

ADDITIONAL CERTIFICATE INFORMATION AND PROGRAM POLICIES

Program

The San Diego Clinical Laboratory Scientist Training Consortium program (CLS Training Program) is offered as a Certificate program through UC San Diego Extension. The program encompasses didactic instruction and practical experiences in rotations through courses of Advanced Topics, Chemistry/Urinalysis, Hematology/Coagulation, Immunology/Serology, Laboratory Operations, Microbiology/Parasitology, and Transfusion Medicine (as listed under the 'Required Courses' matrix on the CLS Training Certificate webpage). The program commitment is for a 52-week, full-time (8 hours/day, Monday-Friday) practical and didactic training experience in clinical laboratory medicine. Practical instruction takes place four days per week in the laboratory environment. Didactic lectures are held approximately one day per week.

The San Diego CLS Training Program includes the clinical laboratories of UC San Diego Health, Sharp HealthCare and El Centro Regional Medical Center. The University of California, San Diego Extension is the sponsoring institution of the San Diego Clinical Laboratory Scientist Training Consortium program. The UC San Diego School of Medicine Department of Pathology also supports various accredited residencies (such as those in Anatomical Pathology, Laboratory Medicine and Neuropathology) and fellowship programs (Surgical Pathology, Hematopathology, Neuropathology and Clinical Chemistry).

Practical Training

Practical Training occurs 4 days/week. Experience is gained through hands-on experiences in one of the clinical laboratories' CLS training systems listed below

- **UC San Diego Health/The CALM/Jacobs Medical Center and Hillcrest Medical Center**
- **Sharp Grossmont/Memorial/Chula Vista Medical Center/Hospital**
- **Palomar Health**
- **El Centro Regional Medical Center**

Didactic Instruction

Didactic lectures (approximately one day/week) are hosted by the UC San Diego Clinical Laboratories' CALM facility. The program may be augmented by visits to other specialized laboratories.

Evaluation in the Program

Trainees must successfully complete minimum entry level requirements in each practical and didactic discipline of the laboratory. Performance is evaluated throughout the training year based on competency in practical lab skills and exams, didactic/lecture exams, and professional behaviors. Trainees are also provided an opportunity to evaluate each practical rotation and rotation instructors, lecture presentations, and the total program in general.

Acceptable/Unacceptable Academic Performance

Acceptable performance is defined as meeting the following:

- Laboratory Practical Experience (rotation):
 - 1) An instructor recommendation of “Meets Entry Level Requirements” upon completion of each practical training rotation’s Competency Checklist and/or
 - 2) Achieves a minimal score of “C” as the overall grade on the ‘Performance/Competency Evaluation of Trainee’ submitted by the instructor upon completion of each practical training rotation.
- Examinations: Minimum score of 75% on Practical rotation and Didactic examinations. Scores below 75% are subject to a re-take exam within approximately two weeks, a minimum score of 75% must be achieved to be considered a ‘passing’ grade.

Personal and Professional Conduct of the Trainee

Acceptable conduct in the practical rotation and didactic instruction is defined as meeting acceptable behavior for items on the program’s Performance/Competency Evaluation of Trainee form which includes behaviors on items such as dependability, initiative, responsibility, interpersonal skills, communication, professional ethic and integrity.

The healthcare systems of the San Diego CLS Training Program share the responsibility to set standards of conduct in order to protect the health and safety of all patients, visitors, staff and other healthcare providers. Trainees are expected to maintain the highest level of conduct at all times, including any activity that may impact patient care, safety, and the general well-being of any person affected by laboratory interaction. Unprofessional or disorderly conduct, excessive unexcused absences, unethical behavior, unauthorized possession/ use of a controlled substance, dishonesty or falsification of results, theft or misappropriation of property, workplace harassment and/or inappropriate dress/attire at any training facility property is prohibited and may result in disciplinary action such as probation, suspension or dismissal at the discretion of a program representative or administrative staff member. Rules are not intended to be restrictive of any person’s personal rights or freedom, but rather to encourage staff and trainees to dedicate themselves to practice their profession with the highest regard.

Academic Progression and Student Advisement

The overall competency and progression of the trainee is measured using a multi-faceted approach of periodic reviews of technical Competency Checklists, Performance/Competency Evaluation of Trainee forms, written examinations, and verbal dialogues. The trainees meet with a program coordinator approximately monthly as a group. Personal private performance evaluations are conducted at 6 months, more frequently as necessary, or whenever requested. In addition, trainees are provided professional advisement throughout the program year through a series of didactic presentations on professionalism, resume writing, job searches, interview skills, and other laboratory operations and management topics. The program is dedicated to the success of each trainee during the training year and throughout their professional careers. The program maintains an open-door policy regarding the discussion of any matter whether it be professional or personal, and treats all inquiries impartially and confidentially.

Corrective Action, Probation, Suspension and Dismissal

Instances of academic deficiencies or professional misconduct requiring disciplinary action that results in probation, suspension or dismissal are documented according to the program’s “Corrective Action Protocol” and addressed immediately by the trainee and program representative.

Probation: The trainee is expected to attempt full resolution of academic deficiencies and/or behavioral misconduct under a structured study and/or behavioral regimen. This is documented in an agreement between the trainee and program representative. Normal attendance standards during a probationary period are expected.

Suspension: The trainee's normal attendance is suspended in order to allow time to focus on remediation of an academic or behavioral misconduct. Training time lost due to imposition of a suspension is expected to be made-up immediately after the normal training calendar year ends.

