



**UCSF Department of Laboratory Medicine  
Clinical laboratory Scientist Training Program**

**Program Overview**

The clinical laboratory scientists (CLS) training program begins on March 26, 2018. During the structured competency-based education program, student spend approximately 40 hours a week, eight hours a day dividing his/her time between didactic and practical training.

Students will rotate throughout the laboratory sections of our Laboratories. Under supervision, trainees practice different skills and techniques specific to the section they are in. This provides trainees with in-depth exposure to a large variety of specimens and procedures.

The curriculum of our training Program stresses the development of independent judgment, critical thinking and problem solving skills. Trainees will be educated using actual clinical specimens, case studies, and the newest in the utilization of laboratory instrumentation technology.

<b>Section</b>	<b>Clinical Rotation</b>
<b>CHEMISTRY</b>	11 weeks
<b>MICROBIOLOGY</b> Bacteriology/Mycobacteriology/Mycology/Virology	9 weeks
<b>PARASITOLOGY</b>	3 week
<b>URINALYSIS/BODY FLUIDS</b>	4 weeks
<b>IMMUNOHEMATOLOGY</b>	6 weeks
<b>HEMATOLOGY</b> Routine Hematology - 4 weeks Special Hematology – 4 weeks	8 weeks
<b>SEROLOGY-IMMUNOLOGY</b>	4 weeks
<b>MOLECULAR BIOLOGY</b>	4 weeks
<b>PHLEBOTOMY</b>	1 week
<b>POCT</b>	1 week
<b>REVIEW</b>	1 week
<b>TOTAL</b>	<b>52 weeks</b>

## UCSF Mission Statement

The Mission of UCSF is to attract and educate the most promising students to future careers in the health sciences and health care professions, with continuing emphasis on open access and diversity; to bring our patients the best in health care service, from primary care to the most advanced technologies available; to encourage and support research and scholarly activities to improve our basic understanding of the mechanisms of disease and the social interactions related to human health; and to serve the community at large through educational and service programs that take advantage of the knowledge and skills of UCSF faculty, staff and students.

## Training Programs Mission

The program's mission is to provide state of the art clinical laboratory training as well as professional preparation for a diverse student population. Prepare admitted trainees for traditional and emerging roles as clinical laboratory professionals in areas of clinical chemistry, microbiology, hematology, immunohematology, immunology and molecular biology who can research, develop, evaluate and implement laboratory procedures utilizing a high degree of independent judgment.

## UCSF Medical Center's Value

Our values are embodied in the acronym **PRIDE: Professionalism, Respect, Integrity, Diversity, and Excellence.**

**Professionalism-** From the moment patients and others walk through our doors or dial our phone number, it's our responsibility to create a caring, safe, and reassuring environment. We can ensure this by being conscientious about our personal presentation, the appearance of our work environment, and the way we greet patients in person and on the phone.

**Respect-** It starts with recognizing the basic dignity of each human being and following the golden rule: Always treat others as you would wish to be treated. We communicate our respect for our patients by being sensitive to their needs and personal privacy, by keeping them involved and informed about their care.

**Integrity** -We will place patient confidence in our integrity, which means honor, truthfulness, and doing the right thing.

**Diversity-** No matter what our differences, we all share the right to professional, respectful treatment. By improving our cultural competency, and by helping others improve theirs, we can honor the diversity of our community and create a more healing environment for our patients.

**Excellence** –The skills and personal confidence we develop here will serve us throughout our professional life.

## **Non-Discrimination Policy**

The UCSF, in conformance with applicable laws and regulation, does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, sexual orientation or age, in any of its policies, procedures, or practices. This non-discrimination policy covers admission, access and treatment in University programs and activities, and application for and treatment in University employment.

## **Disability Services**

Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state law. Any applicant or student with a disability who needs accommodation must request the accommodation on application. UCSF will make the sole determination regarding appropriate accommodations.

## **Training Program Director Responsibilities**

The training program director is responsible for the overall administration of the training programs including the recruitment and selection of applicants, orientation of new students, explanation of personnel policies, lecturing, scheduling of rotations, coordination of theoretical and practical training with lecturers/trainers, maintenance of records, and regular communication with Laboratory Field Services.

