



LOMA LINDA UNIVERSITY

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School of Medicine

Pathologists' Assistant Program  
Clinical Rotation Student Handbook  
2021-2022

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## Attestation of receiving Clinical Rotation Handbook

I, \_\_\_\_\_, have received the Clinical Rotation Handbook for the Pathologists' Assistant Program. I understand that the policies in this handbook and the Student Handbook are effective throughout the Pathologists' Assistant Program and Clinical Rotations. Any Violation of these policies will result in disciplinary action.

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature

## Loma Linda University Pathologists' Assistant Clinical Expectations

I, \_\_\_\_\_ agree to adhere to the following list of clinical expectations:

- Adherence to Loma Linda University student handbook, Pathologists' Assistant student handbook, and the Clinical Rotation handbook
- Punctuality to duties at clinical rotation sites and adherence to listed hours; staying voluntarily to complete assigned work is appreciated
- The dress code of each rotation site
- Proper use of cell phones (during appropriate times, e.g. breaks) and internet
- Working hard to improve as a Pathologists' Assistant student
- Maintenance of a professional, respectful, and appropriate demeanor during clinical rotations and Pathology Review
- Proper use of PPE at all times. e.g. protective eye wear, gloves, N-95 mask

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

This handbook is designed to serve as an informational guide for the students entering the Clinical Rotations in the Pathologists' Assistant Program at the Loma Linda University School of Medicine. The contents of the handbook represent an official communication of the policies and procedures of the Program, as well as to set forth the expectations of the students and the clinical sites. Students are expected to be familiar with the contents of this handbook and the Student Handbook. The Student Handbook of Loma Linda University, the Loma Linda University School of Medicine and the Pathologists' Assistant Student Handbook should be reviewed for academic and professional expectations, policies and procedures.

In order to reach the goals and fulfill the mission of the University, the requirements and regulation herein are subject to continuing review and change by the University administrators and the faculty of the Pathologists' Assistant Program. The Program, therefore, reserves the right to change, delete, supplement, or otherwise amend the information, rules, and policies contained herein without prior notice. Changes to the handbooks will be re-published on the program web site and Pathologists' Assistant students will be alerted of the changes.

The Pathologists' Assistant Program is committed to a policy of Equal Opportunity and does not discriminate on the basis of race, color, sex, age, religion, handicap, veteran status, sexual orientation or national origin in the administration of its educational program or activities or with respect to admission and employment. As set forth in the Affiliation Agreement, clinical rotation sites are expected to adhere to this policy as well.

## Contact Information for Pathologists' Assistant Program

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## **BOARD OF CERTIFICATION GUIDELINES FOR ETHICAL BEHAVIOR FOR CERTIFICANTS**

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients with respect, care and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
- Perform my duties in an accurate, precise, timely and responsible manner.
- Safeguard patient information and test results as confidential, except as required by law.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Strive to maintain a reputation of honesty, integrity and reliability.
- Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the health care community and the public.
- Render quality services and care regardless of patients' age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, or economic status.

April 2018



## **Work Policy**

Students enrolled in the Pathologists' Assistant Program are expressly prohibited from rendering care or treatment in any form to any patient, including other students or staff of the University, except when rendered as a part of the classroom or laboratory instruction and/or assigned participation.

The standards for Pathologists' Assistant Programs from the National Accrediting Agency for Clinical Laboratory Sciences addresses students working in the clinical laboratories. Standard V. E, F states:

"Policies and processes by which students may perform service work must be published and made known to all concerned in order to avoid practices in which students are substituted for regular staff. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. Service work by students in clinical settings outside of academic hours must be non-compulsory."

Students in assigned clinical rotations are made aware of hours of duty prior to the beginning of the rotation. Work outside these hours is voluntary, to gain experience or see a novel procedure. No clinical assignment can demand a student stay beyond assigned hours.

Further, at no time do students replace regular staff. When students are not on site, the laboratory work is assigned to regular Pathologists' Assistants, Pathologists or other assigned staff.

## **Employment Policy**

The aim of the Loma Linda University Pathologists' Assistant Program is to provide a strong educational background in the anatomic laboratory sciences which includes anatomic laboratory experience in surgical and autopsy pathology. The experiences typically take place (with exceptions in the second year to provide a complete experience), between 8:00 AM to 5:00 PM Monday through Friday, but may vary based on the needs and schedule of the laboratory.