Dismissal: The trainee is removed from the CLS Training Program and de-enrolled from the UC San Diego Extension certificate program. Laboratory Field Services and all relevant departments/training sites are notified of the trainee's dismissal. Any property issued by the training program must be returned.

Trainee Grievance and Appeals

Complaints regarding personal misconduct, unsatisfactory working conditions, academic matters, or issues regarding staff, program and teaching coordinators and/or faculty or fellow trainees should be brought to the attention of the Program Director & Program Coordinator as soon as possible, and eventually in writing. If complaints cannot be resolved in a manner satisfactory to the trainee, a Corrective Action Protocol is initiated. The 'Due Process' procedure provides the trainee a mechanism to re-examine a programmatic decision in resolution of an issue. If the trainee requests a review of a program decision by a neutral party, the matter is referred to the Program Advisory Board, who together with the Program Director will consult and render the final decision. Written documentation is an expectation of the process.

Guaranteed Applied Experience

If for any reason, a trainee who has been accepted into the San Diego CLS Training Program is unable to complete his/her practical rotations at the assigned training location due to circumstances outside of the trainee's responsibility or control, the trainee will be incorporated into the training program's rotations at alternate healthcare system laboratories and/or off-site facilities. It is the responsibility of the training program coordinators to find an alternative replacement experience that fulfills the requirement as stated in the goals and objectives of practical laboratory experience for each clinical rotation.

Service Work

Trainees are not required to participate in service work for the laboratory outside of regular academic participation, nor can the trainee be used as a substitute to perform work in lieu of regular staff. Trainees are advised against taking part-time employment outside the academic hours during the 12-month training program if it interferes with academic progress and other program responsibilities.

Withdrawal Policy

A trainee desiring to withdraw from the program due to medical, academic, or other hardship reason will not be denied if a letter of intent to withdraw is submitted to the program coordinator and program director. The trainee will be de-enrolled from the UC San Diego Extension certificate program. Documentation of trainee withdrawal is forwarded to Laboratory Field Services by the program. Upon a voluntary withdrawal, the trainee will be expected to surrender any property distributed by the program.

Program History and Job Placement

Since the program's inception in 2004, 134 trainees have completed the program, and passed certification and licensure examinations. For the last eight years, 100% of trainees have passed both the national ASCP MLS certification exam and the California law quiz. Job placement is not offered by

the program; however trainees from the last five cohorts obtained Clinical Laboratory Scientist positions readily within a few months of applying.

Costs and Tuition

Program fee for all courses: \$10,500 + \$95 certificate. No stipend is offered. A structured quarterly payment plan may be made available.

Applicants accepted into the program are required to cover personal costs such as living expenses, transportation, and other pre-training requirements. Lab coats and laboratory personal protective equipment are provided by the programs' training sites.

Costs/Expenses/Fees not routinely covered:

- Transportation and Parking
- Personal Professional Liability Insurance
- Health Insurance
- Application fees for licensing/certification and Exam fees
- Purchase of program textbooks or educational materials for personal use

Costs/Expenses/Fees that may not be covered:

- Pre-entrance health screenings; immunizations and/or immunity screening, TB testing, Urine Drug screening
- Background Check

Note for Veterans: Click [here](#) to learn about veterans' education benefits. To clarify how your benefits will work at UC San Diego Extension, contact us at unex-veterans@ucsd.edu.

Application and Acceptance

Acceptance to the CLS Training Program is by application only. Only those applicants who submit all required documents as requested on the application by the specified deadlines are evaluated.

A select group of applicants are offered interviews in the month of March. Each applicant selected for an interview is asked to prioritize desired sites for practical training, which is used in the final determination of matching an accepted trainee with a site for practical training.

Final acceptance of candidates is made using criteria that includes the applicant's academic performance, clinical laboratory experience, personal statement, interview, quality of coursework and communication skills. We strive to offer a minimum of 16 training positions each year. Accepted trainees must provide written acceptance of the training position.

The minimum GPA requirement is 3.2 for total college courses and core course curriculum prerequisites (Organic Chemistry, Biochemistry, Analytical/Clinical Chemistry, Hematology, Immunology, Medical or Clinical Microbiology). Other required courses include Physics (that includes principles of light and electricity) and college level Mathematics defined as Calculus, Statistics and/or Biostatistics. All core courses must have been taken for a letter grade, with an achievement of a passing grade. Applicants with a GPA below 3.2 may be reviewed at the discretion of the Program Coordinators.

Applicants must meet all requirements stated in the [Admission Requirements](#) (pdf) document. Due to California State licensing requirements, no prerequisite requirements may be waived.

Admission Requirements

In order to be accepted into our program, certain academic courses must be completed as mandated by the program and the California Department of Public Health – Laboratory Field Services (CDPH-LFS). For detailed information, please refer to the [Admission Requirements](#) (pdf) on the main webpage.

Request an Application

Candidates are asked to verify that they have completed (or will complete by the stated deadlines) the Academic Requirements and Other Requirements including the ability to perform the Essential Functions listed on the [Admission Requirements](#) (pdf) before contacting the program to request an application.

Contact Information

San Diego Clinical Laboratory Scientist Training Program c/o
UC San Diego Health Clinical Laboratory
9300 Campus Point Dr. #7320
La Jolla, CA 92037-1300

Phone: (858) 657-5714

Email: clsprogram@health.ucsd.edu

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