

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 'Certificate Course 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 \$60 certificate fee listed on the webpage is paid for and subsidized by the CLS program for those trainees who are accepted into the program.

The San Diego CLS Training Program includes the clinical laboratories of UC San Diego Health, Sharp HealthCare and Scripps Health. 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 (4 days/week) will be gained through hands-on experiences in one of the clinical laboratories listed below

- **UC San Diego Health** - including the Center for Advanced Laboratory Medicine (CALM), the UC San Diego Medical Center-Hillcrest, and Thornton Hospital/Jacobs Medical Center-La Jolla
- **Sharp Grossmont Hospital** (affiliate institution)
- **Sharp Memorial Hospital** (affiliate institution)
- **Sharp Chula Vista Medical Center** (affiliate institution)
- **Scripps Health North** (affiliate institution; includes Scripps Memorial Hospital La Jolla, Scripps Mercy Hospital San Diego, Scripps Mercy Hospital Chula Vista, Scripps Green Hospital, Scripps Memorial Hospital Encinitas and Scripps Medical Laboratory)

Didactic Instruction

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

Evaluation

Trainees must successfully complete minimum entry level requirements in each practical and didactic discipline of the laboratory. Performance will be 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): A recommendation of “Meets Entry Level Requirements” upon completion of each practical training rotation’s Competency Checklist.
- Examinations: Minimum score of 70% on Practical rotation and Didactic examinations. Scores below 70% are subject to a re-take exam within approximately two weeks, a minimum score of 70% must be achieved to be considered a ‘passing’ grade.

Trainee Personal and Professional Conduct

Acceptable conduct in the practical rotation and didactic instruction is defined as meeting acceptable behavior for items on the program’s Professional Behavior–Goals/Objectives/Evaluation form, which includes 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, 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, Professional Behaviors Evaluation forms, written examinations, and verbal dialogues. The trainees meet with a program coordinator approximately weekly as a group, and quarterly on an individual basis. 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 will be 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.

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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 will be 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 or 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 will be 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 will be referred to the faculty advisor, professional members from the Department of Pathology and/or the health system's Human Resources or Labor Relations department who together 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, 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 for 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. 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, 74 trainees have completed the program, and passed certification and licensure examinations. For the last seven 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 within a few months of applying.

Costs and Tuition

There is currently no tuition for attending the San Diego CLS Training program, but also no stipend is offered. 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 program.

Costs/Expenses/Fees not routinely covered:

- Transportation and Parking
- Personal Liability Insurance
- Health Insurance
- Pre-entrance health screenings; immunizations and/or immunity screening, TB testing, Urine Drug screening
- Background Check
- Application fees for licensing/certification and Exam fees
- Purchase of program textbooks or educational materials for personal use

Application and Acceptance

Acceptance to the CLS Training Program is by application only. Only those applicants who forward appropriate and complete transcripts and all components requested on the application by the specified deadlines will be evaluated. Applications from applicants who have not yet completed prerequisite courses will be considered if proof of class enrollment is submitted, and the course is scheduled to conclude with a letter grade conferred by June 15 of the year of admission. A select group of applicants will be offered interviews in March. Final acceptance is made using criteria that includes the applicant's academic performance, clinical laboratory experience, personal statement, interview, quality and timing of coursework and communication skills. We strive to offer a minimum of 15 training positions each year. Each applicant selected for an interview will be 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. Accepted trainees must provide written acceptance of the training position.

The minimum suggested GPA requirement is 3.0 for total college courses, and 3.0 for core course curriculum prerequisites (Organic Chemistry, Biochemistry, Analytical 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 and/or Statistics 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 3.0 may be reviewed at the discretion of the program coordinators.

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

Selection of trainees for the 2016 class is complete.

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](#)" link on the main webpage.

Request an Application

Candidates should verify that they have completed the Academic Requirements and Other Requirements including the ability to perform the Essential Functions listed on the [Admission Requirements](#) (pdf) before contacting the program for an application.

Contact Information

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The University of California, Sharp HealthCare and Scripps Health entities, in accordance with applicable Federal and State law and University policies, do not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, disability, medical condition (cancer-related or genetic characteristics), genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Sexual harassment is also prohibited. These nondiscrimination policies cover admission, access, and treatment in University of California, Sharp HealthCare and Scripps Health programs and activities.