## **General Education Objectives**

The general educational objectives of UCSF clinical laboratory science are to provide the clinical laboratory scientists (CLS) with the following capabilities upon completion of the training program:

The trainee will be able to perform at the level expected for licensure as a CLS by the State of California.

- Satisfactorily perform all common analytical procedures done in the clinical laboratories.
- Demonstrate a working knowledge of quality assurance and quality control terms, calculations and application to maintain accuracy and precision.
- Follow written protocols and procedures.
- Recognize problems in the laboratory and identify their causes and initiate solutions with the trainers.
- Make basic interpretations of test results based on acquired knowledge of pathophysiology and disease processes.
- Demonstrate knowledge of the theories and principles involved in clinical laboratory tests.
- Exercise due care and responsibility in carrying out duties and observe medical center values and ethics.
- Recognize the importance of, and participate in, continuing education programs.

- Demonstrate proper procedures for collection and processing biological specimens.
- Apply the principle of educational methodology, supervision and management in leading supportive personnel and peers in their acquisition of knowledge, skills and attitudes.
- Perform preventive and corrective maintenance on equipment and instruments as well as identifying sources of error.
- Integrate and relate data from the various areas of the laboratory.
- Observe Standard Precautions and use appropriate protective barriers to ensure his/her safety and the safety of others.

## **APPLICATION PROCESS**

The application is considered complete when the documents below are received by the CLS office of admission on or prior to the deadline.

Completed application must contain:

1. Completed UCSF Clinical Laboratory Scientist application form.
2. Official college transcripts showing completion of required courses (Hematology, Immunology, Medical Microbiology, Biochemistry, analytical/clinical chemistry, physics, which includes instructions in light and electricity, and date the degree is conferred. Transcripts must be mailed or electronically e- mailed directly from the registrars' office from all colleges and universities attended to the program director.
3. Three (3) letters of recommendation.
  - a. At least two (2) letters must be from college/university science professors.
  - b. The third letter may be a professional reference.
  - c. The applicant is responsible for requesting that these references be mailed to the Program Director of the CLS training program.
4. A statement of interest in the clinical lab science.

## **Educational Facilities**

The clinical and didactic portion of training of the training program will take place at the Parnassus, Mission Bay and China Basin locations. Selected components of training may take place at the Mount Zion campus laboratory.

Also available to students during training is access to the UCSF library, which includes a wealth of medical and other health related resources for student utilization. Contemporary audiovisual resources are used to reinforce lecture and clinical learning to supplement further knowledge and understanding. Internet access will be available to students to surf the web in order to complete certain assignments.

## Student Responsibilities

During the 52 weeks of training, each student will be expected to:

1. Observe and adhere to all UCSF Clinical Labs policies and procedures.
2. Develop a disciplined and balanced schedule of independent study, attendance, and other required assignments.
3. Take initiative to perform and reflect on applied learning skills at the bench.
4. Seek assistance, when appropriate from section supervisors, instructors, or other resourceful personnel.
5. Complete homework, unknowns, examinations, and reading assignments.
6. Use sound judgment in making maximum effective use of time at the bench.

## Terminal Objectives

These general program objectives apply to all laboratory sections through which students rotate. Each section has its own specific objectives that are used to evaluate student progress.

## The Cognitive Domain

1. Select the proper specimen for the procedure given.
2. Select the proper instruments and reagents for the procedure given.
3. Understand the principle of all tests performed.
4. Know the reference or normal ranges and panic values of patient results.
5. Perform calculations necessary for all laboratory procedures.
6. Distinguish normal from abnormal results.
7. Utilize data to evaluate accuracy of results.
8. Maintain accurate and complete records.
9. Apply problem-solving techniques to identify and correct procedural errors, identify instrument malfunction and institute appropriate corrective measures under supervision.
10. Correlate information from didactic lectures with laboratory procedures and practices.
11. Correlate laboratory results with the disease state of the patient.
12. Make judgments concerning the results of Quality Control measures and institute proper procedures or corrective action to maintain accuracy and precision of test results.
13. Use correct technical and scientific vocabulary.

## Psychomotor Domain

1. Collect specimens from patients with proper technique and minimal trauma.
2. Operate and maintain lab instrumentations with care.
3. Verify results through the use of laboratory computer system.
4. Keep working area clean and organized at all times.
5. Perform more than one task at a time without sacrificing precision and accuracy.
6. Utilize procedures and follow direction without deviation from established policies.

