



University of New Haven

SCHOOL OF
HEALTH SCIENCES

Medical Laboratory
Science Program

Clinical Practicum Student Handbook 2026-2027 Academic Year

REVISIONS

Adopted: 10/2023

Most recent revision: 8/2026

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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 requirements for attending off-campus activities at our clinical affiliate sites.
- Student outcomes for clinical practicum experiences.
- Expectations of students while in the clinical practicum.
- Other program and student requirements which pertain to the completion of the clinical practicum.

Clinical Practicum – Overview

University of New Haven (UNH) Medical Laboratory Science (MLS) students will complete a clinical practicum at an affiliated clinical laboratory during the final semester of the MLS program. It consists of 12-13 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 the clinical practicum courses. Each of the four clinical rotations will prepare students for practice in a clinical laboratory and are designed to ensure that students demonstrate the appropriate entry-level competencies. During each rotation, the student will be exposed to the daily operations of the laboratory under the supervision of an experienced clinical laboratory professional.

The UNH MLS Program faculty/staff will assign students to a clinical site for the duration of this final 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 per 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 UNH MLS program must complete all required clinical experiences. 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 UNH MLS program is not responsible for securing clinical placements for students who are unable to meet a clinical facility's placement requirements. If a student is unable to complete all required clinical experiences, they will not graduate from the MLS program.

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.

UNewHaven MLS Program

Clinical Curriculum

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

Clinical Chemistry: The chemical analysis of blood and body fluids. This area may also include the subspecialties of serology and immunology, which is concerned with 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, glucose, and other substances, 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, automated methods, and/or 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 assigned clinical site.

Clinical Practicum Student Outcomes

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

- Describe the responsibilities, roles, and functions of the Medical Laboratory Scientist.
- Apply practical skills, like microscope use, pipette use, centrifuge use, and safety practices.
- Correlate diagnostic test results to patient conditions.
- Identify common specimen integrity issues.
- Report results per clinical laboratory procedures.
- Evaluate quality control results per established procedures.
- Apply basic problem-solving and troubleshooting procedures in a clinical laboratory setting.
- Operate and maintain various instruments and analyzers used in routine clinical testing.
- Demonstrate time management and workload organization skills.

Placement Process

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)

UNewHaven MLS Program

Each semester, clinical sites will communicate to the UNH MLS program the maximum number of student placements they can accommodate. All eligible students will be asked to complete a site preference ranking for the sites that will be accepting students in the upcoming semester. The program faculty will utilize clinical site preference survey responses, faculty/staff feedback, and take into consideration any other unique student circumstances in order to match students to the most appropriate clinical site(s). When possible, students will be assigned a clinical site that was one of their indicated preferences.

Once clinical site assignments are finalized, the UNH MLS program will provide student contact information to clinical site contacts. If a clinical site requires an interview prior to final confirmation, 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 should not begin communication with the assigned clinical site until authorization to do so has been given by UNH MLS program faculty/staff.
- Students will receive a rotation schedule detailing when they are 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.

All decisions for placement will ultimately be made by the UNH MLS Program Director and/or Clinical Coordinator. If a student declines the final clinical site placement assigned to them, they will not be allowed to continue in the program.

If placement of all students eligible to enter the clinical practicum 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 in the full MLS program 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. Any student that is delayed entry into clinical rotations will be moved to the top of the priority list for the following semester, so long as they remain in good academic standing.

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 directly contacting any of the clinical site 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 Affiliates

- 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
 - Charlotte Hungerford Hospital
 - St. Vincent's Medical Center
- Stamford Health – Stamford Hospital
- Griffin Health – Griffin 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.

Affiliation Agreements 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.

UNewHaven MLS Program

- Service work and/or student employment **cannot be used to fulfill practicum requirements.**
If a student wishes to work while in clinical rotations at the site, it is optional and paid.

Clinical Instruction

Bench-level clinical instructors at the affiliated clinical sites are experienced clinical laboratory personnel who have a dedication to the profession and to students. They are employees of the clinical sites and are not part of the university faculty or staff. The university does not have direct control of student activities during their clinical experience; however, each clinical site is required to attest to the appropriateness of the educational activities provided to the students of the UNH MLS program.

Any student concerns regarding the nature of activities observed or performed while in their clinical practicum should be communicated to the UNH MLS Clinical Coordinator or Program Director for further evaluation and/or investigation.

Schedule and Hours

The current standard schedule for clinical rotations is Monday through Thursday each week, for a minimum of 12 weeks of the semester. The first week of the semester will be devoted to an on-campus rotation simulation activity (more information to be provided separately).

Students should expect to be on site for a standard 8-hour workday (typically 8.5 hours total, with a 30-minute meal break). Students should plan to be on site for the whole workday for the length of their rotation assignments.

