



# University of New Haven

SCHOOL OF  
HEALTH SCIENCES

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Medical Laboratory  
Science Program

## Clinical Practicum Student Handbook 2024-2025 Academic Year

### REVISIONS

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## **CLINICAL SITE PLACEMENT GUIDELINES / REQUIREMENTS**

### **University of New Haven Medical Laboratory Science Program (UG and Grad programs)**

#### **PURPOSE**

This policy describes:

- The general process and requirements for student placement at a clinical affiliate for completion of the practicum courses.
- Description of the individual/unique requirements of our clinical affiliates.
- All other pertinent information necessary to understanding the placement process.

#### **CLINICAL PRACTICUM – OVERVIEW**

MLS students will complete a clinical practicum at an affiliated clinical laboratory during the final semester of the MLS program. It consists of 13-14 weeks spent off campus at one of the program affiliates. All general education/elective courses and appropriate MLSC courses must be successfully completed before a student will be eligible for enrollment into clinical practicum courses. The clinical rotation will prepare students for practice in a clinical laboratory and is designed to enhance the student's entry level competencies. During the rotation, the student will be exposed to the daily operations of the laboratory under the supervision of a certified experienced technologist.

The UNH MLS Program faculty/staff will assign students to a particular clinical site for the duration of their semester. Students will rotate through the main sections of a clinical laboratory. These areas are Clinical Chemistry, Hematology/Hemostasis, Microbiology, and Immunohematology/Transfusion medicine. Students may be exposed to other subspecialty areas based on the clinical site. Each affiliated clinical site will define the specific order and length of assignment to each of the four major departments. Students spend 4 days/week (Monday – Thursday) off campus at their assigned clinical site and return to campus on Fridays for the Clinical Seminar and Capstone Project courses.

All students enrolled in the UNewHaven MLS program must complete all required clinical experiences. If a student is unable to complete all required clinical experiences, they will not graduate from the MLS program.

All external clinical experiences must be completed at an affiliated clinical facility. The MLS program will assist students with placement at one of the affiliated clinical facilities. Each facility has its own requirements that must be met before accepting a student for a clinical placement. The student is responsible for meeting the facility's requirements. The UNewHaven MLS program is not responsible for securing clinical placements for students who are unable to meet a clinical facility's placement requirements.

## CLINICAL CURRICULUM

Through well-planned and supervised rotation, students will gain experience in the following areas of laboratory science:

**Clinical Chemistry:** The chemical analysis of blood and body fluids. This area may also include the subspecialties of serology and immunology: The detection, measurement and identification of antigens or antibodies produced by the immune system in response to the introduction of a foreign substance.

**Hematology/Hemostasis:** The study of the cellular components of blood and the mechanisms of hemostasis (blood clotting).

**Urinalysis:** The analysis of urine for cells, casts, protein, cholesterol, and glucose to aid in the diagnosis and treatment of kidney disease, diabetes, urinary tract infections, stone formation, and other diseases

**Microbiology:** The culture, identification, and susceptibility testing of agents of infectious disease (viruses, parasites, bacteria, and fungi) by traditional biochemical techniques and molecular methods.

**Immunoematology/Blood Bank:** The science and technology used to prepare blood products and determine the suitability of blood products for transfusion.

Students may also complete supplemental laboratory rotations in Molecular Diagnostics, Virology, Flow Cytometry, and other subspecialty areas based on availability at the clinical rotation site.

After completion of the clinical practicum, students will be able to:

- Understand the responsibilities, roles, and functions of the Medical Laboratory Scientist.
- Apply general laboratory skills, like microscope use, pipette use, centrifuge use, and safety practices.
- Relate lab test results to patient conditions.
- Report results per clinical laboratory procedures.
- Effectively use basic problem-solving and troubleshooting procedures.
- Perform quality control procedures.
- Operate and maintain various instruments and analyzers used in routine clinical testing.
- Learn to adapt easily to new procedures.
- Implement organizational skills.

## PLACEMENT PROCESS

It is the responsibility of the MLS students to review the didactic course materials in preparation for entering clinical rotations. This includes lecture notes, textbooks, lab materials, and clinical course objectives. Other sources that can be used include the ASCP BOC Review and other review materials. These resources can be used to prepare for clinical seminars and the national certification.

Clinical rotation attendance is mandatory. See Appendix C of the student handbook for details of the clinical rotation attendance policy.