7. Perform parallel testing and other practical assignments with minimal supervision.
8. Arrive on time and remain in the department for the scheduled time.

### **Affective Domain**

1. Maintain optimal safety precautions in terms of physical and chemical hazards, cleanliness, and exposure to infectious agents.
2. Utilize relationships concerning the entire health care team for total patient care.
3. Demonstrate respect for confidentiality regarding patient laboratory records and professional relationships.
4. Demonstrate willingness to go beyond the minimal requirements of service.
5. Respond ethically and sympathetically to patient needs.
6. Use optimal verbal and non-verbal communication.
7. Use all available learning opportunities.

### **Checklists**

The checklists are week-by-week guides to maintain a record of student progress while providing a listing of the laboratory tests to be performed during each training module. Checklists give the student and the instructor clear expectation of what to be accomplished in order to satisfy the completion of the terminal objectives of each module. Upon the completion of each module, the student and the instructor will sign off the checklists acknowledging that pertinent training is completed successfully, if deficiencies exist, a time will be set aside to complete any pending deficiency.

### **Student Performance**

#### **Satisfactory performance is measured by:**

1. The attainment of a minimum score of 75% in each of the module written quizzes/ examinations, 90% in practical examinations and unknown specimen assignments of manual procedures, and 95% in parallel testing of automated procedures. Same scores apply to all programs final examination. (Students will analyze each question missed by writing several sentence paragraphs Adherence to established policies and procedures.
2. Voluntary willingness to do additional work or accept additional assignments to improve practical skills.
3. Being courteous and respectful to colleagues, supervisors, and patients.

#### **Unsatisfactory performance means that trainee:**

1. Does not attain the minimum scores listed above after retraining and /or reexamination.
2. Does not adhere to established policies and procedures.
3. Violates the code of ethics of the UCSF.

## **Student Appeal Process**

Every effort should be made to resolve the appointee's grievance on an informal basis through discussion between the appointee and their immediate supervisor. Mediation, when agreed to by both parties, can provide a process for reaching a mutually acceptable resolution to a problem.

## **Probation**

1. All students are on probation for the first three months of the program.
2. Failure to successfully complete and pass two modules (practical and/or theoretical) of the training program.
3. Unprofessional conduct, such as poor attendance, tardiness, lack of integrity, unsafe behavior, and deviation from established policies and procedures.
4. Students will be notified of their probation status in writing of the reason for such action, and will be given a remedial action plan specific to the area of weakness and a set date (one to two weeks) to meet the criteria(s) of the remedial action plan.
5. If the requirements of the action plan are met, students will be removed from probation status. If the requirements are not met, the student will be considered for dismissal from the training program.

## **Dismissal**

1. Failure to meet the established protocols, goals, and departmental standards of the training programs.
2. Failure to meet the criteria(s) of the remedial action plan.
3. Those who receive poor evaluations in more than two training modules.
4. Those who fail to improve satisfactorily despite numerous attempts to bring them back to meet the department standards.
5. Documented excessive absences, tardiness, unsafe behavior, and lack of integrity.
6. Students who are in danger of dismissal or disciplinary action will be informed in writing of the reasons for such action.

## **Student Evaluations**

Student's performance will be evaluated after the completion of each module, at six months, and at 12 months as indicated by institutional policies.

## **Competency Assessment**

Student competency is assessed during and upon completion of each training module. Ways to evaluate competency include:

1. Direct observation of test performance; including pre-analytical, analytical, and post-analytical variables.
2. Correct recording and reporting of test results.
3. Assessment of quality control, instrument function checks and preventive maintenance.

4. Assessment of problem solving, troubleshooting, behavioral and cognitive skills.

## Review

There will be time allotted during training to study, review and work with case studies.

## Completion of Training

Certificate of completion will be awarded to successful trainees at the end of the one-year training program.

## Notification of Laboratory Field Services

Notice will be submitted to Laboratory Field Services within 30 days of any change of teaching personnel (addition or deletion), any change of major test methodology (additions or deletions), and/or any major change in the training programs (instructional or practical).