Most of the clinical practicum experience will be completed during the “day shift”, with start times most often between 6:00 AM to 8:30 AM, depending on the area of the lab and the bench assignment for that day. In some cases, students may be expected to be available for an “evening shift” schedule (with a start time most often between 1:00 PM to 3:30 PM). This is most common for microbiology, where scheduling and availability of clinical placements is more restricted.

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. The program will make an effort to communicate which sites typically require travel to multiple locations during the site selection/placement process so that students can make appropriate travel arrangements in timely manner. However, regardless of forewarning, neither the University nor the clinical site is responsible for supplying transportation to the primary or any alternate locations.

Requirements for Clinical Placement

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

Prior to consideration of placement at one of our affiliate sites, all students must meet the following requirements (these will be reviewed/confirmed at the advising meeting for the semester of entry into the clinical practicum):

- **Undergraduate program (BS MLS) – 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 3301: Laboratory – MLSC 3300
 - MLSC 3360: Hematology
 - MLSC 3361: Laboratory – MLSC 3360
 - MLSC 3310: Immunohematology
 - MLSC 3311: Laboratory – MLSC 3310
 - MLSC 3320: Clinical Chemistry
 - MLSC 3321: Laboratory – MLSC 3320
 - MLSC 3355: Clinical Bacteriology for MLS
 - MLSC 3356: Laboratory – MLSC 3355
 - MLSC 3330: Mycology, Parasitology, and Virology
 - MLSC 3370: Phlebotomy and Sample Processing
 - MLSC 3340: Laboratory Operations
 - MLSC 4400: Coagulation, Hemostasis, and Urinalysis
 - MLSC 4401: Laboratory – MLSC 4400
 - MLSC 4408: Molecular Diagnostics*
 - MLSC 4409: Laboratory – MLSC 4408*
- **Graduate program (MS MLS) – 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 6602: Laboratory – MLSC 6601
 - MLSC 6614: Hematology
 - MLSC 6624: Laboratory – MLSC 6624
 - MLSC 6612: Immunohematology

- MLSC 6622: Laboratory – MLSC 6622
 - MLSC 6611: Clinical Chemistry
 - MLSC 6621: Laboratory – MLSC 6611
 - MLSC 6613: Clinical Bacteriology for MLS
 - MLSC 6623: Laboratory – MLSC 6613
 - MLSC 6615: Mycology, Parasitology, and Virology
 - MLSC 6616: Coagulation, Hemostasis, and Urinalysis
 - MLSC 6626: Laboratory – MLSC 6616
 - MLSC 6618: Molecular Diagnostics*
 - MLSC 6628: Laboratory – MLSC 6618*
 - MLSC 6600: Phlebotomy and Sample Processing
 - MLSC 6610: Laboratory Operations
 - MLSC 6651: Graduate Capstone I
- **Categorical Graduate Certificates:**
 - All of the 4 graduate certificates requires the completion of the following courses:
 - MLSC 6600: Phlebotomy and Sample Processing
 - MLSC 6601: Clinical Immunology and Serology
 - MLSC 6602: Laboratory – MLSC 6601
 - MLSC 6610: Laboratory Operations
 - Each certificate requires additional coursework, depending on the focus area:
 - Clinical Chemistry certificate requirements:
 - MLSC 6611: Clinical Chemistry
 - MLSC 6621: Laboratory – MLSC 6611
 - MLSC 6618: Molecular Diagnostics*
 - MLSC 6628: Laboratory – MLSC 6618*
 - Clinical Hematology/Hemostasis certificate requirements:
 - MLSC 6614: Hematology
 - MLSC 6624: Laboratory – MLSC 6624
 - MLSC 6616: Coagulation, Hemostasis, and Urinalysis
 - MLSC 6626: Laboratory – MLSC 6616
 - Clinical Microbiology certificate requirements:
 - MLSC 6613: Clinical Bacteriology for MLS
 - MLSC 6623: Laboratory – MLSC 6613
 - MLSC 6615: Mycology, Parasitology, and Virology
 - Clinical Immunohematology and Transfusion Services certificate requirements:
 - MLSC 6612: Immunohematology
 - MLSC 6622: Laboratory – MLSC 6622
- **General requirements:**
 - Activation of a **Core ELMS** account.
 - Vaccination/immunization history, criminal background check, HIPAA training, etc. See **Core ELMS** for more information.

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- A Certified Background check is required by select clinical sites, prior to the start of the clinical practicum. UNH provides access to a certified background check program for the students. It is the 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.