## UNewHaven MLS Program

The clinical site placement process will begin during the second-to-last semester of the MLS program. Student placement will be determined based on:

- Eligibility (see Requirements for Placement below)
- Student preference
- Clinical site requirements
- Lottery (if needed due to demand/availability)

All eligible students will be asked to complete a site preference ranking. The program faculty will utilize clinical site preference survey responses and faculty/staff feedback related to which type of learning environment best supports individual student learning. When possible, students will be assigned a clinical site that was one of their indicated preferences. Each year, clinical sites will communicate to the UNH MLS program the maximum number of student rotations they can accommodate. The UNH MLS program will provide student contact information to clinical sites for all students indicating preference (first, second, or third) for a site that requires an interview. Students will be contacted by the clinical site to set-up the interview.

- Students are not guaranteed their first choice in clinical assignments.
- Students will be notified of their clinical site assignment prior to the end of the semester prior to entry into rotations.
- Students will receive a rotation schedule detailing when assigned to each major department. For some clinical sites, this will include assignment to secondary sites for part or all of a given department. Students are responsible for arranging transportation to these secondary sites as well.

When the number of students requesting a site exceeds the communicated maximum capacity, a lottery will be utilized to determine placement. Students not selected by lottery or by an interviewing site will be contacted by program faculty for their next three preferences of remaining available clinical sites. A lottery will again be utilized to determine placement when demand exceeds capacity.

All decisions for placement will ultimately be made by the UNH MLS Program Director and/or Clinical Coordinator. Students should not begin communication with the assigned clinical site until authorization to do so has been given by UNH MLS faculty/staff.

**If a student declines the final clinical site placement assigned to them, they will not be allowed to continue in the program.**

If student placement becomes difficult due to the lack of available slots, there will be a priority list that will be based on projected date of graduation, progress in preclinical courses, and willingness to graduate. Priority will be given to students who are ready for graduation immediately upon completion of practicum courses. Every attempt will be made to place all students and to avoid delaying student graduation.

A student who does not pass an assigned clinical rotation will be placed at the end of the priority list and must wait for the next available rotation if there are no other violations of the program's continuance policy.

## CLINICAL SITE INFORMATION

Information about each of the current clinical affiliates is available from the program Clinical Coordinator. Students must consult the Clinical Coordinator before contacting any of the clinical site education coordinators. Preferences on methods of communication and whether said communication should be handled via the program faculty or the student, directly, will depend on the clinical site and the stage of assignment to a clinical site.

### Current List of Clinical Facilities:

- VACT Healthcare – West Haven VA Medical Center
- Yale New Haven Health System
  - Yale New Haven Hospital
  - Bridgeport Hospital
  - Greenwich Hospital
  - Lawrence + Memorial Hospital
  - Westerly Hospital
- Hartford Healthcare
  - Hartford Hospital
  - MidState Medical Center
  - The Hospital of Central Connecticut at New Britain General and Bradley Memorial
  - The William W. Backus Hospital
  - Windham Community Memorial Hospital, Inc.
  - St. Vincent’s Medical Center
- Stamford Health – Stamford Hospital
- Griffin Health – Griffin Hospital
- Nuvance Health – Danbury Hospital

NOTE: The specific locations available for clinical rotation placements within the above healthcare organizations are subject to change and are dependent on the needs and availability of staffing within each site. It is common practice for a primary location to have satellite locations where students will be expected to attend a portion of their rotations; for example, rotations at Yale New Haven Hospital may be completed at the both the main York Street facility and the St. Raphael’s facility, and may also involve time spent at other satellite installations, as necessary.

### Clinical Instructors

Clinical instructors at the affiliated clinical sites are experienced Medical Laboratory Scientists who have a dedication to the profession and to students. They are employees of the clinical site and are not part of the university faculty or staff.

## GENERAL NOTES

### Affiliation agreement with clinical sites:

Contractual affiliation agreements are maintained with all clinical affiliate sites. The following is REQUIRED of all affiliated sites:

- The clinical facility **must have enough staff** so that the students do not perform service work in lieu of staff.
- Students can **never be used to replace laboratory staff** in shortage situations.
- Students may be employed by clinical affiliates. However, employment must be scheduled **outside of clinical practice hours** and must not conflict with the student's learning experience and/or performance evaluation.
- Service work and/or student employment **cannot be used to fulfill practicum requirements**. If a student wishes to work while in clinical rotation at the site, it is optional and paid.

### Schedule and Hours

The current standard schedule for clinical rotations is Monday through Thursday each week, for a minimum of 13 weeks of the semester.

Students should expect to be on site for a standard 8-hour workday (typically 8.5 hours total, with a 30-minute meal break). Start times may be anywhere from 6:00 AM to 8:30 AM, depending on the area of the lab and the bench assignment for that day. Students should plan to be on site for the whole workday for the length of their rotation assignments.

### Housing and Transportation

Although some clinical sites are near the University, other clinical sites may not be. The student is responsible for acquiring appropriate housing and/or transportation if assigned to a clinical site not close to the university or university housing.