Also a notice will be submitted to Laboratory Field Services within 30 days whether the student voluntarily resigned or dropped from the training program due to unsuccessful performance or any other reasons, with a listing of the training portion successfully completed prior to termination.

Notification of anticipated start date of training of each trainee will be sent to LFS in Form 149 approximately one month prior to start of training. Anticipated completion of training for each student will be submitted to Laboratory Field Services by mailing LFS Form 150 approximately one month prior to completion of training.

## Licensing

Successful students of the training program will be eligible to take California approved certifying organization exam. However, UCSF Department of Laboratory Medicine recommends utilizing the American Society of Clinical Pathology (ASCP) Board of Certification for licensure purposes.

Six weeks prior to completion of the training program, trainees must apply to this site <https://accountportal.cdph.ca.gov>

[1. Create an online account](#)      [2. Log into your account](#)

to allow sufficient time to process the application. At the same time trainees must also apply to <http://www.ascp.org/services/SelectCertification.aspx> in order to arrange for date, time and location to take the certifying exam.

If you need further information visit the Laboratory Field Services website at:

<http://www.cdph.ca.gov/programs/lfs/Pages/default.aspx>

Laboratory Field Services will issue a license to students who complete the entire application process and pass the examination.



## Accreditation

The training program offered by UCSF clinical laboratories is approved by the State of California Department of Public Health/ Laboratory Field Services.

## Compensation

Accepted students will receive monthly financial compensation for the duration of the one year training. The amount of compensation will be determined in the near future.

## FOREIGN TRANSCRIPT EVALUATION

Individual who possess a foreign baccalaureate degree or higher may be considered for admission if his/her degree is evaluated “Current Members” of the National Association of Credential Evaluation Services (NACES), and “Endorsed Members” of the Association of International Credential Evaluators, Inc. (AICE). Please use the links below to view the “Current” and “Endorsed” members of NACES and AICE.

<http://www.naces.org/members.html> or <http://aice-eval.org/members/>

## EDUCATIONAL REQUIREMENTS FOR ADMISSION

A baccalaureate degree or higher from a regionally accredit college or university. Applicants should complete:

- a. 16 semester units (24 quarter hours) of **chemistry**, which must include biochemistry and quantitative analysis or clinical chemistry. Clinical chemistry may substitute for the requirements for biochemistry and quantitative analysis.
- b. 18 semester units (27 quarter hours) of **biological science** courses, which must include medical microbiology, hematology and immunology. Additional highly recommended courses include genetics, molecular/cell biology, virology, parasitology and statistics.
- c. A course of **physics**, which includes instruction in the principle of light and electricity.

## GENERAL REQUIREMENTS INCLUDE:

- A minimum overall and science grade point average of 3.0 on a 4.0 scale.
- All required courses must have been completed no more than three (3) years before application is made.
- Possession of a valid trainee license issued by Laboratory Field Services.

## MINIMUM TECHNICAL STANDARDS (Essential Functions)

Students must meet the following essential functions:

- Visual acuity to identify cellular structure under the microscope.
- Manual dexterity to collect, process and analyze lab test specimens in a timely fashion as well as process sharps and biohazards and hazards without endangering self and others.
- Ability to communicate with patients, visitors and other medical staff (written and oral)

## SELECTION PROCESS

The selection process is based upon the analysis of all relevant information on each applicant by the Admissions Committee. These include among others:

- Assessment of student academic records
- Academic and professional references
- Motivation and goals
- Attitude and potential
- Commitment to the field
- Interview

Interviews are conducted by the admissions committee after reviewing the candidate's completed file. Candidates will be contacted by the educational coordinator for personal interview. The personal interview is utilized to assess each applicant in areas including professional goals, potential for success, judgment, integrity, study habits, interpersonal skills and communication skills required for the internship year and for the profession. Students will be notified by written letter or e-mail notification of their enrollment status of whether *Accepted, Alternate, Not accepted*. Notification letters are mailed or e-mailed within 2 weeks of interview date.

Admitted students will receive monthly financial compensation for the entire 12 months of training. The amount will be determined at later date. Admitted students are responsible for the purchase of required textbooks.

