

Affiliation Agreement

Between

UPMC Chautauqua at WCA Medical Laboratory Science Program

And

Saint Francis University

THIS AGREEMENT is made this 25 day of September, 2017, by and between the UPMC Chautauqua at WCA Medical Laboratory Science Program, Jamestown, New York, hereinafter referred to as "Site" and Saint Francis University, hereinafter referred to as "University".

BACKGROUND

WHEREAS, the Site is equipped with the facilities and professional staff necessary to provide an educational experience to the University's students in the baccalaureate program in medical technology/clinical laboratory science; and

WHEREAS, the University is an educational institution that provides a baccalaureate degree in the area of medical technology/clinical laboratory science; and

WHEREAS, the University is desirous of providing an educational experience to its students limited to participation through supervision in a clinical laboratory setting; and

WHEREAS, the Site is desirous of establishing a relationship with the University whereby its students may receive clinical laboratory experience in their area of matriculation subject to the provisions of this Agreement.

WITNESSETH

The University is a member in good standing of the Middle States Commission on Higher Education.

The Site is accredited by the National Accrediting Agency for Clinical Laboratory Sciences and will provide a program for medical technologists/clinical laboratory scientists which meets or exceeds the standards established by the National Accrediting Agency for Clinical Laboratory Sciences.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the University and Site agree as follows:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

1. *Education of Students.* The University shall provide the educational prerequisites for admission to accredited medical technology/clinical laboratory scientist programs as established by the National Accrediting Agency for Clinical Laboratory Sciences.
2. *Evaluation of Students.* The University will grant transfer credit for the successful completion of the Site's Medical Laboratory Science Program. The amount of credit awarded will be 32 semester hours provided that the clinical courses, content, and instruction will meet or exceed the academic standards as established jointly by the University and the Site for the program (see Appendix A for course descriptions and credits). These credits will be individualized according to course title, number and credit on the graduate's final transcript. Grades earned during the clinical year will

appear on the Site's transcript but will not appear on the University transcript, nor be included in the University grade-point-average.

3. *Granting of Degree.* The University shall confer a Bachelor of Science degree on all qualified candidates. The conferring of the degree will not be contingent upon a candidate having passed a national certification or license examination. The University maintains the right to withhold the degree of a student as a result of disciplinary action.
4. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising each student, prior to the clinical assignment, any and all applicable policies, codes, or confidentiality issues related to the clinical laboratory experience. All students shall be advised of their obligations to abide by the policies and procedures of the Site, and should any student fail to abide by any policy and/or procedure, they may be expelled from the program. The Site will provide the University all the applicable information in advance to the clinical rotation.
5. *Health Status.* The University will require its students who are participating in the clinical experience to comply with the health status requirements of the Site, including but not limited to, physical examinations, drug screening, vaccinations and health screening requirements for tuberculosis and measles. Proof of compliance must be presented prior to admission into the program. If additional examinations or medical steps are required because of the nature of the clinical involvement, the student will be in compliance as a condition for participation.
6. *Tuition Payment.* Students shall be responsible for paying tuition directly to the Site, according to the tuition payment schedule established by the Site. The Site shall inform the students of the tuition fee and tuition payment schedule prior to enrollment in the program. Each student is responsible directly to the University for any tuition or fees due them and to the Site for any tuition and texts related to the Site's program.
7. *Designation of Representative.* The University shall designate a person to serve as a liaison between the parties who will communicate periodically with representatives of the Site in order to discuss, plan and evaluate the academic preparation of the students.
8. *Courtesy Faculty Appointment.* The University shall grant courtesy, non-salaried, faculty appointment to the Program Director of the Site.
9. *Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the clinical program year.

## II. DUTIES AND RESPONSIBILITIES OF THE SITE

1. *Student Selection/Admission.* The Site is solely responsible for the process of evaluation and the acceptance of a student into the Site's program. The policies for acceptance, including academic standards and technical prerequisites, shall be clearly defined, published and made available for the prospective students. The Site does not agree to accept any minimum number of students from the University, nor does the University agree to provide any minimum number of students to the Site.
2. *Patient Care/Administration.* The Site will have sole authority and control over all aspects of patient services. The Site will be responsible for and retain control over the organization, operation and financing of its services.
3. *Dismissal of Noncompliant Student.* The Site shall have the authority to immediately dismiss a student who fails to comply with Site policies and procedures. If such a removal occurs, the Site should immediately contact the responsible University faculty advisor. An appeal procedure shall be available for neutral evaluation of proceedings to ensure due process.

4. *Confidentiality and Safety Training.* The Site shall provide specific training regarding patient rights to privacy and confidentiality as described in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as well as instruction on safe work practices in the clinical laboratory.
5. *Emergency Medical Care of Students.* The Site may provide to the students, to the extent possible, first aid for any injuries or illness that may occur during a clinical laboratory experience. However, the Site assumes no responsibility, financial or otherwise, beyond the initial first aid.

