

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.06.00.00)
EFFECTIVE DATE: 9/11
REVISION DATE: 9/14, 3/15, 10/15, 9/18, 1/19
REVIEW DATE: 9/12, 9/13, 3/16, 5/17, 5/18, 4/20, 4/21, 5/23, 5/24

SUBJECT: TEACH OUT PLAN

PURPOSE:

To provide an alternate path for medical laboratory science (MLS) students to continue their clinical internship upon closure of the program.

POLICY:

1. Program Closure

- 1.1. In the event that the MLS program faces closure, loses accreditation, or is placed on probation, the affiliated universities shall receive immediate written notification.
- 1.2. Notice of program closure will come with at least one academic year of advance warning.
- 1.3. Students of the program enrolled for any amount of time will be able to complete their clinical training before the program closes.

2. External or Natural Disaster

- 2.1. In the event that the physical spaces of the hospital become inoperable due to a natural disaster (including earthquake, flood, storm, tornado, blizzard, etc.), every attempt will be made to place MLS students of that program to an alternate location.
- 2.2. Possible sites for alternate locations include, but are not limited to:
 - Entities within the sponsoring program's health system.
 - MLS programs of other Oklahoma Consortium of Clinical Laboratory Science Affiliates (OCCLSA) members; availability of slots at other OCCLSA locations may be assessed from the annual report within the minutes of the fall meeting, which states how many students are currently in each program.
 - University affiliates for didactic education.
 - Laboratories of other hospitals within the area, which may potentially serve as temporary clinical affiliates.
- 2.3. If student accepts the offer to attend an alternate OCCLSA MLS program, the student must meet the alternate program's academic requirements, as well as its essential requirements/functions.
 - 2.3.1. Upon completion, 3+1 students will obtain 30 hours of college credit from the university to complete a B.S. degree in medical laboratory science and a certificate of completion from the graduating program.

- 2.3.2. Upon completion, 4+1 students will obtain a certificate of completion from the graduating program.
- 2.4. If relocation to an alternate site is not possible, the positions and progress of students in the program will be held until the hospital becomes functional and can warrant having MLS students in the laboratory.

PROCEDURE:

Program Director Responsibilities

1. Notify NAACLS of closure and submit a detailed teach out plan within 30 days of the announcement.
2. Immediately notify the university advisor(s) in writing of the closure of the program. University advisors should acknowledge program director's notification of closure upon receipt.
3. Submit a letter to the OCCLSA president regarding the closure of the program and the possible alternate paths for student(s) to continue their training.
4. Determine availability of student positions at each entity of the sponsoring program's health system as well as each MLS program within the OCCLSA.
5. Contact other hospital or reference laboratories within the area to attempt to obtain a clinical affiliation agreement, if needed.
6. Assemble and inform student(s) of the closure of the program to discuss a possible alternate path for continuation of clinical training.

REVIEWED BY:

Program Director, School of Medical Laboratory Science