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Owner: Remegio Luna: Laboratory Supervisor
Policy Area: Laboratory
References:

Administration of the QVMC Clinical Laboratory Scientist Training Program

PURPOSE:

To identify the responsibilities of the Clinical Laboratory Scientist (CLS) Interns, Instructors, and Queen of the Valley Medical Center (QVMC) in the Clinical Laboratory Scientist Training Program.

SCOPE

All Laboratory Caregivers within their respective scopes of practice. CLS Interns holding valid California Department of Public Health (CDPH) issued training licenses. CLS Instructors holding CDPH issued licenses.

DEFINITIONS

CLS Intern: Students that have received classroom or didactic clinical laboratory science instruction from an affiliated school or university and have been selected or appointed to the Queen of the Valley Clinical Laboratory Scientist Training Program for practical laboratory training as required by CDPH Laboratory Field Services (LFS).

CLS Instructor: A professional, licensed Clinical Laboratory Scientist designated as trainer to instruct and train CLS Interns in the policies and procedures of high complexity testing and reporting results used in the diagnosis and treatment of patients. The CLS Instructor is employed by QVMC.

Lead CLS Instructor: Clinical Laboratory Scientist who is a department supervisor. There is a supervisor in each department of study.

Education and Training Supervisor: A CLS responsible for administration of the CLS Training Program, choosing CLS Interns, maintaining regulatory compliance, and coordinating CLS Intern activities with the affiliate school or university and LFS. Is designated as CLS Instructor.

Clinical Laboratory Scientist Training Manual: A document that serves as a guideline for training, provides the rotation schedule, and checklists that documents training in all departments of study in the clinical laboratory. Completion of the CLS Training Manual satisfies the requirements for the CLS Intern to qualify to take the CLS licensing exam.

Affiliated School or Laboratory: A contracted relationship between a school or university CLS Training Program and a California licensed clinical laboratory where the school or university provides classroom, didactic training and the clinical laboratory provides practical laboratory skills training. The affiliated laboratory

also relates to public health labs and/or other clinical laboratories that can provide practical lab skills training that one laboratory does not offer.

1. POLICY

A. The CLS Intern is enrolled in an accredited CLS Training program in a school or university that has a current, approved and executed agreement with QVMC.

B. The CLS Intern will meet the HR Contractor documentation requirements to be granted Medical Clearance from Employee Health and HR Clearance from Human Resources. The affiliate school or university shall provide documentation of immunization records and background checks.

C. The CLS Intern shall practice according to QVMC clinical laboratory and administrative policies, procedures, and standards of practice allowed under the CLS training license.

D. The CLS Intern can perform all functions with the scope of the Clinical Laboratory Scientists Trainee as long as they meet the following criteria:

1. The CLS Intern have previously had related theory in didactic or classroom as validated by the Education and Training Supervisor or designee.

2. The CLS Intern is supervised by a competent instructor or competent QVMC caregiver functioning in the same role for which they are training.

E. The CLS Intern will be issued clinical laboratory specific key-card, ID badges where they will be assigned. These ID Badges will allow access to the hospital entrances, clinical laboratory, break rooms, supply rooms, and bathrooms.

F. The CLS Instructor is responsible for the CLS Intern's learning experiences and orientation to QVMC. Instructors and laboratory caregiver staff work cooperatively to provide appropriate clinical laboratory experiences according to student needs and course objectives.

G. The CLS Instructor is responsible for communicating specific learning objectives to each laboratory department assigned. Objectives contained in the CLS Training Manual must be made accessible to Managers, Supervisors, and Caregivers assigned to work with the CLS Intern.

F. The enrollment of CLS Intern(s) and/or participating in school or university CLS training programs will be decided and approved by the Administrative Director of Laboratory and Pathology Services.

2. PROCEDURE:

2.1. CLS Intern Selection

2.1.1 CLS Student Candidates from a CLS training school or university will be offered a lab tour at QVMC by request.

2.1.2 The Education and Training Supervisor or designee will attend an interview with the candidates.

2.1.3 The selection of a CLS Intern will be determined by interview scores and by fit (will the student be able to adapt to the organization's culture)

2.1.4 The selected candidates will then select the training laboratory.

- 2.1.4.1 If the selected candidate(s) do not choose the QVMC CLS Training Program then a candidate

may be assigned.

2.2. CDPH LFS Notification: Start of Training

2.2.1 The affiliate school or university will notify CDPH LFS that the student will start CLS Training according to CCR Title 17, Section 1035 (e)(10).

2.2.1.1 If the affiliate school or university does not procedurally notify CDPH LFS, then QVMC CLS Training Program will send the necessary notification.

2.3. Onboarding

2.3.1 The CLS Intern will complete a background check, health screening and complete all necessary HR and Caregiver Health forms in order to be cleared for their internship at QVMC.

2.3.2 Computer access

2.4. Orientation

2.4.1 CLS Interns will receive QVMC Orientation and Clinical Laboratory Orientation when they begin their clinical laboratory experience at QVMC.

2.4.2.1 QVMC Orientation will be facilitated by QVMC Administration as part of the onboarding process.

2.4.2.2 Clinical Laboratory Orientation will be facilitated by the Education and Training Supervisor or designee. This orientation includes the department specific safety orientation.

2.5. CLS Training

2.5.1 CLS Interns and Instructors will read and follow the Clinical Laboratory Scientist Training Manual throughout training; ensuring the department rotation schedule is followed and training checklists are completed.

2.5.2 The CLS Intern will perform all the functions of the clinical laboratory as a CLS under the close supervision of a CLS or caregiver qualified in the procedures the CLS Intern performs.

2.5.3 The CLS Intern will take exams and quizzes administered by the school or university and QVMC CLS Training Program.

2.5.4 A Certificate of Completion will be issued to the CLS Intern when the following conditions are met:

2.5.4.1 Rotations in all departments have been completed specified in the CLS Training Manual.

2.5.4.2 All department checklists have been completed satisfactorily as assessed by the Lead CLS Instructor (Department Supervisor) from each department.

2.6. CDPH LFS Notification: Completion of Training

2.6.1 The school or university will notify CDPH LFS of program completion. This will qualify the CLS Intern to take the CLS License exam. According to CCR 17 1031.4 (7).

2.6.1.1 If the affiliate school or university does not procedurally notify CDPH LFS, then QVMC CLS Training Program will send the necessary notification to CDPH LFS.

3. Documentation

3.1. CLS Intern Required Documents for Completion of the Program

1. CLS Training License: Current and to be posted at the start of training
2. CLS Training Manual: To be used at the start, during, and end of training
3. Quizzes and Exams
4. Certificate of Completion
5. Letter of Start of Program on QVMC Letterhead
6. Letter of Completion on QVMC Letterhead

Attachments:

Approval Signatures

| Step Description | Approver | Date |
|-----------------------------|---|---------|
| Laboratory Medical Director | Brady Feliz: Physician, Laboratory Medical Director | 08/2019 |
| Laboratory Admin Director | Olive Romero: Director of Laboratory Services | 06/2019 |
| | Remegio Luna: Laboratory Supervisor | 06/2019 |