The student shall be required to carry hospital/medical insurance through the duration of the clinical laboratory experience. Documentation of insurance coverage must be provided upon commencing the Site's program.

6. *Liability.* The University and the Site will be held harmless by the students from any and all actions, costs, expenses, damages and liabilities, including reasonable attorney's fees resulting from any death, injury to persons or property, disability or other liability to the extent arising out of or resulting from the student's acts or omissions in the course of and while affiliated with the UPMC Chautauqua WCA Medical Laboratory Science Program.
7. *Designation of Representative.* The Site shall designate a person to serve as a liaison between the parties who will communicate periodically with representatives of the University in order to discuss, plan and evaluate the clinical experiences of the students.
8. *Student Activity and Supervision.* The Site shall provide clinical site supervisors who will monitor student activities during clinical laboratory experience. Students shall not be used in lieu of professional or nonprofessional staff.
9. *Reporting Student Progress.* The Site shall provide all reasonable information requested by the University on a student's work performance. A mid-year and final transcript will be provided to the representative of the University according to a reasonable schedule agreed upon by the representatives of both institutions.
10. *Changes in Status.* The Site will, as soon as practical, advise the University of any changes in the program's accreditation status, ownership or directorship of the program.
11. *Rules and Policies.* The Site will provide the University, at least two (2) weeks in advance of the start of the clinical laboratory experience, all current relevant rules, regulations and policies of the Site.

### III. MUTUAL TERMS AND CONDITIONS

1. *Term of Agreement.* This agreement shall commence on the effective date and continue for an initial period of one (1) year and shall automatically renew for additional one (1) year periods unless terminated in accordance with the provisions of this Agreement.
2. *Termination of Agreement.* The University or the Site may terminate this Agreement for any reason with ninety (90) days written notice. Either party may terminate this Agreement in event of a substantial breach. However, should the parties terminate this Agreement prior to the completion of the clinical program year, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

In the event of default by either party of the obligations undertaken by it under this Agreement, the other party shall give notice in writing of such default. If such default is not corrected in thirty (30) days after such notice is given, the aggrieved party may terminate the Agreement by a second notice in writing as set forth in the above termination statement.

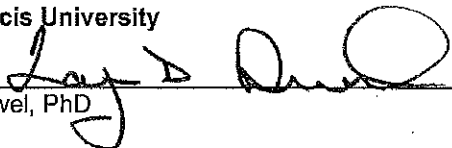
3. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title

IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

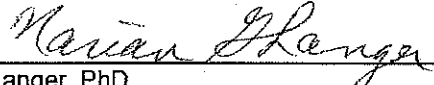
4. *Student Records.* The University and Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information without written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
5. *Modification of Agreement.* This agreement shall only be modified in writing with the same formality as the original Agreement.
6. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors. No gratuities are paid to either party for attaining this Affiliation Agreement.
7. *Liability.* Neither the Site nor the University assumes any liabilities to each other. As to liability to each other or death to persons, or damages to property, the University and the Site do not waive any defenses as a result of entering into this contract. This provision shall not be construed to limit the sovereign immunity of Site, University or its respective administrative bodies of authority.
8. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regard to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

**Saint Francis University**

  
Wayne Powel, PhD  
Provost

9/25/2017  
Date

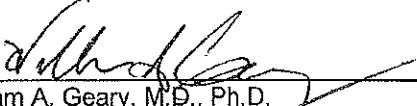
  
Marian Langer, PhD  
Coordinator, Medical Laboratory Science Program

9/25/2017  
Date

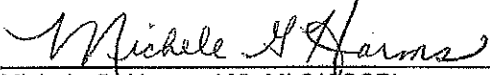
**UPMC Chautauqua at WCA Medical Laboratory Science Program**

  
Christopher Srodawa  
Administrative Director – Lab Services

10-2-17  
Date

  
William A. Geary, M.D., Ph.D.  
Medical Director, Medical Laboratory Science Program

10/2/2017  
Date

  
Michele G. Harms, MS, MLS(ASCP)  
Program Director, Medical Laboratory Science Program

10/2/2017  
Date

Affiliation Agreement

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And

Saint Francis University

Appendix A

## Medical Laboratory Science, B.S. (MEDT)

Course No.	Description	Cr.	Course	Description	Cr.
<b>First Year Fall</b>					
BIOL 111	Molecules, Cells, & Anim.	4	BIOL 111	Molecules, Cells, & Anim.	4
CHEM 121	Chemistry Principles I	4	CHEM 121	Chemistry Principles II	4
ENGL 103	Writing for Discipline	3	MATH or 112	Calculus/Geom I	3
HIST xxx	History Elective	3	FNAR xxx	Fine Arts Elective	3
SOC SCI	Elective	3	RLST 105	Francis and Global Issues	3
CORE 103	Fall Comm. Enrich. Series	0	CORE 113	Gen Ed 1st Year Seminar	3
BIOL 131	Biology Freshman Seminar	0	CORE 104	Spring Comm. Enrich. Series	0
<b>Total Credits</b>		<b>17</b>	<b>Total</b>		<b>16</b>

**Suggestions:**  
Consider undergraduate research  
Job Shadow during summer

\*\*\*Sequence of courses may be altered with consent of advisor.