However, PGY-2 students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of the hours (typically 8:00 AM – 5:00 PM, Monday through Friday) of their educational experience. At no time can outside employment interfere or replace academic or clinical experiences.

## **Pathologists' Assistant Policy on Professional Appearance**

Students must maintain a professional appearance for infection control, to aid in communication and for cultural sensitivity. A professional appearance will help instill trust in you as a health professional and lead to better patient outcomes. General policy for all students:

1. Appropriate personal protective equipment must be worn while working in the surgical and autopsy suites. This includes but is not limited to eye-face protection, fluid-proof body covering, and gloves. Additional equipment may be required based on the procedure at hand.
2. Shoes worn in the laboratory must cover the entire foot. Sandals, flip-flops, high-heeled shoes and canvas shoes are not allowed in the laboratory.
3. Good personal hygiene is to be maintained at all times, including regular bathing, use of

deodorants/antiperspirants, and regular dental hygiene.

4. Avoid distracting perfumes or colognes and cigarette odors.
5. Fingernails should be nearly trimmed to no longer than ¼ inch past the end of the finger without polish or with clear polish without chips or cracks. No artificial nails.
6. Visible body tattoos or visible body piercings are prohibited. One stud per ear is allowed.
7. Attire should be comfortable and not detracting from the educational atmosphere. Avoid dress or attire that could be potentially offensive to the public, your peers, and faculty.
8. Identification must be worn at all times. If the site does not issue an institutional ID, wear your student ID at all times.

Additional policies for PGY-2 students in the clinical setting:

1. Scrubs should be clean, neat and either blue or surgical green; this may vary according the requirements of each clinical rotation site. No neon or bright pastel (or any other) scrub colors are allowed. If the clinical site requires a specific scrub color, the student should adhere to those rules.
2. Shoes must be comfortable, all-leather (no canvas shoes) walking or athletic shoes. Shoes must be clean and in good repair at all times. Appropriate hosiery and socks must cover any exposed part of the leg or foot.
3. Denim clothing or pants of a “blue jean” style, regardless of color or fabric, shorts, skorts, mini-skirts, sleeveless attire, tank/tube tops, tee shirts, midriff tops, halters, translucent or transparent tops, sweatshirts, sweatpants, yoga pants, running or jogging suits are prohibited.
4. Personal protective equipment is removed and disposed of following procedures. At no time should this equipment be worn outside of the surgical/autopsy suites. Gloves should be removed before touching phones, door handles, and any equipment that leaves the procedure area.
5. White lab coats are to be worn over scrubs when leaving the surgical suite.

Hair maintenance:

1. Hair should be neat, clean and of a natural human color.
2. Hair should be styled off of the face and out of the eyes.
3. Should length hair must be secured to avoid interference with specimens and work.
4. Avoid scarves or ribbons (unless culturally appropriate).
5. Beards/mustaches must be neatly trimmed; certain types of protective equipment are not effective when used with full beards (e.g. HEPA masks and TB transmission).

Jewelry:

1. Jewelry represents a potential for cross-infection.
2. The following are permitted: a watch, up to four rings, small earrings, pins, badges or insignia that represent an award, modes bracelets and necklace chains.

## Policy on absences and Tardiness

Any student who misses an excessive amount of time (>2 days/quarter) during a clinical laboratory rotation will have their performance evaluated by the Pathologists' Assistant Program Academic and Professional Standards Committee. Exceptions include interview opportunities. Arrangements for interviews must be made in advance and the mentor at the clinical rotation site, and Cherie Germain must be notified at least **one week** in advance of the interview. Proof of interview must be provided, with contact information of the person in charge of the interview. When requesting time off (due to an interview or illness) an email must be sent to the clinical site mentor, with a "cc" to Meghan Dorrell ([mdorrell@llu.edu](mailto:mdorrell@llu.edu)) and Cherie Germain ([cgermain@llu.edu](mailto:cgermain@llu.edu)).

If the student, for whatever reason, is going to be unusually late or is in an unavoidable emergency situation must email both Meghan Dorrell and Cherie Germain as well as the clinical site mentor within a reasonable amount of time. Extenuating circumstances will be considered on an individual basis by the program director and other faculty.