*The program does not discriminate on the basis of race, color, sex, national origin, religion, handicap or ethnic origin in the administration of admission procedures.*

## Acceptance Status

Accepted students are conditionally accepted until all of their college courses and prerequisites are complete. Students who complete the application process and are not initially accepted into the program may be notified they are on the Alternate list. An alternate will be notified of an available position that may open when an accepted student declines his/her position.

A student who is not accepted is encouraged to take steps toward reapplying for the following internship year, including increasing his/her academic standing, obtaining additional coursework, etc.

Decisions made by the Admissions Committee are final.

### **Accepting Your Position**

Students who do not reply to an offered position by the stated deadline will lose their position-status and may be placed on the Alternate list or may forfeit the position altogether.

### **Declining Your Position**

If a student offered a position does not wish to accept, he/she must notify the Program Director by a stated deadline to open the position to another student candidate.

### **Goals of the training program**

At UCSF Clinical Labs we are committed to:

- Providing a structured environment to achieve the competencies that embody excellence in laboratory practice
- Instilling quality assurance in performance of laboratory determinations and analyses used in the diagnosis and treatment of disease and the maintenance of health
- Serving as a resource for the hospital and the community in supplying competent, well-trained and well-motivated CLS for better medical care
- Giving CLS students an awareness of their role as professionals in the health care setting
- Encouraging and stimulating continuing education
- Providing future specialists, supervisors, and managers in the health care professions.

### **Graduate Career-Entry Competencies**

Upon satisfactory completion of the training program, the intern meets or exceeds the following career-entry competencies:

- ❖ **Proficient in performing a wide range of clinical lab tests in areas such as:**
  - a. Hematology
  - b. Clinical chemistry
  - c. Immunohematology
  - d. Microbiology
  - e. Serology/immunology
  - f. Coagulation

- g. Molecular diagnostics
- h. Other emerging diagnostics

❖ **Be able to:**

- a. Problem-solve and troubleshoot pre-analytical, analytical and post-analytical components of laboratory analysis.
- b. Evaluate, correlate and assure accuracy and validity of laboratory tests
- c. Collaborate in the diagnosis and treatment of patients

❖ **Prepared to take on diverse responsibilities in areas:**

- a. Analysis and clinical decision-making (e.g., critical pathways)
- b. Information management
- c. Regulatory compliance
- d. Quality assurance/performance improvement wherever laboratory testing is researched, developed or performed

❖ **Possess requisite knowledge, skills and relevant experiences in:**

- a. Communications to enable consultative interactions with members of the healthcare team, external relations, customer service and patient education
- b. information management to enable effective, timely, accurate, and cost-effective reporting of laboratory-generated information

❖ **Practice independently and collaboratively, being responsible for own actions, as defined by the profession. Interns should exhibit:**

- a. High ethical standards, moral attitudes and principles necessary for gaining and maintaining the confidence of patients, professional associates and the community
- b. A sense of responsibility and commitment to patients, peers and other professionals
- c. A sense of self-confidence and pride in the profession
- d. Good interpersonal and communication skills
- e. A capacity for calm and reasoned judgment
- f. Responsibility for own work and decisions
- g. A respect for confidentiality

## **Graduation and Licensure/Certification**

To be eligible for graduation, an intern must have:

- Successfully completed all lecture and clinical rotation, competency requirements and exams with a minimum passing score of 75%.
- Demonstrated ethical behavior in their professional conduct

- At graduation, you will receive a certificate of completion and are eligible for licensure by California Department of Public Health/Laboratory Field Services through its approved exam organizations. Licensure is required prior to engage in performance of clinical laboratory testing.

## **Evaluation Methods**

Intern evaluations are an integral part of the CLS training program. In evaluating an intern's performance, we consider the total individual - attitudes, abilities, technical performance, appearance, quantity and quality of work, initiative and professionalism. Instructional and professional objectives are provided to the interns to assist the learning process. Evaluation tools are designed to measure achievement of these objectives. In addition, we evaluate in order to help the intern recognize their strengths and weaknesses and aid in professional development

### **In the Lecture Component:**

- Satisfactory Performance Point is at 75%
- Written examinations are given on a periodic basis throughout each lecture sequence.

