



The University of Texas at El Paso
College of Health Sciences
Clinical Laboratory Science Program



CLSC 3269: Immunohematology (Blood Bank) Laboratory
Syllabus
Spring 2021

I. Course Information

Laboratory Schedule

Group B: Wednesdays and Thursdays – 1:00pm-4:00pm

- Time in lab will vary! You must complete all your laboratory testing before you can leave the lab, therefore, plan on staying until your assignments/laboratory procedures/testing have been completed. Please let all the significant people in your lives know that there is a high probability that occasionally, especially towards the end of the semester, you will be coming home late.

Room: CHS 137

II. Instructor Information

Instructor: Nancy Cruz, MS, MLS (ASCP)^{CM}

Email: ndcruzsanch@utep.edu

Office: College of Health Sciences (CHS) Room 426

Office Phone Number: 915-747-7243

Office Hours: via Blackboard Collaborate Ultra:

Mondays:

Tuesdays:

Wednesdays:

- **In order to better assist you, please make sure you schedule an appointment. If you can't schedule during these times, please contact me (after class/lab or via email) to schedule another time.**
 - Also available after class/lab.
- **Multiple students may be scheduled for the same office hour session. If it's a private matter or you wish to discuss material or have questions and prefer to have a private online office hour session, please make sure to notify the instructor when appointment is being made.**
- **Students must use their UTEP email when communicating with me, for appointments, questions, etc.**

III. Course Description

This laboratory course is designed to develop and refine skills in performing antigen and antibody identification techniques, compatibility testing and blood component preparation. Laboratory procedures for processing and selecting blood products, identification of blood group antigens and antibodies, blood storage procedures, fetal-maternal hemorrhage, quality control and pre-analytical, analytical, and post analytical components of immunohematology and the application of safety to laboratory practice.

Course co-requisite: CLSC 3368 (Immunohematology Lecture)

IV. Course Goal

This course is designed to provide the student with basic blood banking foundations and provides the student with a variety of blood banking experiences accomplished in blood transfusion service laboratories.

V. Course Objectives

A. Cognitive and Psychomotor

Upon completion of this course, the student will be able to:

1. Identify and follow bloodborne pathogen safety and OSHA regulations.
2. Explain and demonstrate compliance with universal precautions at all times and display safe techniques in handling and disposing of infectious material according to laboratory protocol.
3. Competently perform quality control procedures on reagents, instruments, refrigerators, and incubators.
4. Define and describe pre-analytical, analytical, post-analytical variables, delta checks, accuracy, precision, reproducibility, and reference intervals.
5. Competently perform and understand blood grouping and typing procedures in tube and gel systems.
6. Identify, judge, and differentiate types of ABO discrepancies and suggest methods to resolve these discrepancies.
7. Explain the importance of concentrating on the task at hand when performing ABO and Rh groupings.
8. Competently perform procedures for antibody detection and identification of single and multiple antibodies.
9. Competently perform procedures for compatibility testing.
10. Competently perform cord blood grouping and fetal screens.
11. Competently perform elutions, fetal screens.
12. Perform the following procedures with at least the minimum number as indicated below.

Procedure	Minimum number performed with 100% accuracy
ABO typing (front, reverse, tube, slide)	20
Rh typing	10
ABO discrepancies	5
Du testing	3
Type and screen	5
Type and hold	5
Type and crossmatch	5
Single antibody	4
Multiple antibody	2
Elutions	3
Fetal Screen	3
Gel system	5
Quality control in blood bank (equipment, reagents, record keeping)	1

Note: Refer to each laboratory exercise for specific cognitive, affective, and psychomotor objectives

B. Affective

To show the appropriate responsible behaviors students will demonstrate:

1. Educational initiative and a positive attitude by being prepared for laboratory sessions, completing assigned tasks on time, and displaying self-motivation.
2. Adaptability and flexibility to change and learning.
3. Good judgement and exercise emotional intelligence by accepting personal responsibility for consequences of one's own actions.
4. Organization by utilizing time effectively, sequencing, and prioritizing tasks for completion with the time constraints and maintaining a neat, clean work area and instrumentation.
5. Adherence to safety rules by avoiding eating, drinking, and chewing gum in the laboratory.
6. Attention to detail by diligently pursuing accuracy and documenting data accurately and legibly, utilizing strict overall technique, competent quality control techniques, sound critical thinking skills and strong professional ethics.