Coordination of transportation to the assigned clinical site and all associated financial arrangements are also the responsibility of the student. Although every student is assigned to a primary clinical site, many sites will include rotations at multiple locations, as determined by the clinical facility. Thus, students must plan to travel to other locations. Neither the University nor the clinical site is responsible for supplying transportation.

## REQUIREMENTS FOR CLINICAL PLACEMENT

To attend clinical rotations students must supply all the required documentation for the site assigned to and pay the necessary fees required for obtaining said documentation.

Required documents must be completed within specified time intervals. Students will be provided with information about specific requirements for their assigned clinical site before starting their rotation experience. The financial costs of meeting any/all these requirements are generally the responsibility of the student. If a student cannot meet these requirements, they may not be able to complete the

program's clinical experience requirements, which will impact their ability to successfully complete the MLS program.

**Prior to consideration of placement at one of our affiliate sites, all students must meet the following requirements:**

- **Undergraduate program – specific requirements:**
  - Have an overall GPA of 2.70 (minimum).
  - Have completed or be currently enrolled for the following courses and be in good academic standing. This includes:
    - All general education requirements (Core Curriculum, SHS, and general program requirements).
    - All preparatory MLSC courses, including:
      - MLSC 1100 – Introduction to MLS
      - MLSC 3300 – Clinical Immunology and Serology
      - MLSC 3360 – Hematology
      - MLSC 3310 – Immunohematology
      - MLSC 3320 – Clinical Chemistry
      - MLSC 3355 – Clinical Bacteriology for MLS
      - MLSC 3330 – Mycology, Parasitology, and Virology
      - MLSC 3370 – Phlebotomy and Sample Processing
      - MLSC 3340 – Laboratory Operations
      - MLSC 4400 – Coagulation, Hemostasis, and Urinalysis
- **Graduate program – specific requirements:**
  - Have an overall GPA of 3.00 (minimum).
  - Have completed or be currently enrolled for the following courses and be in good academic standing. This includes:
    - MLSC 6601 – Clinical Immunology and Serology
    - MLSC 6614 – Hematology
    - MLSC 6612 – Immunohematology
    - MLSC 6611 – Clinical Chemistry
    - MLSC 6613 – Clinical Bacteriology for MLS
    - MLSC 6615 – Mycology, Parasitology, and Virology
    - MLSC 6616 – Coagulation, Hemostasis, and Urinalysis
    - MLSC 6600 – Phlebotomy and Sample Processing
    - MLSC 6610 – Laboratory Operations.
    - MLSC 6651 – Graduate Capstone I
- **General requirements:**
  - Activation of a **Core ELMS** account.
  - Examples: vaccination/immunization history, criminal background check, HIPAA training, etc. See **Core ELMS** for more information.
  - A Certified Background check must be provided before the clinical practicum starts. UNH provides access to a certified background check program for the students. It is the



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student's responsibility to order the background check prior to the start of the practicum.

- All fees associated with the background check, immunization tracker, and drug screens are the student's responsibility.
- Complete the acknowledgement of understanding of the Technical Standards/Essential Functions required (described in the next section).
  - This is typically done at the beginning of the junior year or during the first semester of the master's program.

**NOTE: This is not an exhaustive list of all possible requirements; please contact the program Clinical Coordinator for specific details of requirements for clinical affiliates, as needed.**

## TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS

### SHS Policy on Technical Standards/Essential Functions

Admitted students must meet the technical standards/essential functions of their program of study. Technical standards establish essential qualities necessary to achieve the skills, knowledge, and competencies for entry-level practitioners as well as meet the expectations of the program's accrediting agency. All students must meet the established abilities and expectations. If a student is unable to fulfill the technical standards/essential functions, with or without accommodations, the student may be dismissed from the program.

### MLS Program Technical Standards/Essential Functions

Technical Standards/Essential Functions make up the non-academic requirements of the profession that all students must demonstrate to succeed in the UNewHaven MLS program. After reading the Technical Standards/Essential Functions and meeting with the Program Director, students must sign the Technical Standards/Essential Functions form which will be kept in their MLS department file.

Signing this form (Appendix B of the student handbook) constitutes acknowledgement of and acceptance of these requirements and the technical standards/essential functions needed to succeed in the MLS Program. Once admitted to the program, failure to meet any of these Technical Standards/Essential Functions may result in dismissal from the program.

The Technical Standards/Essential Functions required for successful completion of the MLS program at the University of New Haven are listed below. In accordance with the university's commitment to providing equal access for individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA of 2008), students seeking reasonable accommodations to meet these requirements should contact the [Accessibility Resources Center](#) to ensure appropriate accommodations can be made in a timely manner.