<b>Second Year Fall</b>		<b>Second Year Spring</b>	
BIOL 205	Human A & P with Lab	BIOL 206	Human A & P with Lab
BIOL 214	Clinical Microbiology	CHEM	Organic Chemistry II
CHEM 221	Organic Chemistry I	GETM I	Ethics Outer Core (I)*
PHIL 205	Reason and Responsibility	ENGL 104	Intro to Literature
CORE 211	Personal Wellness	LANG xxx	Foreign Lang. (102 or higher)
		CORE 212	Global & Community
		BIOL 231	Biology Sophomore Seminar
<b>Total Credits</b>	<b>15</b>	<b>Total</b>	<b>17</b>

\* PHIL 312 Health Care Ethics is recommended for the GETM I Ethics Outer Core elective.

<b>Third Year Fall</b>		<b>Third Year Spring</b>	
BIOL 301	Genetics	BIOL 305	Immunology
PHYS 104	Intro to Physics I & Lab or 121		Free Elective ##
GETM III	Div & Comm Outer Core	STATISTICS	Statistics Course (see note)
CORE 407	Keystone Seminar	GETM IV	Soc Sys Outer Core (IV)
SOC SCI	Free Elective		Free Elective
BIOL 331	Biology Junior Seminar	EXAM	Dept. Comp. Exam
EXAM 301	Writing Competency		
<b>Total Credits</b>	<b>17</b>	<b>Total</b>	<b>14-15</b>

**Note:** MATH 122 is required for PHYS 121.  
**Statistics Requirement can be fulfilled by:**  
BIOL 315 – Biostatistics (S)  
STAT 205 – Essentials of Statistics (F,S)  
MATH 215 – Introductory Statistics (F,S)  
## If a student wishes to obtain certification in NV, they need to take BIOL/CHEM 405 w/lab or CHEM 251 in order to be able to sit for the exam

**Fourth Year**  
Students must apply to a NAACLS-Accredited school of Medical Technology during their third year. Qualified students will then spend senior year at the hospital program where they earn 32 credits in clinical courses. These are accepted as transfer credits toward a student's B.S. from Saint Francis, but are not included in the determination of the student's final SFU quality point average (QPA). After successful completion of the fourth year, the student will receive their B.S. degree from Saint Francis University.  
**Total Required Credits: 96 credits at SFU + 32 credits in School of Medical Technology = 128 credits total**

SAINT FRANCIS UNIVERSITY  
 LORETTO, PENNSYLVANIA  
 BACHELOR OF SCIENCE IN MEDICAL  
 LABORATORY SCIENCE  
 (UPMC Chautauqua at WCA in NY)

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Hours are evaluated as: SEMESTER HOURS \_\_\_\_\_ OR QUARTER HOURS \_\_\_\_\_

Course Number	Course Title	Credit Hours Completed	Course Substitution	Credit in Progress	Credit Hours Remaining
<b>BIOLOGY</b>					
BIOL 111	Intro to Bio: Mol, Cells & An Phys				
BIOL 205	Human Anatomy & Physiology I				
BIOL 206	Human Anatomy & Physiology II				
BIOL 301	Genetics				
BIOL 214	Clinical Microbiology				
BIOL 305	Immunology				
<b>CHEMISTRY</b>					
CHEM 121	Chemical Principles I				
CHEM 122	Chemical Principles II				
CHEM 221	Organic Chemistry I				
CHEM 222	Organic Chemistry II				
BIOL/CHEM 405 w/lab or CHEM251	Biochemistry w/lab or Quantitative Chem Analysis				
<b>PHYSICS</b>					
PHYS104	General Physics I				
<b>MATHEMATICS</b>					
MATH 112	Calculus OR				
MATH 121	Calculus with Analytical Geometry I				
<b>STATISTICS</b>					
STAT 205	Essentials of Statistics OR				
MATH 215	Introductory Statistics OR				
BIOL 315	Biostatistics				

Additional Comments: \_\_\_\_\_

\_\_\_\_\_ This is to document that the above named student has completed or will complete all prerequisite requirements for the Board of Registry Medical Laboratory Science Examination, as checked and listed above, with the exception of the clinical year before beginning studies at a School of Medical Laboratory Science.

\_\_\_\_\_ This is to document that the above named student has successfully completed all prerequisite academic requirements for the baccalaureate degree, with the exception of the clinical year.