7. Problem solving ability by explaining purpose of each step-in diagnosis, interpretation, procedure, recognizing discrepancies in techniques or procedures and repeating necessary lab test when necessary.
8. Dependability by following directions and working independently after being given directions.
9. Maturity, stability, and self-confidence by approaching and performing routine and stressful tasks confidently without assistance and maintaining composure, and by defining and being aware of personal limitations, seeking help when needed and pursuing continuing education independently.
10. Appropriate interpersonal skills by cooperating and communicating effectively with classmates and instructor(s) (faculty). Displaying courteous, considerate behavior and appropriate appearance.
11. Application of ethical behavior, integrity, and professionalism by respecting confidentiality of patient information, complying with professional standards and code of ethics, adhering to safety policies and abiding by all rules and regulations of the CLS Program and the institution.
12. Commitment to organizational and professional policies regarding appearance, safety, confidentiality, and ethics by following UTEP's CLS Program Standards.

VI. Course Policies

- A. COVID-19 Screening Process:
 1. In order to maintain a safe learning/working environment, due to the on-going pandemic, **BEFORE** arriving at campus, students **MUST** sign in the following website:
 - a. <https://adminapps.utep.edu/screening/Home/Launch>
- B. Textbook: Harmening, Denise M., 2019. *Modern Blood Banking and Transfusion Practices. 7th Edition*. F.A. Davis Company
- C. Technical Manual. Latest edition. AABB. (optional)
- D. Instructional Policies
 1. Material and resources for the class will provided using the following:
 - a. Blackboard – procedures, package inserts, etc.
 - b. Blackboard Collaborate Ultra
 - c. You Tube
 2. Students are required to read, ahead of time, handouts, laboratory exercise protocol, and other materials and/or resources provided in Blackboard.

3. Students are required to come to the laboratory session with the printed material for the laboratory exercise (i.e., laboratory protocol, data/calculations/observations sheet).
4. This lab course is competency-based. In a competency-based program you are either competent to perform the procedures or you are not. **Each laboratory application contains cognitive enabling objectives which are to be answered in your own words. If you are working in groups to answer these questions you should scrutinize and verify the answers. There will be an exam on these objectives before each of the instructional units.** Procedures must be performed completely and *in a timely manner* to the satisfaction of the instructor. Each final grade for the laboratory exercises is determined by combining the cognitive exam and the practical exam (50% written and 50% practical). The student must pass with a minimum of 75% in order to proceed to the subsequent laboratory exercise. If the student fails, the lab must be repeated and passed that same week. If the student fails a second time, the student will be dropped from the laboratory. **THERE WILL BE NO MAKE UP LABS OR EXAMS.**

E. Assignment Policy

1. Students are required to hand in assignments (laboratory reports) in a timely manner.
 - a. Deadlines will be announced previously as assignments are programmed and requested on each laboratory session.
 - b. Failure to hand in/complete an assignment in a timely manner will lead to a **2-point deduction each day the assignment is late (includes weekends and holidays).**
 - If a legitimate reason/excuse (death, illness, etc.) prevents the student from handing the assignment on the due date, inform the instructor as soon as possible, bring the necessary documentation and considerations may be made, depending on situations, on an individual basis.
 - **NO** make-up assignments will be offered.
 - c. **Assignments/laboratory reports are to be handed in neatly and in ink. Properly identified (name, date, signatures), with all data, calculations, results, units properly identified and presented. Failure to do so will result in a 5-point deduction.**

F. Quiz and Exam Policy

1. You will have a quiz at the beginning of each laboratory. Make sure that you read your performance objectives and methods BEFORE you come to class because you will be asked questions based on information given in these performance objectives and methods.