#### Professional skills:

- Maintain professional decorum and composure in a wide variety of situations.
- Maintain confidentiality and integrity.
- Follow directions, be able to make decisions, prioritize tasks, and work on multiple tasks simultaneously.
- Work independently and in cooperation with others.
- Apply acquired learned skills and knowledge to new situations.
- Work with potential biologic, chemical, radiologic, mechanical, and electrical hazards.
- Maintain personal hygiene and neatness appropriate to the professional workplace.
- Achieve regular, reliable, and punctual attendance at classes and regarding their clinical responsibilities.

#### Communication skills:

- Communicate effectively and efficiently with coworkers and members of the healthcare team.
- Read and comprehend written material.
- Record information accurately and clearly.

**Technical skills:**

- Complete fine repetitive movements such as pipetting.
- Manipulate lab instruments.
- Demonstrate proficiency to work with flammable and infectious materials, hazardous chemicals, and electrical equipment.
- Demonstrate proficiency in all areas of the clinical lab.
- Work in areas with distracting noises, unpleasant odors and in close proximity to fellow workers.
- Perform all diagnostic procedures in the clinical lab.
- Perform delicate manipulations of clinical specimens, clinical lab equipment, tools, and instruments.
- Perform diagnostic procedures and venipuncture safely and accurately.
- Adhere to standard precautions and meet safety standards applicable to the clinical laboratory.
- Accurately identify, describe, and record fine details of clinical specimens both macroscopically and microscopically.
- Read and interpret charts, graphs, and labels.
- Read and interpret instrument panels and printouts
- Independently perform all aspects of diagnostic procedures in the clinical lab and report results accurately and timely.

**DISMISSAL FROM THE MLS PROGRAM:**

Potential causes for dismissal include, but are not limited to:

- Violation of the University of New Haven Student Code of Conduct and/or other university policies per the [University of New Haven Student Handbook](#).
- Any act of unsafe behavior.
- Excessive absence or tardiness in any MLS course, including clinical rotations.
- Inability to meet general course competencies.
- Inability to complete the clinical courses as scheduled, for any reason, including student health issues.
- Dismissal from a clinical rotation by an assigned healthcare facility for any reason, per the affiliation agreement.
- Failure to obtain a minimum final grade of 73% [C] in any two MLS course or receiving less than 73% twice in any one MLS course.
- Failure to meet the minimum passing grade requirements for any prerequisite or MLS program course.
- Failure to obtain a minimum of 80% [B-] on the final comprehensive exam for the MLS program.
- “Never” responses to any behavior outlined in the clinical rotation Affective Evaluation form.

Refer to the full description of the disciplinary process as outlined in the MLS Program Student Handbook.

[MLS Program Graduate Student Handbook](#)

[MLS Program Undergraduate Student Handbook](#)

**EXAMPLE SCHEDULES (with current academic year dates)***Weeks run Monday – Thursday, except where days off are noted*

FALL 2024 SEMESTER		SPRING 2025 SEMESTER	
WEEK	DEPARTMENT	WEEK	DEPARTMENT
1 8/26– 8/29	Clinical Chemistry	1 1/21* – 1/23	Microbiology <i>(*3-day week [Tu-Th]; MLK Jr. Day off)</i>
2 9/3* – 9/5	Clinical Chemistry <i>(*3-day week [Tu-Th]; Labor Day off)</i>	2 1/27 – 1/30	Microbiology / Virology
3 9/9 – 9/12	Clin. Chem / Immunology	3 2/3 – 2/6	Microbiology
4 9/16 – 9/19	Hematology	4 2/10 – 2/13	Blood Bank
5 9/23 – 9/26	Hematology	5 2/17 – 2/20	Blood Bank
6 9/30 – 10/3	Hematology / Flow Cytometry	6 2/24 – 2/27	Blood Bank
7 10/7 – 10/10	Urinalysis / Body Fluids	7 3/3 – 3/6	Urinalysis / Flow Cytometry
8 10/14 – 10/17	Microbiology	8 3/10– 3/13	<b>SPRING BREAK – NO CLASSES</b>
9 10/23* – 10/24	Molecular Diagnostics / POCT <i>(*2-day week [W-Th]; Fall Break)</i>	9 3/17 – 3/20	Hematology
10 10/28 – 10/31	Microbiology	10 3/24 – 3/27	Hematology
11 11/4 – 11/7	Microbiology	11 3/31 – 4/3	Hematology / Molecular Diagnostics
12 11/11 – 11/14	Microbiology / Virology	12 4/7 – 4/10	Clinical Chemistry
13 11/18 – 11/21	Blood Bank	13 4/14 – 4/17	Clinical Chemistry
14 11/25 – 11/26	Blood Bank <i>(*2-day week [M-Tu]; Thanksgiving Break)</i>	14 4/21 – 4/24	Clinical Chemistry
15 12/2 – 12/5	Blood Bank	15 4/28 – 5/1	Immunology

