Name of Program: _____

City, State: _____

Program Director: _____

Sponsoring Institution Program Fact Sheet is complete. ☐YES ☐NO

I. Sponsorship

<table>
<thead>
<tr>
<th>Academic Affiliates</th>
<th>City/State</th>
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<td>☐ None</td>
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Comments:
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
 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): ______ □NA
   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
Experiences in clinical laboratory science education include:

<table>
<thead>
<tr>
<th>Experience</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Teaching courses</td>
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<tr>
<td>Conducting and managing learning experiences</td>
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<td>Evaluating student achievement</td>
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<td>Providing input into curriculum development</td>
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<td>Formulating policies and procedures</td>
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<tr>
<td>Evaluating program effectiveness</td>
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</table>

The program director has knowledge of education methods and administration.  

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>The program director has knowledge of current accreditation/certification procedures.</td>
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COMMENTS:

5A4. Documentation that the program director has a faculty appointment at the sponsoring institution or at each affiliated academic institution is included.  

<table>
<thead>
<tr>
<th>Documentation</th>
<th>YES</th>
<th>NO</th>
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COMMENTS:

5B1. The name(s) comprising the advisory committee are included.  

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>YES</th>
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<tbody>
<tr>
<td>The relationship of the advisory committee member(s) to the program is stated.</td>
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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.  

<table>
<thead>
<tr>
<th>Minutes</th>
<th>YES</th>
<th>NO</th>
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COMMENTS:

6. Major clinical/didactic faculty for each laboratory discipline are listed.  

<table>
<thead>
<tr>
<th>Faculty</th>
<th>YES</th>
<th>NO</th>
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6A. Faculty responsibilities include participation in:

<table>
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<tr>
<th>Responsibility</th>
<th>YES</th>
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<tr>
<td>Teaching courses</td>
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<tr>
<td>Supervising applied laboratory learning experiences</td>
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COMMENTS:

6B. Faculty Fact Sheets for major clinical/didactic faculty are complete.

Faculty Fact Sheets document the qualifications to teach at the appropriate level.

A description of how faculty are evaluated is included.

COMMENTS:

6C. There is documentation of ongoing professional development for program faculty to fulfill instructional responsibilities.

COMMENTS:

7. Financial resources are adequate for the continued operation of the educational program.

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.

COMMENTS:

8A. Descriptions of the following are submitted:

- Classrooms/lecture areas
- Administrative offices
- Clinical facilities
- Student laboratories

A description of laboratory safety features is included for:

- Student laboratories
- Clinical facilities (Only required if the facility is not accredited by JCAHO and/or CAP, and/or COLA)

COMMENTS:

8B. Capital (major) equipment and supplies are listed for student instruction.

COMMENTS:

8C. Information resources contain current editions of books, periodicals and other reference materials related to all content areas of the curriculum.
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:
### 9B. Instructional Areas:

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

Emergency medical care is available for students while they are in attendance.

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.

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:
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
<table>
<thead>
<tr>
<th>Evaluation includes feedback from:</th>
<th>Frequency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Employers of Graduates</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Graduates</td>
<td></td>
</tr>
<tr>
<td>Exit or Final Exams</td>
<td></td>
</tr>
<tr>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td>Other: __________</td>
<td></td>
</tr>
</tbody>
</table>

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

Name of Program: ______  City, State: ______
Program Level: ______  Date: ______

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Institution:
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City/State/Zip:
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Email:
Signature: ___________________________