



# Clinical Practicum Student Handbook

## 20242025Academic Year

### REVISIONS

Adopted: 10/2023

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LECTURER  
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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 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.

## 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.

**Immunohematology/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 are available on the course website.



## 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.









UNewHaven MLS Program

## TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS

SHS Policy on Technical Standards/Essential Functions



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**EXAMPLE SCHEDULE (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	

## CLINICAL ROTATION EXPECTATIONS: SCHEDULE AND ATTENDANCE

Each of the 4 major content areas (clinical chemistry, hematology, transfusion services/blood bank, and clinical microbiology) should receive approximately 3 weeks (20 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 dates of absence or attendance to the clinical site in accordance with the specific policies of the clinical site.
- Failure to communicate an absence as directed may result in a grade of <0078>5 Td ( ) 0.8 (a)-5.6 (n)-0.86



## 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. 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.

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- F. Clothing should not be sexually suggestive.
- G. No casual hats, shorts, jeans, sweatpants, ~~open~~ shoes, or sandals are to be worn.
- H. Fragrances should be avoided; patients and coworker2 (p)-0Td (6)3crclv avoy 7 (n)-0.8 ((t)-3.4



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 interaction. 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(n)4.2 any wanotphertiento (e)-7 (l)-5.2 (e)-7 (v)-0.9 (a)-5.2 (n)-0.8 (t)-

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STUDENT ACKNOWLEDGEMENT:

## 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.*

PROFESSIONAL BEHAVIORS					
ATTITUDE and ENGAGEMENT	A	S	N	N/O	COMMENTS

GENERAL LABORATORY SKILLS					
TECHNICAL	A	S	N	N/O	COMMENTS
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					

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SAFETY Observes/follows all safety protocols and procedures, including but not limited to:	A	S	N	N/O	COMMENTS
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.\*\****