*NOTE: This is meant only as an EXAMPLE of how the schedule could be broken out to cover all areas. It is expected that each clinical site will create their own schedule based on departmental structure, available testing, and staffing.*

## CLINICAL ROTATION EXPECTATIONS: SCHEDULING and ATTENDANCE

Each of the 4 major content areas (clinical chemistry, hematology, transfusion services/blood bank, and clinical microbiology) should receive approximately 3 weeks (10 – 12 days) of scheduled time. The total rotation experience for each student will be at least **13 weeks (48 days)**. The remaining “minor” content areas (urinalysis, immunology, virology, molecular diagnostics, flow cytometry, etc.) may be included within the major areas or may be assigned as separate rotations (time permitting). How each site assigns the “minor” or component areas is dependent on the organizational structure of that site.

### Clinical Rotation Attendance Policy

Attendance is mandatory. Unexcused absences are not permitted.

- Students **must inform** the clinical coordinator (or program director, if the clinical coordinator is unavailable), and the appropriate clinical site coordinator or department preceptor (to which they are assigned) of any planned or unplanned absence.
- Students must communicate lateness or attendance to the clinical site in accordance with the specific policies of the clinical site.
- Failure to communicate an absence as directed may be considered an unexcused absence and may be grounds for failure of the rotation.
- Students must obtain appropriate permission for a requested absence in advance, from the coursedirector and the clinical laboratory supervisor/preceptor.

For excused absences in a standard 3- or 4-week rotation: Students may make up missed days if performance on days attended is satisfactory and if students make up the excess days in a manner that is acceptable to the clinical site, clinical coordinator and/or the program director.

- 1-2 days: no make-up time required (if performance on days attended is satisfactory)
- 3-4 days: remediation required (per the agreement of the clinical site)
- 4+ days: repeat of rotation will be required (based on availability at the clinical site)

Frequent absences, regardless of the reason, may be used as one component in calculating a student's overall grade.

Also, note the standard attendance policy per the [UNewHaven Handbook](#).

### Inclement Weather Policy

During severe weather conditions and when the University is officially open for classes, students on clinical rotations with on-going patient care activities are expected to attend their clinical activities if possible.

Students who are unable to report to their hospital or clinical site must notify the clinical team as soon as they may safely do so.

Student safety is our most important consideration and students should exercise sound judgment in the decision to attend. There will be no penalty for students who are unable to make it to their rotation due to severe weather considerations.

## UNewHaven MLS Program

If the University of New Haven has officially cancelled classes or has closed, MLS students on clinical rotations may still make a significant contribution to patient care. **Students must communicate directly with their department level clinical preceptor or the clinical site coordinator about whether it is appropriate for the student to commute to the site.** For purposes of this policy, examples of severe weather include, but are not limited to, heavy snow or ice conditions.

### [University of New Haven Academic Calendar](#)

NOTE: Students are NOT expected to attend clinical rotations on any date where regular classes are not in session. This includes “snow days” – see the inclement weather policy above.

Please refer to the UNewHaven Academic Calendar (linked in the header above) for more information semester official class schedules.

#### Fall 2024 – Major Dates

EVENT	DATE
Semester Begin	8/26/2024
Labor Day – No Classes	9/2/2024
Fall Break – No Classes	10/20 – 10/22/2024
Thanksgiving Break – No Classes	11/27 – 12/1/2024
Last Day of Regular Classes	12/9/2023
Reading Days – No Classes	12/10 – 12/11/2024
Final Exam Week	12/12 – 12/18/2024
Semester End	12/18/2024

#### Spring 2025 – Major Dates

EVENT	DATE
Semester Begin	1/21/2025
Spring Break – No Classes	3/9 – 3/16/2025
Last Day of Regular Classes	5/5/2025
Reading Day – No Classes	5/6/2025
Final Exam Week	5/7 – 5/13/2025
Semester End	5/13/2025

## **PROGRAM FACULTY CONTACT INFORMATION:**

### **PROGRAM DIRECTOR**

Beth Rawson

- University email: [brawson@newhaven.edu](mailto:brawson@newhaven.edu)

### **CLINICAL COORDINATOR**

Denise Fix

- University email: [dfix@newhaven.edu](mailto:dfix@newhaven.edu)

### **CLINICAL PRACTICUM – CONTENT AREA INSTRUCTORS:**

Chemistry: Micah Robinson

- University email: [mdrobinson@newhaven.edu](mailto:mdrobinson@newhaven.edu)

Hematology: Claire Quattropani

- University email: [cquattropani@newhaven.edu](mailto:cquattropani@newhaven.edu)

Microbiology: Michele Gambardella

- University email: [mgambardella@newhaven.edu](mailto:mgambardella@newhaven.edu)