Students are required to show up to their scheduled rotations each day by the designated start time established by each site. Students are not allowed to take breaks longer than what is established by each site. Students who are continually tardy will be evaluated by the Pathologists' Assistant Program Academic and Professional Standards Committee.

Days off and holidays are scheduled by each clinical site. Students should not ask for extra days off. No more than 1 total week can be missed for attendance of conferences/ activities. If a student attends a conference he/she is responsible for notifying the rotation site when the absence will occur. The student should notify the site within three days of being given permission to attend by Cherie Germain or Meghan Dorrell. The site must be given a minimum of a one month notice and Cherie Germain and Meghan Dorrell must be included in the email with a "cc". Failure to follow these instructions will result in revoked permission or other sanctions.

Missing more than two weeks for any reason other than interviews and scheduled days off will result in delay of the conferring of degree and the student making up clinical time following completion of their assigned rotations. Depending on the length of time to be made up, the student may have a delay in certification eligibility and money submitted to ASCP for board examinations might be lost.

It is the responsibility of the student to report to the Program Office all absences due to illness or health care and to report to the office on his/her return. Failure to notify all required parties of an absence may result in expulsion from the program.

## Safety

Students are given laboratory safety training, as well as disaster and fire training at New Student Orientation. Fit testing for N-95 masks are performed in the first few weeks of school. Those not able to wear the N-95 masks are asked to utilize the PAPR in times of potentially infectious cases.

The program has made every effort to ensure the basic safety of students with proper supervision and orientation. It is the student's responsibility to use common sense when traveling to and from clinical sites, stay out of unsafe areas, not be provocative and or aggressive towards others, and maintain a professional decorum. At no time is it acceptable for students to carry firearms or other weapons into the

hospital/ clinical sites. When traveling through an airport, questionable items are to be left at home. The student has had instruction in occupational exposure to bloodborne pathogens, protective practices to avoid contamination, and procedures for decontamination in case of exposure, or potential exposure, to infectious materials or potentially infectious materials.

## **Use of Phones/Headphones**

Students should use a cell phone for telephone calls. Cell phones should be off during clinical rotations except for communication with program faculty and in the case of emergencies. Communication with possible job opportunities must be kept to a minimum and occur during breaks or lunch; use of e-mail is encouraged for this communication. At no time should cell phones be used in the clinical setting, gross rooms, or autopsy area.

Airpods or headphones are strictly prohibited at clinical rotation sites.

## **Social Networking Policy**

As per the University policies stated in the Pathologists' Assistant Student Handbook:

### **POLICIES, PROCEDURES, & GUIDELINES ON THE USE OF INFORMATION TECHNOLOGY RESOURCES**

Use of Social Networking Sites, Blogs, and Instant Messaging Policies:

- In accordance with HIPAA, FERPA, and LLU IT policy, please be advised that faculty, staff, residents, and students are not permitted to post confidential patient information, including protected health information (PHI), educational records protected by FERPA, institutionally-owned asset data, confidential, proprietary, or private information on any social networking sites (Facebook, Instagram, Twitter, YouTube, etc.), personal / business related blogs, and /or via instant messaging service.
- Make sure you understand the permanency of published material on the Web, and that all involved in health care have an obligation to maintain the privacy and security of patient records under HIPAA and that LLU fully complies with protecting the privacy of education records under FERPA policy.
- Always comply with the current institutional policies with respect to the conditions of use of technology and of any proprietary information such as university logos.
- Finally, please note that social networking sites are increasingly being targeted by cyber-criminals drawn to the wealth of personal information supplied by users. Data posted on the sites (i.e. name, date of birth, address, job details, email and phone numbers) is a windfall for hackers. Viruses on these networks can hijack the accounts of social networking site users and send messages steering friends to hostile sites containing malware, a malicious software often designed to infiltrate a computer system for illicit purposes. Malware can be used to steal bank account data or credit card information once installed on a personal computer. Another danger of social networking sites are the popular quizzes, horoscopes and games made available for free to users which can sometimes be used to hide links to hostile sites.

*Examples of information (not all inclusive) that should not be shared on social networking, blog sites, and instant messaging services are:*

- Reporting on or about official medical activities and/or patient's personal health information.
- Requiring patients to participate in "social networking" activities to influence or maintain the provider/patient relationships.
- Posting of and/or the discussion of student grades, evaluations, course feedback, etc.
- Reviewing profiles of patients.
- Participating in activities that may compromise the provider/patient or faculty/student relationship.
- Providing medical advice on social networking sites.
- Posting or displaying images of patient specimens or patient information.