To attend clinical rotations, students must supply all the required documentation for the site assigned 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 prior to beginning their practicum experience. The financial costs of meeting any/all of these requirements are solely the responsibility of the student. If a student is not able to meet these requirements, they may not be able to complete the program's clinical experience requirements, which will impact the student's ability to successfully complete the degree or certificate program as a whole.

Clinical affiliates may require any or all of the following for participation in a clinical rotation:

1. US Citizen: United States social security number and proof of citizenship.
2. International student: current I-20 document, valid passport from country of residence, valid documentation of visa or resident alien status.
3. Successful completion of a criminal background check.
4. Successful completion of drug screenings; may be required prior to and/or during rotations
5. 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.
6. Student trainee license: if required by the state where clinical practicum experience is assigned.
7. HIPAA and safety training
8. CPR certification
9. Attendance at facility-specific orientation session(s)

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

School of Health Sciences 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 UNH 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 program 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 MLS program 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 significant act of unsafe behavior, such as failing to follow prescribed laboratory safety policies, mishandling or misuse of laboratory equipment and supplies, endangering fellow students or university employees, or other behaviors not exclusive of the examples provided.
- Excessive absence or tardiness in any MLS course, including clinical rotations.
- Inability to meet general course competencies.
- Inability to complete the clinical courses as assigned, 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 courses or receiving less than 73% [C] twice in any one MLS course.
- Failure to meet the minimum passing grade requirements for any prerequisite or MLS program course.
- Failure to successfully complete the final comprehensive exam for the MLS program (given in MLSC 4410/6631).
- **“Never” responses to any of the behaviors outlined in the clinical rotations Affective Evaluation form (found at the end of this handbook).**

Other issues, not described here, may arise where it is considered necessary to consider dismissal of a student. In all cases requiring student disciplinary action, the MLS Academic Standards Committee will meet to discuss and address the situation. Please note that program-level dismissal does not necessarily include dismissal from the university.

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*

<u>FALL 2026 SEMESTER (8/23 – 12/8/2026)</u>		<u>SPRING 2027 SEMESTER (1/20 – 5/4/2027)</u>	
WEEK	DEPARTMENT	WEEK	DEPARTMENT
1 8/24– 8/28	“Rotation Simulation” Week (M-F) – on campus	1 / 2 1/20* – 1/26	“Rotation Simulation” Week (W-F; M-T) – on campus
2 8/31* – 9/3	FIRST DAY ON SITE: Tues., 9/2 Clinical Chemistry (*3-day week [Tu-Th]; Labor Day off)	2 1/27* – 1/28	FIRST DAY ON SITE: Wed., 1/27/2026 Microbiology / virology (*2-day week [W - Th])
3 9/8 – 9/10	Clinical Chemistry	3 2/1 – 2/4	Microbiology
4 9/14 – 9/17	Clin. Chem / Immunology	4 2/8 – 2/11	Microbiology
5 9/21 – 9/24	Hematology	5 2/15 – 2/18	Blood Bank
6 9/28 – 10/1	Hematology	6 2/22 – 2/25	Blood Bank
7 10/5 – 10/8	Hematology / Flow Cytometry	7 3/1 – 3/4	Blood Bank
8 10/12 – 10/15	Urinalysis / Body Fluids	8 3/8– 3/11	Clinical Chemistry
9 10/21* – 10/22	Molecular Diagnostics / POCT (*2-day week [W-Th]; Fall Break)	9 3/15 – 3/19	SPRING BREAK – NO CLASSES
10 10/26 – 10/29	Microbiology	10 3/22 – 3/25	Clinical Chemistry
11 11/2 – 11/5	Microbiology	11 3/29 – 4/1	Clin. Chem / Immunology
12 11/19 – 11/12	Microbiology / Virology	12 4/5– 4/8	Hematology / Flow Cytometry
13 11/16 – 11/19	Blood Bank	13 4/12 – 4/15	Hematology
14 11/23* – 11/24	Blood Bank (*2-day week [M-Tu]; Thanksgiving Break)	14 4/19 – 4/22	Hematology / Molecular Diagnostics
15 11/30 – 12/3	Blood Bank – last day on site 12/3/2026	15 4/26 – 4/29	Urinalysis – last day on site 4/30/2026
16 12/7	End of semester (no rotation to be scheduled)	16 5/3 – 5/4	End of semester (no rotation to be scheduled)

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 Attendance Student Expectations

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 approximately 12-13 full weeks (48-52 days). This requirement accounts for the partial weeks during the fall semester (due to holidays), the spring break week, and other partial weeks. 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 issues 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 course instructor 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) – **this will generally result in delay of graduation/program completion.**

Frequent absences, regardless of the reason, may be used as one component in calculating a student's overall grade. Also, note the standard university attendance policy per the [UNewHaven Handbook](#).