Blood Bank/Transfusion Services: Beth Nash

- University email: [enash@newhaven.edu](mailto:enash@newhaven.edu)

### **Medical Laboratory Science Student Responsibilities While on Rotations:**

1. While in the hospital rotation portion of the program students are governed by the rules and regulations of the laboratory they are assigned to. The beginning and ending hours of the workday are set by each laboratory and will vary from laboratory to laboratory and hospital to hospital. Students should incorporate themselves into the individual laboratory routine. Starting times, break times, and lunch periods may vary from day to day or department to department according to scheduling and staffing needs and constraints.
2. Dress codes for health care professionals are set by the clinical rotation sites. Students must adhere to individual hospital laboratories' specific guidelines regarding hair, jewelry, or clothing. Dress codes for health care professionals are set for the protection of health and safety of the health care provider, and image of the institution. Dress codes for health care professionals often help a patient be less stressful during medical tests or treatment by creating a clinical atmosphere of competence, comfort, safety, and respect. Employees and, by extension, students, create and maintain the first impressions of the hospital to clients, patients, visitors, and guests. Professional, appropriate attire sends a nonverbal statement to coworkers and patients that you are a member of a competent and professional team and respectful of the responsibilities to which you have been entrusted.
  - A. Clothing should cover the body from the shoulder to the knee, as a minimum.
  - B. Clothing should be conservative. Students generally do not have to purchase new clothes for their clinical rotation experiences; students usually find conservative items from the clothing they already have.
  - C. Clean sneakers are generally acceptable.
  - D. Long hair should be tied back.
  - E. Clothing should not represent products, logos, pictures, lifestyles, or political statements.

- F. Clothing should not be sexually suggestive.
  - G. No casual hats, shorts, jeans, sweatpants, open-toed shoes, or sandals are to be worn.
  - H. Fragrances should be avoided; patients and coworkers may have allergies or chemical sensitivities.
  - I. A clean and neat knee-length laboratory coat is usually the acceptable outerwear in the laboratory. Each laboratory should provide, at minimum, a disposable lab coat for use during your clinical rotations. Laboratory coats should not be worn outside of the laboratory.
3. Students should adhere to the individual laboratory policies regarding safety precautions.
  4. Students should consistently attend all scheduled experiences on time. If absence or lateness is unavoidable, the clinical instructor or site contact should be notified by the student, preferably before the scheduled starting time. A listing of names and telephone numbers of clinical instructors will be available to students via CORE. It is unlikely that any missed laboratory learning activities will be able to be rescheduled.
    - A. In the event of the need for a prolonged absence, the student should notify the teaching supervisor at the clinical site, the university Clinical Coordinator, and the Program Director. Every effort will be made to allow the student to graduate at the end of the semester, although some circumstances may delay the graduation date.
  5. Students are responsible for their own transportation to clinical sites. The student should acquire information about parking, meeting time, and any professional issues for preparation before the assignment's first day. The Medical Laboratory Science program does not reimburse students for any incidental expenses associated with clinical rotation sites which include, but are not limited to: meals, parking expenses, tolls, gasoline, mileage, bus, cab fare, or lodging.
  6. Students should demonstrate professional behavior at all times by:
    - A. Refraining from gossiping about, criticizing and/or comparing hospitals, physicians, other MLS, faculty, or other students or persons associated with the Program.
    - B. Always using professional (clean) language.
    - C. Limiting non-work-related conversation to breaks and lunch time.
    - D. Respecting the authority of laboratory scientists, physicians, other health care professionals and staff.
    - E. Not initiating or engaging in personal or other conversation that is deemed disrespectful or uncomfortable for others.
    - F. Refraining from extraneous or boisterous conversation while any procedure is in progress or while in patient areas.
    - G. Avoiding the display of emotional reactions (distaste, disgust, surprise) in the presence of patients.
  7. The quality of patient-provider interactions has a profound impact on the client's ability to adhere to recommended treatment and thus the quality of their health care. Patient interactions with the health care providers must be conducted with consideration of and sensitivity to language, culture, race, ethnicity, religion, national origin, gender, sexual orientation, marital status and military or veteran status. Patient interactions are both verbal and non-verbal. Patients receiving medical care



are often under stress; health care providers should take extra care to conduct interactions in a professional manner; it may be necessary to educate the patient about the medical purpose of their test or visit. Students in clinical rotations should demonstrate appropriate patient interactions. It is appropriate to be patient and display concern and empathy for a patient and their medical tests and conditions. It is inappropriate to use the hospital tests, interaction time, or any professional communication as a segue into a personal relationship.