## **Breaks**

Each day, breaks are given in the clinical rotations and students should follow the rules specific to each site. At no time will refreshments and/or smoking be permitted in the laboratories. Rules of the laboratory apply for all lunches and breaks.

## **Hospital Policies**

The Pathologists' Assistant students must abide by the University policies as well as the policies of the hospital at which they are rotating.

## **Key Points to Remember**

1. No eating, drinking, smoking, mouth pipetting or applying makeup in the student or clinical laboratories.
2. No placing of objects (fingers, pens, pencils, etc.) in the mouth.
3. Always wash hands before leaving the laboratory area.
4. Use laminar flow hoods and other safety equipment when required.
5. Follow universal precautions at all times. Consider all specimens/autopsies to be highly contagious

## Universal Precautions and Laboratory Safety

The student will be collecting, processing, and working with patient and known blood, body specimens, and microorganisms that could be potentially pathogenic during his/her professional education. The student has been oriented to and understands the use of and need for Universal Precautions and will follow these guidelines both in the student and hospital laboratories (Appendix D).

The student will notify the Pathologists' Assistant Program office and the course instructor or laboratory supervisor concerning ALL accidents involving breaks in the skin, contamination of mucous membranes (aerosols, splashes, etc.), or ingestion. **Please note that you are not in trouble.** This happens to every PA and reporting is for your safety and protection, and is not punitive.

### Procedure following occupational exposure to blood/body fluids

If you are exposed to another person's blood or body fluid (e.g. through a needle stick injury or mucous membrane splash, scalpel cut) take the following steps:

1. Remove the soiled clothing; flush mucous membranes, rinse then wash the exposed area with soap and water.
2. Notify the attending physician, resident, or site coordinator.
3. Obtain the name of the source patient and a full description of the offending device. Include size, gauge, length, model and manufacturer.
4. At LLUMC, report to the LLUMC Emergency Department for evaluation and treatment. (If the exposure occurs at an off campus site, present to the designated department at that site). It is vital that this be done in a timely manner.

During this visit to the designated department for immediate intervention the following will occur:

- A risk assessment will be performed. This assessment will evaluate the type of exposure that you have received and the benefits of treatment. Baseline blood testing will be performed.
- You will be given instruction in the procedure to be followed. If the patient's status is not known, hospital personnel will ask the patient for consent for HIV testing. You should not ask the patient for this consent or information yourself.
- Information will be provided to assist you in making an informed decision regarding post exposure prophylaxis.

Vaccinations will be updated as necessary.

5. If the exposure occurs while you are at an off campus site (including the VA, Riverside County, etc.), follow steps 1-3 above and then report to the location designated by that site for post-exposure assessment and treatment.
  - Jerry L. Pettis VA Medical Center, Emergency Room telephone number (909) 825-7084, ext. 2114
  - Glendale Adventist Medical Center, Employee Health Service, (818) 409-8160, after hours report to the Emergency Room

- White Memorial Medical Center, Employee Health Services, telephone number (323) 268-5000, ext. 1460

(Note: telephone numbers may be subject to change)

## **Clinical Rotation Evaluations**

Formal written evaluations are completed by the site mentor at the end of each student's rotation. Mentors are encouraged to have an informal discussion half way through the rotation to set goals and discuss areas of improvement; students are encouraged to approach the mentor about receiving this feedback. All constructive criticism should be considered an opportunity to improve and students should always be open to receive such. Students should make note of these and like-conversations in their specimen log book.

Students are required to do a respectful, fair and honest evaluation of each clinical site following the completion of their rotation. An email will be sent following each rotation that will allow the student to evaluate the site; answer all of the questions and use complete sentences. Stay current with these evaluations, as the evaluations are an important part of our programs review for improvement and accreditation. Failing to complete the site evaluations may affect your registration status. Any problems or concerns should be addressed to the Clinical Coordinator and/or Program Director immediately.

