

# **SECTION I**

## **Core and Unique Standards For Approved Programs**

## **CORE STANDARDS AND THE REQUIRED DOCUMENTATION**

---

### **1. Institutional Affiliation**

The sponsoring institution (or at least one participating entity in the case of a consortium or joint venture) and affiliates, clinical and/or academic, if any, must be accredited by recognized regional and/or national agencies.

In programs in which the education is provided by two or more institutions, responsibilities of the sponsor and of each affiliate for program administration, instruction, and supervision must be described in writing and signed by both parties. All provisions of the agreement must be active with written documentation of the following items:

#### A. General

1. Reason for the agreement
2. Responsibilities of the academic facility
3. Responsibilities of the clinical facility
4. Joint responsibilities

#### B. Specific

1. Supervisory responsibilities for the students
2. Student professional liability coverage
3. Student health and safety policies
4. Provision for renewal
5. Termination clause providing for program completion of enrolled students

### **2. Sponsorship**

Educational programs must be sponsored by:

- A. colleges and universities;
- B. hospitals and medical centers;
- C. medical laboratories,
- D. consortia or joint ventures, consisting of two or more participating entities and formed by agreement to undertake a common enterprise as a sponsoring entity, whereby at least one member of the consortium or joint venture must meet the requirements of Standard 1, or;
- E. other institutions which meet comparable standards for education in clinical laboratory science.

### **3. Responsibilities of the Sponsor**

Approval is granted to the sponsor (and participating entities, in cases of consortia) that assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and applied education, appoints faculty to the program, receives and processes applications for admission, and assures that graduates of the program have obtained the appropriate certificate upon completion of the program.

- A. The sponsor (and participating entities, in cases of consortia) must be responsible for providing assurance that the activities assigned to students in the clinical setting are educational.
- B. There must be documented ongoing communication between the sponsor (and participating entities, in cases of consortia) and its affiliates for exchange of information and coordination of the program.

### **4. General Resources**

Resources must support the number of students admitted into the program. The instructor to student ratio must be adequate to achieve the stated program goals.

### **5. Financial Resources**

Financial resources for continued operation of the educational program must be ensured by an adequate, institutionally approved budget or by a statement of continued financial support from an executive officer of the sponsor (or one from each participating entity, in cases of consortia).

### **6. Physical Resources**

#### A. Facilities

Classrooms, laboratories, administrative offices and other facilities must be adequate, equipped for safety, and must be in compliance with pertinent governmental laws.

#### B. Equipment and Supplies

Each student must have reasonable access to and experience with modern equipment and supplies.

#### C. Information Resources

Each student must have reasonable access to information resources containing current editions of books, periodicals and other reference materials in contemporary formats related to all content areas of the curriculum.

#### D. Instructional Resources

Adequate instructional resources must be available to facilitate each student's attainment of entry level competencies.

E. Computer Technology

Each student must have access to and experience with contemporary computer technology.

## 7. Program Description/Publications

Students must be provided with a clear description of the program and its content and current publications, which must include:

- A. program mission statement;
- B. program goals and competencies;
- C. course objectives;
- D. applied education assignments (if applicable);
- E. admission criteria, both academic and non-academic;
- F. a list of course descriptions;
- G. names and academic rank or title of the program director and faculty (**and medical director/medical advisor for PathA programs**)
- H. tuition and fees with refund policies;
- I. causes for dismissal;
- J. rules and regulations;
- K. a listing of clinical facilities (if applicable),
- L. essential functions, and
- M. policies and procedures when applied experience cannot be guaranteed.
- N. outcomes measure

## 8. Admissions

Admission of students, including advanced placement if available, must be made in accordance with the clearly defined and published practices of the institution. Specific academic standards and essential functions required for admission to the program must be clearly defined, published and provided to prospective students and made available to the public.

The signature of the student indicating full understanding of the policies for progression in the program and completion of the program must be secured.

## **9. Acceptable Conduct**

Rules and regulations governing acceptable personal and academic conduct must be defined and provided to all students upon entering the program.

## **10. Student Records**

Student records must be maintained for admission, evaluation, and counseling or advising sessions. Individual grades and credits for courses must be recorded and permanently maintained by the sponsor (and participating entities, in cases of consortia). The program must maintain the student records, conforming to any governmental regulations and the regulations of any other accrediting agencies.

## **11. Health and Safety**

There must be a procedure for determining that each applicant's or student's health will permit the individual to meet the written essential functions of the program. Students must be informed of and have access to the usual student health care services of the sponsor (or each participating entity, in cases of consortia).. The health and safety of students, faculty, and patients associated with educational activities must be safeguarded. Emergency medical care must be available for students while in attendance.

## **12. Guidance**

Guidance must be available to assist students in understanding and observing program policies and practices, for advising on professional and career issues, and for providing counseling or referral for personal and financial problems that may interfere with progress in the program. Confidentiality and impartiality must be maintained in dealing with student problems.

## **13. Appeal Procedures**

Appeal procedures must be distributed to students upon entering the program. They must include provisions for academic and non-academic types of grievances and a mechanism for neutral evaluation that ensures due process and fair disposition.

## **14. Fair Practices**

- A. Programmatic announcements must accurately reflect the program offered and include NAACLS' name, address and phone number.
- B. Student recruitment and admission must be non-discriminatory in accordance with existing governmental regulations and the regulations of any other accrediting agencies applicable to the institution.

- C. Faculty recruitment and employment practices must be non-discriminatory in accordance with existing governmental regulations and the regulations of any other accrediting agencies applicable to the institution.
- D. Academic credits and costs to the student must be accurately stated, published, and made known to all applicants.
- E. Policies and procedures for student withdrawal and refunds of tuition and fees must be published and made known to all applicants.
- F. If the sponsor offers more than one clinical laboratory science program the sponsor must demonstrate that each program is being conducted to assure appropriate instruction for the students at the different educational levels.
- G. The program must culminate in a certificate recognizing completion of the program. The granting of the degree or certificate must not be contingent upon the student's passing any type of external certification or licensure examination. Academic standards for the program must be acceptable to the institution that grants the certificate.
- H. A written record of formal student complaints and resolution must be maintained.
- I. Program evaluation information, including graduation, placement and any certification pass rates must be made available to NAACLS upon request.

## **15. Systematic Review**

There must be a mechanism for continually and systematically reviewing the effectiveness of the program to include survey and evaluation instruments that incorporate feedback from a combination of students, employers, faculty, graduates, exit or final examinations, and approval review.

## **16. Outcome Measures**

A review of outcomes measures (e.g. external certifying examination results, results from capstone projects) from the last three active years must be documented, analyzed and used in the program evaluation.

## **17. Graduation and Placement Rates**

A review of graduation rates and placement rates must be documented, analyzed and used in the program evaluation.

## **18. Program Evaluation and Modification**

The results of program evaluations must be documented and reflected in ongoing curriculum development and program modification, followed by an analysis of the effectiveness of any changes implemented.

## **19. Program Sponsor Responsibilities**

Programs are required to comply with administrative requirements for maintaining approval, including:

- A. Submitting the Self-Study Report, an Application for Continuing Approval, or a required Progress Report as determined by NAACLS;
- B. Paying approval fees, as determined by NAACLS;
- C. Informing NAACLS of relevant administrative and operational changes within 30 days. This includes changes in program official names, addresses or telephone numbers; affiliates, status (e.g., inactivity, closure) or location; and institution name;
- D. Completing an Annual Report prescribed by NAACLS and returning it by the established deadline;
- E. Verifying compliance with these Standards upon request from NAACLS