8. Before the hospital rotation semester, students must complete mandatory training on privacy and confidentiality established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students should comply with these federal regulations by:
  - A. Refraining from any discussion concerning the patient with colleagues in patient, family, or public areas and/or in any way not pertinent or relevant to the procedure or patient care.
  - B. Taking care with any words spoken within the patient's hearing range.
  - C. Maintaining confidentiality of patient records and/or any information offered by the patient.
  - D. Refraining from discussing one patient with another.
  - E. Maintaining computer safeguards that prevent unauthorized access, disclosure, alteration, deletion, and transmission of patient health information.
9. Students should demonstrate professional judgment and responsibility by:
  - A. Observing the rules and regulations of the laboratory.
  - B. Working in an orderly fashion with the assigned clinical instructor.
  - C. Considering consequences before acting.
  - D. Recognizing which decisions require approval.
  - E. Recognizing own limitations and responsibilities in the work situation.
  - F. Adjusting the pace to situation requirements.
10. Students should assume some responsibility for one's own learning by:
  - A. Utilizing all available resources (e.g., books, journals, charts, health team personnel).
  - B. Using unstructured time wisely.
  - C. Functioning without prodding.
  - D. Showing interest by asking questions and seeking new learning experiences.
  - E. Accepting constructive criticism gracefully.
  - F. Evaluating one's own performance and checking those perceptions with instructors.

**STUDENT ACKNOWLEDGEMENT:**

By signing below, I acknowledge my understanding of the expectations, requirements, and policies regarding clinical site placement as defined in the preceding document. Furthermore, I agree to abide by the decisions of the UNH MLS Program regarding clinical placement and understand that failure to meet the stated expectations may result in an inability to continue in the UNH MLS program.

**I understand that:**

- I am expected to provide all required documentation, as defined by the University and the clinical affiliate site. **This may include, but is not limited to:**
  - Citizenship or resident alien status:
    - US Citizen: United States social security number and proof of citizenship.
    - International student: current I-20 document, valid passport from country of residence, valid documentation of visa or resident alien status.
  - Successful completion of a criminal background check.
  - Successful completion of drug screenings; may be required prior to and/or during rotations.
  - Medical clearance and proof of immunizations.
  - May include proof of appropriate COVID-19 vaccination/booster as well as influenza and hepatitis B vaccination (either record of previous immunization or demonstration of current immunity via appropriate testing).
    - Please note that, depending on the clinical site, a religious exemption may not be accepted as an appropriate substitute for immunization.
  - Student trainee license: if required by the state where clinical experience is assigned.
    - HIPAA and safety training.
    - CPR certification.
    - Attendance at facility-specific orientation session(s).
- I am expected to be able to secure transportation to/from my assigned clinical site and that a lack of transportation is NOT a valid reason for contesting or declining placement.
- **If I choose to decline the clinical site placement assigned to me, I will not be allowed to continue in the program.**

Student: \_\_\_\_\_  
PRINTED NAME

Student: \_\_\_\_\_  
SIGNATURE

Date: \_\_\_\_\_

**Confirmed by:**

MLS Program Director: \_\_\_\_\_  
PRINTED NAME

MLS Program Director: \_\_\_\_\_  
SIGNATURE

Date: \_\_\_\_\_

## Affective Behavior and Technical Performance Evaluation

This evaluation will be completed by the site preceptor for each of the major laboratory departments from their clinical rotation experience.

### PRECEPTOR INSTRUCTIONS FOR COMPLETING THE AFFECTIVE EVALUATION:

For each component, please mark which of the following descriptors is the most appropriate, based on observations made throughout the student's rotation.

**A: Always** – Student demonstrates the behavior on a consistent basis and without the need for being reminded.

**S: Sometimes** – Student is inconsistent in their behavior or requires regular reminders to meet the stated expectations.

**N: NEVER** – The student failed to demonstrate the behavior at any point.

**N/O: Not Observed** – Use this column ONLY if you have not spent sufficient time with the student to accurately judge student behavior.

- If [S] or [N/O] are marked for any behavior, please provide a brief comment, if possible, with details supporting this rating.
- If [N] – NEVER was marked for any behavior, YOU MUST PROVIDE A COMMENT OR EXPLANATION.
  - *It is expected that any behavior marked as [NEVER] at the end of the rotation has been PREVIOUSLY ADDRESSED TO THE UNIVERSITY CLINICAL COORDINATOR. This form should not be the first time this issue is being documented.*

**NOTE:** This evaluation will be completed digitally via the CORE ELMS platform.

For any questions, concerns, or issues regarding UNH clinical rotations, please contact either the Clinical Coordinator (primary option) or the Program Director (secondary option):

**Denise Fix, MEd, EdS, MLS(ASCP)**

PRACTITIONER IN RESIDENCE | CLINICAL COORDINATOR, MEDICAL LABORATORY SCIENCE  
School of Health Sciences, University of New Haven