Misrepresenting absences or absence requests is a breach of professional ethics and will be treated as an Academic Integrity Violation.

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

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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 conditions. For students completing rotations at sites geographically distant to the main UNH campus, it is recommended that students use local school closures as a guide in their decision making.

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, hurricanes, 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 UNH Academic Calendar (linked in the header above) for more information on each semester’s official class schedules.

Fall 2026 – Major Dates

EVENT	DATE
Semester Begin	8/24/2026
Labor Day – No Classes	9/7/2026
Fall Break – No Classes	10/19 – 10/20/2026
Thanksgiving Break – No Classes	11/25– 11/29/2026
Last Day of Regular Classes	12/7/2026
Reading Days – No Classes	12/8 – 12/9/2026
Final Exam Week	12/10 – 12/16/2026
Semester End	12/16/2026

Spring 2026 – Major Dates

EVENT	DATE
Semester Begin	1/20/2027
Spring Break – No Classes	3/15 – 3/19/2027
Last Day of Regular Classes	5/4/2027
Reading Day – No Classes	5/5/2027
Final Exam Week	5/6 – 5/12/2027
Semester End	5/12/2027

Student Responsibilities While on Rotations

1. While in the hospital rotation portion of the program students are governed by the policies and procedures 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 stressed 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 should be able to find appropriate items from the clothing they already have.
 - C. Closed-toe shoes are the standard requirement for healthcare settings; clean, intact sneakers or loafers 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, shoes with holes (like Crocs) 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.

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- 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 in a timely manner, 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 laboratory personnel, 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, and other health care professionals and staff.
 - E. Not initiating or engaging in personal or other conversations that may be deemed disrespectful of 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. 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 clinical practicum semester, students must complete mandatory training on privacy and confidentiality established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students should refer to the full HIPAA policy, available on CORE ELMS or in the main student handbook.
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.

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- D. Recognizing which decisions require approval.
 - E. Recognizing personal limitations and responsibilities in the work situation.
 - F. Adjusting the pace to situation requirements.
10. Students should assume some responsibility for their 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.

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 typically 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):

Liz Nash, MS, MLS(ASCP)^{CM}

PRACTITIONER IN RESIDENCE | CLINICAL COORDINATOR

MEDICAL LABORATORY SCIENCE

School of Health Sciences, University of New Haven

Email: enash@newhaven.edu

Beth Rawson, MS, MLS^{CM}(ASCP)SH^{CM}SCYM^{CM}

CLINICAL ASSISTANT PROFESSOR | PROGRAM DIRECTOR

MEDICAL LABORATORY SCIENCE

School of Health Sciences, University of New Haven

Email: 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. Follows protocol to notify the University Clinical Coordinator and the Clinical Site Coordinator when unable to report to the clinical practicum (<i>choose N/O if the student did not have any absences</i>).					
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.					

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 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.)					

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SAFETY Observes/follows all safety protocols and procedures, including but not limited to:	A	S	N	N/O	COMMENTS
1. Use of appropriate PPE.					
2. Use of appropriate engineering controls.					
3. Follows Standard Precautions when handling specimens.					
4. Performs handwashing at appropriate times.					
5. Is aware of and responds appropriately to environmental hazards (physical, electrical, fire, trip, etc.).					
6. 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.*****

Program Faculty Contact Information

PROGRAM DIRECTOR

Beth Rawson, MS, MLS(ASCP)^{CM}SH^{CM}SCYM^{CM}

- University email: brawson@newhaven.edu

CLINICAL COORDINATOR

Liz Nash, MS, MLS(ASCP)^{CM}

- University email: enash@newhaven.edu

CLINICAL PRACTICUM – CONTENT AREA INSTRUCTORS (2026-2027 Academic Year):

Chemistry:

Micah Robinson MS, MLS(ASCP)^{CM}

- University email: mdrobinson@newhaven.edu

Hematology/Urinalysis:

Claire Quattropani, BS, MLS(ASCP)^{CM}

- University email: cquattropani@newhaven.edu

Microbiology:

Michele Gambardella, MPH, MLS(ASCP)^{CM}

- University email: mgambardella@newhaven.edu

Blood Bank/Transfusion Services:

Liz Nash, MS, MLS(ASCP)^{CM}

- University email: enash@newhaven.edu

Student Acknowledgement

By signing below, I acknowledge my understanding of the expectations, requirements, and policies regarding clinical site placement and all behavioral expectations 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 MLS program.**

Student: _____
PRINTED NAME

Student: _____ Date: _____
SIGNATURE

Confirmed by: MLS Program Director: _____
PRINTED NAME

MLS Program Director: _____ Date: _____
SIGNATURE