### **In the Clinical Rotation Component:**

Acceptable performance criteria have been established for each clinical laboratory rotation. Criteria are included with each rotation's performance objectives and given to the intern prior to the start of the rotation. The different evaluation methods and records are:

- On-going - The intern's theoretical, practical and professional progress is reviewed and evaluated by faculty. Performance progress is discussed with the intern.
- Final Clinical Rotation Evaluation - Unless otherwise indicated, the Satisfactory/Unsatisfactory Point is at 75%. This Final Evaluation is a composite of:
  - a. Theoretical Knowledge - Written examinations are given throughout. A written comprehensive examination may be given at the end of a rotation.
  - b. Practical Performance - All performance criteria are described in the objectives and specified on the Clinical Rotation Checklist. The intern is observed and evaluated on the specified technical proficiency. Practical examinations, unknowns or projects will be given.
  - c. Professional Performance - Intern performance is evaluated for professionalism, conduct and adherence to the laboratory policies.

## **Special Assignments and Activities**

In addition to the traditional curriculum components, the Clinical Program includes Special Assignments and Activities. This part of the curriculum is scheduled

throughout the year. It serves to enhance and challenge the professional and personal development of each intern. Assignments and activities generally include:

- Journal Club - Discussion meetings addressing current clinical and professional development topics
- Attendance of CE seminars and conferences.
- Point-of-Care Testing shadowing
- Clinical case studies and discussions
- Mock certification exam

## Curriculum

The Program begins with an **Orientation Period** during which interns become acquainted with each other, laboratory personnel and environment, location and environment of our Laboratories at different facilities and the structure and policies of the training program.

The **Lecture Component** of each section provides information about the technical and clinical aspects of laboratory analysis, the laboratory sciences, behavioral sciences and educational concepts. Lectures, discussions and structured activities are conducted by a variety of qualified health professionals. Seminars, workshops, audio-visual programs and intern reports and projects supplement these.

The **Clinical Rotation Component** of each module is divided into specific rotation periods in each section of the laboratory. Each rotation is structured to provide the intern an opportunity to learn basic laboratory skills and techniques, progressing to more advanced skills and responsibilities. Interns will also complete the competencies and undertake supplemental experiences determined by individual interest and/or ability. Each clinical rotation emphasizes quality assurance, quality control and safety procedures as they pertain to that specific laboratory area. Study questions, case studies, slides and audio-visual and

## Selection Process of Applicants:

The Selection Committee consists of the laboratory program director and clinical laboratory senior supervisors. They will review each completed "Applicant File" and base their decision on the applicant's academic performance, content of the letters of recommendation, the 500 word Statement of Purpose, essay prompt, completion of the recommended courses, experience (paid or volunteer) in a clinical or research laboratory. The selected candidates will be summoned for personal interview with the Selection Committee in the months of September/October of each application year.

Selection for admission into the training programs is on competitive basis as each entering class is limited by number of students it can accommodate.

The selection process includes review of the completed Applicant File and the personal interview score(s). Each applicant is ranked according to his/her score, with the highest ranked offered the training position. If the first ranked candidate declines

the position, then the selection goes to the second ranked and so forth until the class is filled provided all candidates meet the programs requirements. Alternates are strongly encouraged to keep their files active by contacting the education coordinator, and obtaining advice.

Notification of acceptance/rejection to the training programs will be emailed to students within a week after the interview.

Applicants selected for admission are expected to notify the program director or education coordinator in writing within one week of receipt of the acceptance letter.

### **Accepted applicants will be required to:**

1. Undergo Physical Examination and immunization for: Mumps, Measles, Rubella, Tetanus, Hepatitis B or waiver if completed and Tuberculin Skin Test.
2. Submit their valid California Clinical Laboratory Specialty Trainee License on the first day of training.
3. Provide evidence of having a legal right to stay in the United States.

## **STUDENT POLICIES**

### **Trainee License**

Each student is required to have a current/active Trainee License issued by California Laboratory Field Services prior to starting date of the training program.

### **Attendance**

Students must complete a minimum of 51 weeks of full time training. The remaining one week can be used for time off, emergency, and /or sick use when warranted so long the time requested does not interfere with the overall quality of training. The program is eight hours per day from 8:00 A.M. to 4:30 P.M. Monday to Friday. Students are not required to report to training during the 13 annual university's observed holidays.