2. Written exams will be given at the time of proficiency. The written exam must be completed before the student will be given the patient sample for analysis.
 - a. Both the practical and written exams must be completed within the time allowed. If the student has not completed the exam in the allotted time the sample will be turned in as an incomplete. If an incomplete is earned, then the student must repeat the practical exam again with a deduction of 10 points. The repeat exam will have to be arranged after normal lab hours.
 - b. The student must demonstrate **100%** accuracy in all laboratory procedures and recording results.
 - This means that the student must identify with 100% accuracy the analyte (antigen, antibody, entire procedure).
3. If the student missed a lab session, **no** make-up exams or quizzes will be given.
4. If an exam or quiz is missed the grade will be 0. All grades will be used for calculating the final grade, no grades will be dropped.
5. If a student cannot attend a test, quiz, midterm or final exam for a **university-acceptable excuse**, inform the instructor as soon as possible and a time will be arranged accordingly with the instructor's schedule. It is responsibility of the student to notify the instructor of any absence and to provide legitimate documentation of absence as per University regulations.
6. The instructor will assign each student a seat for the examination.
7. All personal belongings including laboratory material, documents, etc. must be kept in the designated area for personal belongings or in the bench drawers (lab material).
8. If a calculator is needed for the exam, the instructor will let you know ahead of time. Calculator lids must be kept with your personal belongings. The instructor will check the calculators (especially if a scientific or graphic calculator is being used).

G. Attendance and Participation Policies

1. The student will be expected to attend **ALL** laboratory sessions in a **timely fashion**.
2. The student is expected to actively participate in each laboratory session.
3. The student should spend 2-3 hours a week studying the material and resources provided by the instructor (and book).
4. Absences: After 2 absences you will be given a written warning. If absent 3 times, you may be dropped from the course.
5. Tardiness: Students arriving after 10 minutes will be considered tardy (points will be deducted).

6. It is responsibility of the student to notify the instructor of any absence and to provide legitimate documentation of absence as per University regulations.
7. The instructor reserves the right to drop a student due to tardiness or absenteeism, when, in the judgment of the instructor, a student has been absent to a degree as to impair his or her status relative to credit for the course. The instructor may drop the student from the class with a “W” before the course drop deadline or an “F” after the course drop deadline. (April 1st, 2021).
8. In case of being absent to a laboratory session, **NO MAKE-UP LABS WILL BE AVAILABLE. NO EXCEPTIONS.** The student is responsible for the material discussed in class as well as announcements made in class.
 - a. Special cases: **university-acceptable excuse:** inform the instructor as soon as possible and a time will be arranged accordingly with the instructor’s schedule. It is responsibility of the student to notify the instructor of any absence and to provide legitimate documentation of absence as per University regulations.

H. Laboratory Policies

1. The student will present to the laboratory session wearing the appropriate clothing: i.e.:
 - a. CLS Scrubs
 - b. If the student is not wearing scrubs (must be an emergency not to wear CLS Scrubs):
 - Long jeans/pants/skirts (**NO** leggings)
 - Appropriate shirt with sleeves (**NO** cleavage, tank tops, halter tops, see through, crop tops)
 - c. Closed shoes (sneakers, boots, crocs (no holes)) (**NO** sandals or open toed shoes allowed).
 - ***Shoes must be made of non-porous materials and meet OSHA requirements. CANVAS OR WEBBED MATERIALS ARE NOT ACCEPTABLE.***
 - d. Hair must be tied back (i.e., ponytail, bun, braid).
 - e. **NO** charm bracelets, long earrings, long necklaces permitted.
2. Personal protective equipment (PPE)
 - a. The student **must** wear the appropriate personal protective equipment at **ALL TIMES** in the laboratory: gloves, lab coat, face shield, face mask.
 - b. **NO** student will be allowed in the laboratory without the appropriate PPE.
3. **NO eating, drinking, chewing gum or smoking in the laboratory.**

