' name, address and telephone number.  YES  NO

COMMENTS:

- 17B. Student recruitment and admission policies are non-discriminatory.  YES  NO

COMMENTS:

- 17C. Faculty recruitment and employment practices are non-discriminatory.  YES  NO

COMMENTS:

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17D. Academic credits and costs are accurately stated, published and made known to all applicants. YES NO

COMMENTS:

17E. Policies and procedures for student withdrawal are published and made known to all applicants. YES NO

Policies and procedures for refunds of tuition and fees are published and made known to all applicants. YES NO NA

COMMENTS:

17F. If more than one level of clinical laboratory science program is offered by the same institution, the sponsoring institution demonstrates that each program is being conducted to assure appropriate instruction for the students at different educational levels. YES NO NA

COMMENTS:

17G. The program culminates in a baccalaureate degree or higher, or a certificate. YES NO

Granting of the degree/certificate **IS NOT** contingent upon the students passing any type of external certification or licensure examination. YES NO

COMMENTS:

17H. A policy statement related to student complaints and resolution is included. YES NO

COMMENTS:

17I. Program evaluation information is available. YES NO

COMMENTS:

**VI. PROGRAM EVALUATION**

18. The program has a documented, formal evaluation plan for continually and systematically reviewing the effectiveness of the program. YES NO

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Evaluation includes feedback from:	Frequency:
<input type="checkbox"/> Students	_____
<input type="checkbox"/> Employers of Graduates	_____
<input type="checkbox"/> Faculty	_____
<input type="checkbox"/> Graduates	_____
<input type="checkbox"/> Exit or Final Exams	_____
<input type="checkbox"/> Advisory Committee	_____
<input type="checkbox"/> Other: _____	_____

COMMENTS:

19. Outcomes measures from the last three active years are considered in the program evaluation.  YES  NO  NA

COMMENTS:

20. A review of graduation rates is:  NA
- Documented  YES  NO
- Analyzed  YES  NO
- Used in the program evaluation  YES  NO

- A review of employment rates is:  NA
- Documented  YES  NO
- Analyzed  YES  NO
- Used in the program evaluation  YES  NO

COMMENTS:

21. The results of program evaluations are:  NA
- Documented  YES  NO
- Reflected in the ongoing curriculum development and program modification  YES  NO
- Followed by an analysis of the effectiveness of any changes implemented  YES  NO

COMMENTS:

*(Changes Approved: September 2005, July 2005)*  
*(Released: October 2005)*

## Summary Page

### **Important Notice:**

The paper reviewer does not have the authority to speak on behalf of nor bind NAACLS regarding a program's compliance with the Standards, nor can they predict accreditation actions. These responsibilities rest solely with the NAACLS Board of Directors, which has the exclusive right to determine whether or not accreditation is to be granted or continued.

NOTE: This page is compiled on the basis of information supplied to the paper reviewer by the program director and other officials. **NAACLS makes no representation as to its accuracy. The responsibility for accuracy of the information provided to the paper reviewer rests solely with the program director and other officials.**

List of missing information/or documents (List and detail by the appropriate Standard):

Concerns to be addressed by the site visit team: (List and detail by the appropriate Standards number)

Additional comments:



## SIGNATURE PAGE

\*\*\*Please complete and attach as the last page of the Paper Review\*\*\*

Name of Program: \_\_\_\_\_

City, State: \_\_\_\_\_

Program Level: \_\_\_\_\_

Date: \_\_\_\_\_

### **Paper Reviewer:**

Name/Title:

Institution:

Address:

City/State/Zip:

Telephone:

Email:

Signature: \_\_\_\_\_