## **Drug Screening**

Students are subject to the policies of the hospital at which they are rotating. Students who test positive for any of the following drugs of abuse or any other illegal substance (without a prescription) will not be allowed to begin their clinical rotations and will be dismissed from the program: cannabinoids, cocaine, opiates, phencyclidine, amphetamines, barbiturates, and benzodiazepines.

## **Attendance of Conferences at Clinical Sites**

Students are encouraged to attend conferences (e.g. tumor board) held at the site, at the discretion of the site mentor. At no time do conferences replace the clinical experience in the laboratories. The student requires absolute professional decorum during these professional conferences where patient information, diagnosis and treatments are discussed. These conferences are an extraordinary opportunity for learning and seeing the correlation and interaction of various specialties. If the student has a question, discuss it with the site mentor or Pathologist after the conference.

## **Specimen logbooks**

You are required to keep an up-to-date specimen logbook; each day you will tally the types and quantities of specimens you gross and the procedures you complete. The file to be used will be found on canvas; it is to be updated daily and uploaded to canvas at the end of each rotation. When the student attends a job interview, this information will be readily available to the potential employer. If possible, and the clinical site lab system allows, obtain a printout of the specimens that were grossed at the end of your rotation.

## **Academic and Professional Probation and Expulsion from the Program**

Please refer to the Pathologists' Assistant Student Handbook for the policies on academic and professional probation. GPA of 3.0 or greater must be maintained in PGY-2. Clinical rotation grades are not included in the GPA of the clinical year. It is imperative that students maintain a 3.0 to remain in the program.

If a student is dismissed by a rotation site (i.e. kicked-out) they will be automatically placed on professional probation and be reviewed by the Pathologists' Assistant Group Academic and Professional Standards Committee with the possibility of being dismissed from the program. If the same student is dismissed by a second clinical site, the student will be dismissed following review by the committee.

Additional reasons for dismissal:

- Insubordination
- Compromising patient safety
- Impairment by illicit or prescription drugs
- Case-by-case review by the committee

## **Travel**

Daily commutes to rotations sites may be as much as 2 hours one way. While additional money is made available to each student to offset the additional cost, it is strongly encouraged that money be set aside with each disbursement of funds in anticipation of rotations that require a lot of travel. All travel costs are the student's responsibility.

## **Accommodations for Disability**

Please refer to pages 51-54 of the Loma Linda University Student Handbook for the process of requesting accommodations for disability of any sort. While the University and our affiliates will provide such accommodations, there is a process for request and provision of the appropriate and necessary accommodations.

## **Professionalism**

Please see Objectives for Clinical Practicums (p. 17) for a list for standards of professionalism. Remember that the clinical preceptors are not being paid to have students, be respectful of their time and efforts. Additionally, the program has a contract with these clinical sites and they are expecting a PA student to be present. Each student is graded based on performance both professionally and technically. Students DO NOT replace regular staff; there will be someone to do the work when the student is not present. However, the student is expected to be there and perform professionally and with good work ethic.



## Student Housing in Clinical Rotations

There are clinical affiliates that provide housing to our rotating students. The utmost respect for this privilege must be given so that it can continue for subsequent students. Rules for these housing opportunities are as follows (may change as necessary):

- Keep the residence clean at all times.
  - Prior to leaving the residence at the end of your rotations, be sure:
    - All garbage and food in the refrigerator is removed
    - The kitchen is clean with the counters and stove wiped clean
    - The bed linens are removed, washed, dried and folded
    - The living areas are swept/vacuumed and clean
    - The bathroom is entirely cleaned; this includes any towels left behind
  - Absolutely no smoking in any of the residences
  - Absolutely no pets are to be brought to the residence, no exceptions. Arrangements must be made for pet care during these rotations.
  - Guests are not allowed in the residence; this includes family and friends
  - The student will be responsible to pay for any additional charges added to original housing bill and/or cover for damage at the housing provide. Please be respectful!
- Violations of any of the above may result in professional probation (without written warning; this is the warning) Use common sense and courtesy. If you are unsure is something is allowed (or not), ask the site mentor, or the individual responsible for the housing or don't do it. Respect for housing is taken extremely seriously.

