



Specialist in Blood Bank Technology/Transfusion Medicine (SBBT/TM) Program

## **Student Appeal, Audit, Self-Withdrawal, and Dismissal**

### **Academic Appeal**

Students have the right to prove to the Program Director, or designee that a question on a written exam was marked incorrectly. Written evidence must be provided in which such conclusions are based. If this does not give the student satisfaction, they can discuss the question with the OneBlood SBBT/TM Program Medical Director.

Grades can be discussed with the Program Director, or designee. If satisfaction is not attained at that level, then the student can present their case to the SBBT/TM Program Advisory Committee. The findings of the committee will be final unless the student feels they are being discriminated against. In this case, the student must contact OneBlood Human Resources Department immediately.

### **Filing a Grievance**

Students have the right to appeal any evaluation which they deem unfair or discriminatory. To prevent misunderstanding and avoid confusion, all official communications and appeals must be put in writing. To file a grievance, document the complaint to the OneBlood SBBT/TM Program Medical Director. The grievance will be reviewed by OneBlood Human Resources and forwarded to the OneBlood SBBT/TM Advisory Committee for review. Employees, applicants, and students may also use one of the OneBlood AlertLines for reporting suspected workplace wrongdoing as well as concerns related to safety, quality, or privacy information. The AlertLines are not intended to replace ongoing communication between employees and managers, but to provide an alternative resource to report situations or observations that employees feel are unresolved and need attention.

### **OneBlood SBBT/TM Program Audit**

Students failing to maintain a  $\geq 70\%$  average on assessments and/or a grade of  $\geq 80\%$  on laboratory assessments are counseled and the counseling sessions documented. If improvement is not demonstrated by the established timeline, the student may be transitioned to a status of OneBlood SBBT/TM Program Audit.

SBBT/TM Program Audit allows students to continue to participate in the didactic portion of the SBBT/TM program and pursue an alternate route for ASCP SBB examination consideration.

### **OneBlood Student Self-Withdrawal**

Students are encouraged to discuss alternatives to withdrawal with the SBBT/TM Program Manager, Medical Director, and/or SBBT/TM Advisory Committee. When circumstances are beyond the control of a student or the OneBlood SBBT/TM program, a student may self-withdraw. Tuition will not be refunded regardless of withdrawal date.

## **OneBlood Student Dismissal**

Reasons for dismissal from the OneBlood SBBT/TM Program may include but are not restricted to:

- Failure to complete expected educational requirements as outlined in the handbook and online assignments, or unexcused gaps in participation.
- Failure to maintain  $\geq 70\%$  grade average as measured by didactic and laboratory assessments.
- Failure to demonstrate the ability to resolve advanced serologic problems; choose suitable approaches for patient management; discuss or explain intelligently concepts that have been previously addressed in the SBBT/TM program curriculum.
- Failure to follow the procedures or policies that the student signed and agreed to at the outset of the OneBlood SBBT/TM program.
- Failure to meet deadlines for payment of OneBlood SBBT/TM program.
- Failure to comply with OneBlood, Inc. policies of sexual and other workplace harassment and anti-bullying.

### **Process of Dismissal:**

The student will be verbally counseled and counseling documented.

- If there is no improvement in performance or participation, the student will be placed on a formal warning corrective action plan.
- A follow-up evaluation will take place no later than one month after the written warning notice.
- If the student fails to demonstrate improvement, they will be dismissed from the SBBT/TM program.

### **Procedures Post Dismissal of Student from SBBT/TM Program:**

Immediately after withdrawal or removal from the program:

- The AABB National Office will be notified.
- Access to the UTMB on-line portion of the SBBT/TM program will be terminated.
- If a non-OneBlood employee, removal of access to OneBlood facilities.
- No certificate of completion is granted.

### **Program Dismissal Appeals Process:**

Students may appeal program dismissal by submitting justification for why they feel they should not be dismissed in writing to the SBBT/TM Advisory Committee for consideration. The student will be notified in writing of the final decision within 10 business days of the student's appeal submission.