### **Make-up Assignments and Exams**

Class assignments and exam(s) missed due to emergencies are made up. It is the student's responsibility to notify the education coordinator and section senior supervisor or designee to review and obtain make-up assignments and make arrangements to take the make-up exam.

### **Tardiness**

It is expected that the student should be present in the assigned module on time. Repeated tardiness for the same reason is unacceptable.

## **Absences**

Students are expected to attend all training modules. If for any reason a student is absent, the education coordinator and/or section supervisor must be contacted as soon as possible. All student absences in excess of two weeks, whether excused or unexcused must be made up, usually toward the end of the training module. It is the responsibility of the student to arrange a make-up schedule with the trainer or the education coordinator.

## **Breaks**

Thirty minutes lunch and two 15 minutes break will be provided and should be scheduled so as not to conflict with the training time.

## **Uniforms and PPE**

The UCSF Clinical Labs will provide two laboratory coats and any required PPE to admitted students at no charge to trainees.

## **Textbooks**

Students are expected to purchase the required textbooks for training program on their own.

## **Parking**

Parking lots are available for a fee within proximity of the clinical labs. However utilization of public transportation is highly recommended.

## **Identification Badges**

Each student receives an identification badge free of charge on first entry to the training program. Identification badge should be worn whenever the student is at work and /or on campus.

## **Values**

UCSF Clinical Labs places special emphasis on the Values of Service, Honesty, Respect, Stewardship, and Performance.

## **Conduct Standards**

Students are expected to conduct themselves in a good citizen manner and comply with the State and Federal laws. A conduct not in compliance will subject the student to disciplinary action. The following behaviors receive disciplinary action:

1. Possession, sale, and/or use of or being under the influence of alcoholic beverages, illegal drugs or controlled substances on UCSF properties.
2. Disorderly conduct or disruptive behavior.
3. Dishonesty, including cheating, plagiarism, and fabrication.



4. Making false statements about satisfying eligibility criteria with the intent to deceive and/or omitting information on official documents will lead to barring of student in current and future training/employment at this institution.
5. Theft, vandalism, misuse, or damaging of UCSF Clinical Labs property.
6. Non-compliance with UCSF Clinical Labs policies.
7. Possession or use of firearms, harmful weapons or explosives.

## **Student Insurance**

Health, dental, and vision are not covered during the training period. However, UCSF Clinical Labs will provide liability insurance, workman's compensation, and pre-employment vaccinations if needed.

## **International Students**

Admitted students must possess legal residency in the United States. Students with F or H or any other Visa are not eligible for admission to the training program.

## **Jury Duty**

If a student is called for jury duty, the manager of the laboratory will provide an appropriate letter requesting postponement of jury duty service.

## **Harassment policy**

UCSF Clinical Labs is committed to providing a work environment free of unlawful behavior. Harassment of any kind, including but not limited to actions, words, jokes, comments, photographs, pictures, drawings, gestures or other forms of verbal, visual, or physical conduct-based on an individual's race, color, ancestry, religion, gender, national origin, ethnicity, age, marital status, handicap or any other legally protected characteristic will not be tolerated. Sexual conduct, unwelcome sexual advances or demands, and unwelcome physical contact can create an offensive work environment and are therefore prohibited.

Any student who engages in any of the above behaviors may be subject to immediate termination from the training program.

## **Change of Name and Address**

Students must report within 30 days any change of name, address, and telephone number to the program education coordinator and the:

California Department of Public Health/ Laboratory Field Services  
850 Marina Bay Parkway, Bldg. P, 1<sup>st</sup> Floor  
Richmond, CA 94804-6403  
Telephone # (510) 620-3800

## **Responsibility of Patient Results**

All laboratory results must be reviewed and released by a California licensed Clinical Laboratory Scientist.

## **Confidentiality Statements**

Students are required to sign confidentiality statements concerning patient information and laboratory testing results. These statements should be signed during students Orientation, which takes place in the first week of the program.

## **Telephone Etiquette**

Each student is responsible for making the telephone experience as pleasant as possible for the caller. The caller is to be treated courteously and without impatience regardless of the nature of pressure.

## **Safety**

Students will be provided information to comply with the institution guidelines for general laboratory safety, OSHA chemical and blood borne pathogen standards, fire, Radiation safety, and CDC Universal Precautions.