Email: [dfix@newhaven.edu](mailto:dfix@newhaven.edu)

**Beth Rawson, MS, MLS<sup>CM</sup>(ASCP)SH<sup>CM</sup>SCYM<sup>CM</sup>**

LECTURER | PROGRAM DIRECTOR, MEDICAL LABORATORY SCIENCE  
School of Health Sciences, University of New Haven

Email: [brawson@newhaven.edu](mailto:brawson@newhaven.edu)

Phone: 203-479-4707

PROFESSIONAL BEHAVIORS					
ATTITUDE and ENGAGEMENT	A	S	N	N/O	COMMENTS
1. Displays, through appropriate professional/workplace behavior and performance, recognition and respect for honest laboratory testing, patient confidentiality, and high-quality patient outcomes.					
2. Demonstrates the ability to ask pertinent questions or for assistance if needed.					
3. Follows established policies and procedures of the clinical site and university.					
4. Complies with the established dress code policy as outlined in the clinical practicum manual.					
5. Reports to the laboratory at the scheduled time.					
6. Notifies the University Clinical Coordinator and the Clinical Site Coordinator when unable to report to the clinical practicum.					
7. Complies with the attendance policy as outlined in the student handbook.					
8. Maintain composure and work quality under stressful conditions.					
9. Complies with both written and verbal instructions.					
10. Demonstrates the ability to work independently within student guidelines.					
11. Communicates courteously, effectively, and professionally with instructors, laboratory staff, other health care personnel.					
12. Demonstrates interest and enthusiasm for the clinical laboratory science profession.					
13. Demonstrates concern for professional self-image and that of the medical laboratory science profession by practicing ethical behavior.					
14. Accepts evaluation of performance as constructive when offered by instructors and other laboratory personnel and follow through with suggestions made.					
15. Observes and complies with all HIPAA regulations and maintains the confidentiality of all privileged information.					
16. Accepts both leadership of supervisory personnel and criticism appropriately.					
17. Cooperates with other laboratory personnel to create a pleasant and efficient work environment.					

<b>GENERAL LABORATORY SKILLS</b>					
<b>TECHNICAL</b>	<b>A</b>	<b>S</b>	<b>N</b>	<b>N/O</b>	<b>COMMENTS</b>
1. Recognizes technical problems and plans/attempts corrective action.					
2. Utilizes reagents and supplies judiciously.					
3. Maintains a clean, organized work area.					
4. Assists preceptor with general tasks as needed, such as restocking, documentation, workflow management/ triage, and maintenance.					
5. Observes site policies on data management and data security.					
6. Demonstrates organizational skills through ability to coordinate the quantity of work needed to be done with the time available for its completion.					
7. Practices acceptable quality assurance as established for each clinical area.					
8. Coordinates theory with laboratory analysis to appropriately judge and interpret patient data.					
9. Demonstrates self-confidence in the operation of equipment and in the performance of laboratory procedures, under the supervision of appropriate clinical site personnel.					
10. Recognizes and applies site policies for identification and reporting of critical values.					
11. Reports patient laboratory results only to authorized personnel, and only under the supervision of appropriate clinical site personnel.					
12. Demonstrated the ability to operate a centrifuge safely.					
13. Demonstrated the ability to competently use a microscope.					
14. Demonstrated the ability to choose and appropriately use pipettes.					
15. Demonstrated the ability to properly apply laboratory math functions (i.e., in creating dilutions/serial dilutions, for reagent preparation, etc.)					

<b>SAFETY</b> Observes/follows all safety protocols and procedures, including but not limited to:	<b>A</b>	<b>S</b>	<b>N</b>	<b>N/O</b>	<b>COMMENTS</b>
16. Use of appropriate PPE.					
17. Use of appropriate engineering controls.					
18. Follows Standard Precautions when handling specimens.					
19. Performs handwashing at appropriate times.					
20. Is aware of and responds appropriately to environmental hazards (physical, electrical, fire, trip, etc.).					
21. Handles all kinds of waste correctly (biohazardous, sharps, general).					

**Please comment on any [S] or [N/O] responses.**

**A COMMENT MUST BE PROVIDED FOR ANY [N] RESPONSES.**

**PLEASE NOTE:**

Checking off “NEVER” for any of these behaviors/competencies will automatically result in a conference between the student and the university clinical coordinator and may include the site preceptor and/or the program director.

- Depending on the behavior/competency, a response of “SOMETIMES” or “NOT OBSERVED” may also result in a student conference.

***\*\*A “NEVER” response on the affective evaluation may result in anything from counseling, a reduced grade for the rotation in question, repeating the clinical rotation, removal from the clinical site, failing the clinical rotation, all the way up to and including removal/expulsion from the MLS program.\*\****