4. Personal belongings have a designated area. **NO** personal belongings will be permitted in the laboratory with the exception of pencils, pens, sharpies, handouts, books, and calculators.
5. Cell phone usage is **NOT** permitted in the laboratory.
 - a. Exceptions can be made in case of emergency. **Speak with the instructor beforehand.**
 - b. Phone **MUST** remain in silent mode with personal belongings in designated area.
6. Universal precautions will be observed at all times. At the instructor's discretion, a student who does not have the proper personal protection equipment may be dismissed.
7. Students must follow CDC standards for social distancing and wearing face masks in and out of scheduled laboratories. Be advised that if students come down with COVID-19, CLS Laboratories may be cancelled and the students will receive an incomplete if all scheduled labs are not completed by the end of the Spring 2021 semester.
 - a. See additional document on laboratory attendance/entrance protocol.

I. Etiquette guidelines

1. Treat instructor and classmates with respect.
2. Address instructor and classmates properly and accordingly.
3. Use clear and appropriate language.
4. Vulgar/obscene language, discrimination because of race, color, ethnicity, gender, political or religious views, and inappropriate conduct is **prohibited** in class/lab.
5. The instructor reserves the right to dismiss the student from the laboratory if vulgar language is being used, if student is being disrespectful toward the instructor or classmates or exhibiting inappropriate conduct. This will be considered an absence, and **no** make-up laboratories will be administered. The student will be reported to the CLS program director.
6. Other etiquette guidelines (Netiquette) available through the following link:
 - a. https://www.utep.edu/technologysupport/Files/docs/BB_Netiquette-Guide-for-Online-Courses.pdf

J. Academic Integrity

There is a **zero-tolerance level** for academic dishonesty. Honesty and integrity are a critical aspect of your chosen profession, as well as patient confidentiality. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but it's not limited to:

1. Cheating
This means:

- a. Copying from the homework, in-class work or exam paper of another student.
- b. Engaging in written, oral, or any other means of communication with another student during an exam or homework assignment or giving aid to or seeking aid from another student during a test.
- c. Possession and/or use of test material (class notes, books, reviews, outlines, or any other material) not authorized by the instructor or exam proctor during an exam or quiz.
- d. Using, obtaining, or attempting to obtain, by any means, a part of the whole test, test key, homework solution, computer program, and tests administered during past semesters.
- e. Substituting for another person or another person substituting one's self to take a test/quiz.
- f. Falsifying data, laboratory reports and/or other records or academic work offered for credit.

2. Plagiarism

This means:

- a. The appropriation, buying, receiving as a gift, or obtaining by any means another's work, ideas, processes, results, or words without giving appropriate credit. This includes intentionally, knowingly, or carelessly, presenting the work of another as one's own; failing to credit sources used in a work product; attempting to receive credit for work performed by another; failing to cite the World Wide Web, databases, and other electronic resources.
- b. The submission for credit of any work or material that is attributable (whole or in part) to another person (i.e., copying from another student).

3. Collusion

This means the unauthorized (secret or illegal) collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty.

Proven violations of the detailed regulations, as printed in the *Handbook of Operating Procedures (HOP)* (available in the Office of the Dean of Students), may result in sanctions ranging from disciplinary probation, failing grades on the work in question, failing grade in the course, suspension or dismissal, among others.

K. Accommodations

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, by email to cass@utep.edu, or visit their office located in UTEP Union East, Room

106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

L. University Counseling Center

If you have personal issues and feel like you need assistance, the university offers counseling services and resources. They are available online and in person through the Division of Student Affairs. You can access these services:

1. Online: <https://www.utep.edu/student-affairs/counsel/index.html>
2. By phone: 915-747-5302
3. Email: caps@utep.edu
4. In Person: Counseling Center
202 Union West
El Paso, Texas 79968

VII. Grading Policy

Evaluation Technique	%
Proficiency Exams	30% (50% Exam + 50% Practical)
Midterm	20% (50% Exam + 50% Practical)
Quizzes (pre-lab quizzes)	10%
Assignments (Lab Reports)	10%
Written Final Exam	30%
Total	100%
Grading Scale	Grade
90-100	A
80-89	B
75-79	C
70-74.9*	D*
69 or below*	F*
* A grade of 75 or above is required to continue in the CLS program.	