## **Medical Insurance Coverage**

The individual student must assume responsibility for medical insurance coverage. Documentation of medical insurance coverage will be maintained in the student's file. It is understood that the UCSF Clinical Labs will be held harmless from any injury, disability, or any liability that may result from the student participation within the hospital setting.

## **Liability**

*UCSF Clinical Labs* provide this coverage. Students must have proof of both liability coverage and health coverage on or before the first day of the clinical program. (Photocopies of insurance cards or signed/dated policies are acceptable proof.) Proof of insurance will be kept in the student's file for the clinical year.

## **Employee Health Screening**

All incoming students are required to have written proof of Rubeola and Rubella vaccinations and a Tuberculosis Skin Test. Lab tests to rule out infectious diseases will be done at the Occupational Health Office. Hepatitis B Vaccine series will be offered free of charge to trainees who are not immunized.

## Criminal Background Check

Incoming students are also required to have a background check prior to the start of training. Students who have serious crimes will not be accepted into the program.

## Employment after Graduation

The demand for qualified CLS is very high with most students accepting employment positions prior to graduating from the internship program.

While it is the ultimate hope that students trained in the UCSF Clinical Labs will choose to remain to fill staffing vacancies, the hospital does not guarantee positions to its graduates. Traditionally, a varying number of positions have been available for the graduates and those interested will participate in the application and interview process along with other potential employees.

## Tour and Interview Information

A lab tour/informational session will be provided for qualified applicants prior to the interview. Applicants will be notified of the date of the lab tour within 3 weeks of the scheduled date.

## Accreditation of UCSF Clinical Laboratory Science Program

The UCSF CLS training program is approved by California Department of Health Services/ Laboratory Field Services Branch to conduct training based on the California Code of Regulations and Business and Professional Code.

## Important Facts to Remember

1. All applicants must possess a minimum of baccalaureate degree from an accredited college/university prior to admission.
2. A minimum GPA of 3.0 in science courses and 3.0 in overall courses.
3. All required coursework must be completed prior to training start date.
4. Completion of the prerequisite courses and graduation from college must be within **3 years** of application date.
5. Application materials, official college/university transcript(s), and letters of recommendation must be in our possession by August 1st.  
*We may NOT accept students every application cycle*
6. Laboratory Field Services must receive your online trainee license application, trainee license fee, and official college/university transcript(s) directly from your college/university by the first week of December for March class.

## Important Contacts/Links

1. For Laboratory Field Services, the main telephone number is (510) 620-3800.
2. Individual who possess a foreign degree may be considered for admission if his/her degree is evaluated and found to be equivalent to a baccalaureate degree given by a US accredited college/university and meet the requirements of UCSF admission criteria.
3. Use the links below to view members of agencies approved by California Department of Public Health/Laboratory Field Services for the evaluation of foreign degrees.  
<http://www.naces.org/members.html>  
<http://aice-eval.org/members/>
4. California Department of Public Health **Trainee license** application can be filled out electronically by visiting this website:  
<https://accountportal.cdph.ca.gov>  
[1. Create an online account](#)      [2. Log into your account](#)
5. California Department of Public Health **Clinical Laboratory Scientist** examinations application can be electronically filled out by visiting this website:  
<https://accountportal.cdph.ca.gov>  
[1. Create an online account](#)      [2. Log into your account](#)
6. Visit this site to take the online State laws and regulations quiz  
<http://www.cdph.ca.gov/programs/lfs/Pages/OnlineQuiz.aspx>

## Licensing/Certification Agencies approved by CDPH/LFS

### **American Society for Clinical Pathology / Board of Registry (ASCP/BOR)**

2100 W. Harrison Street  
Chicago, IL 60612-3798  
Phone: (312) 738-1366  
Fax: (312) 850-8808  
Web: [www.ascp.org](http://www.ascp.org)

### **American Association of Bioanalysts (AAB)**

906 Olive St., #1200  
St. Louis, MO 63101  
Web: [www.aab.org](http://www.aab.org)

### **American Medical Technologists (AMT)**

10700 W. Higgins Road  
Suite 150  
Rosemont, Illinois  
(847) 823-5169  
Web: [www.americanmedtech.org](http://www.americanmedtech.org)