\_\_\_\_\_ This is to document that the above named student has successfully completed all requirements for the baccalaureate degree, to include the clinical year and a degree has been granted.

Evaluation by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Registrar

Evaluation by: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Laboratory Science Advisor

UPMC Chautauqua WCA  
207 Foote Avenue  
PO Box 840  
Jamestown, NY 14702-0840  
716-487-0141

UPMCChautauquaWCA.org

## Medical Laboratory Science Program Curriculum and Credits

The 45-week program provides comprehensive curriculum of theoretical and experiential knowledge in all aspects of laboratory science. The course content and presentation encourages excellence, independence and confidence in the application of skills, clinical theory and problem solving. The following course credits are suggested guides and are not awarded by UPMC Chautauqua WCA. Refer to the affiliated college catalog for the distribution of credits awarded by your college or university for the following courses.

### **MLS-1** **5 Credits** **IMMUNOLOGY / IMMUNOCHEMISTRY**

Theory and principles surrounding the body's immunological response to disease and the current means of detecting and determining such responses are covered along with topics in abnormal antibody production as seen in autoimmune diseases and multiple myeloma. The serological diagnostic methods of testing are included.

### **MLS-2** **5 Credits** **IMMUNOHEMATOLOGY (BLOOD BANK)**

Coursework emphasizes the theory, practice and diagnostic principles in antibodies and red cell and tissue antigens. Topics include blood group systems, hemolytic diseases, blood donor and autologous transfusion practices. Theory, procedures and techniques in the cross-matching of transfused blood and in blood component therapy are covered.

### **MLS-3** **6 Credits** **HEMATOLOGY / COAGULATION**

The study of the cellular and formed elements of blood, body fluids and the blood-forming tissues and their relation to the diagnostic care of patients as correlated with the entire clinical condition. Theory and practice in coagulation and fibrinolytic pathways. Manual methods, instrumentation and in depth microscopy utilized to study cellular morphology, physiology and pathology.

### **MLS-4** **6 Credits** **CHEMISTRY / INSTRUMENTATION**

A study of analytical chemistry and qualitative analysis stressing the chemistry of proteins, lipids, carbohydrates, vitamins, hormones, enzymes, and etc., and their correlation with states of health and disease. The theory and practice of measuring these constituents in human blood and body fluids using manual and automated methods. Physiological topics and experience in therapeutic drug monitoring and the detecting of drugs of abuse. Quality control issues, statistical analysis, correlation studies and the selection, use and troubleshooting of laboratory instruments are presented.

### **MLS-5** **1 Credits** **URINALYSIS**

This course considers the anatomy and physiology of the kidney and urinary system along with the physical and chemical properties of urine. Kidney function tests, urine microscopic examination, as well as manual and automated methodologies are utilized in obtaining results for clinical disease evaluation.



**MLS-6  
MICROBIOLOGY**

**7 Credits**

The study of various microorganisms recovered in clinical specimens through the principles of bacteriology, mycology, mycobacteriology, virology and parasitology. Microbiological techniques and procedures for culture, isolation, staining, identification and antimicrobial susceptibility of pathogenic microorganisms are stressed along with molecular genetic techniques in the diagnosis of disease.

**MLS-7  
SPECIAL STUDIES**

**2 Credits**

This combines several segments of instruction:

**Orientation:** Orientation is designed to allow the student to become comfortable in his/her new environment and become acquainted with the laboratory staff and clinical routine. Lectures in safety, conduct, and introductory lectures in fundamental procedures are included.

**Phlebotomy:** Instruction in the theory of specimen procurement including patient identification, proper tube/anticoagulant selection, specimen transport and sample processing. Ample practice in venipunctures provided throughout the program year. Requires students to perform procedures on and submit to venipunctures by instructors and fellow students.

**Pathology/Histology:** One-on-one personal experience with the laboratory pathologist(s) focusing on his/her role in the guidance and decisions of the laboratory and in the diagnosis of disease, including specimen gross examination, histological techniques and double-scope slide examination in real-time diagnosis.

**Etcetera Program:** Lecture topics in management & supervision, laboratory operations, medical ethics, resume writing and interviewing, education methodologies, and more with completion requirements including lecture quizzes and a self-study project portfolio. The Portfolio includes required and optional projects allowing a student to select his/her own project grade based on the number and quality of completed options. The major required projects include the completion of a build-a-lab project entitled *The Laboratory Apprentice*, and the completion a research project involving a validation or parallel study (laboratory instrumentation-, kit- or procedure-based) or a quality assurance/improvement study and oral presentation of research results. For the optional projects, there are many choices available including keeping a trouble-shooting journal, participating in proficiency testing, preparing a patient case study, providing laboratory or nursing in-service training, performing a quality improvement study, and more.