## Job Interviews

It is understood that students will need to have limited time off for interviews and some time is built into what is required to complete the minimum for your clinical rotations. If you have an interview for a job, you must do the following:

1. Schedule the interview on a Monday or Friday (never on a Pathology Review test day) to minimize days away as much as possible.
2. Request (not demand) the time off in an email to Meghan, Cherie and the site mentor, including the following:
  - a. Name and location of lab/hospital/group at which you are interviewing
  - b. Interview times and dates
  - c. Contact person scheduling the interview

If these are not included in the email, this will be an unexcused absence and will be made up following

the last day of clinical rotations, as you will not have completed all necessary competency time.

## **Days Off**

Days off are not acceptable during the second year. Many of the sites are paying to provide housing and count on you to be there, even if they do have others who can do the work.

That said, after a job is obtained, often there are requirements of job physicals, housing arrangements, and paperwork to be completed. If possible, give two weeks' notice and forwards emails to Meghan and Cherie for such requests. Taking days without prior notice will be unexcused, and will be made up following the last day of clinical rotations, as you will not have completed all necessary competency time.

Once again, the clinical sites depend on the student being there, even if others can do the work, they are otherwise scheduled. Please be respectful of others time.

Students are expected to complete all of their clinical rotations; it is expected that students will work up until their last day of the last clinical rotation.

## **Immunizations**

The following list of immunizations is required by LLU and does not necessarily represent the all of the required immunizations by all of the clinical sites. It is the student's responsibility to become aware of the requirements for each site early enough to be able to meet the requirements, including immunizations. All immunizations may be received through student health. The student is to keep both digital and hard copies of all immunizations and health records.

Immunizations and required paperwork:

- Hepatitis B series (or a signed waiver of declination)
- Two-step skin test for tuberculosis; if you test positive, you will need to get a chest x-ray
- Provide documentation of the following immunizations:
  - Measles, Mumps, Rubella (MMR)
  - Tetanus/Diphtheria booster
  - Chickenpox
  - Rubella (2MMRs)
  - Covid-19 including booster
- Criminal background check:
  - Meghan will email you a copy of your background check before your first rotation
  - The background check must be less than 1-year-old. Request another through Banner; go to the "Need a Background Check?" tab
  - Once requested, it will take a few days to process. Email/call Meghan and she will email

you the document

- Seasonal flu-shot
- N-95 mask fit test- within the last year
- Basic Life Support (BLS) certification card

## Objectives for Clinical Practicums

### Objectives for Clinical Practicums

PATH 761, 762, 763 764

Pathologists' Assistant Program

Loma Linda University

### School of Medicine

The clinical rotations of the Pathologists' Assistant program aim to provide students with the clinical skills pertinent to the duties of a Pathologists' Assistant. The students will become proficient at the techniques used in surgical and autopsy pathology in order to assist the pathologist in diagnosis of disease and abnormalities.

**Clinical expectations:** the surgical schedule should be reviewed for the following day. Review clinical histories for major cases and (that night at home) read Hruban, Lester and Robbins on the relevant grossing and pathology for those anticipated specimens.

### Objectives of the Clinical Practicums

1. Professionalism Behavior and Attitude; the student will:
  - a. Demonstrate punctuality and attendance by:
    - i. Arriving at the clinical site at the specified time, prepared to start on time
    - ii. Returning from breaks at the specified time
    - iii. Performing tasks at assigned time
    - iv. Delivering assignments on due date
  - b. Exhibit appropriate interpersonal skills by:
    - i. Communicating thoughts clearly
    - ii. Asking appropriate questions
    - iii. Maintaining a non-judgmental attitude
    - iv. Adhering to proper phone etiquette
    - v. Showing respect through good listening skills and courteous prompt responses
  - c. Internalize the value of a professional appearance and neatness by:
    - i. Maintaining personal cleanliness and hygiene

- ii. Adhering to the dress code
  - iii. Cleaning the work area after performing procedures
  - iv. Consistently and routinely maintaining organization
- d. Demonstrate an attempt to improve by:
  - i. Not repeating mistakes
  - ii. Investigating problem areas and asking for help to make it better
  - iii. Requesting additional assignments or repeat work to improve performance
  - iv. Following directions
- e. Accepts constructive feedback by:
  - i. Willingly changing behavior or activity as suggested
  - ii. Not getting defensive
  - iii. Encouraging feedback
- f. Responds to laboratory pressures and stress by:
  - i. Staying focused
  - ii. Prioritizing work
  - iii. Doing things without being told
  - iv. Anticipating department needs
  - v. Maintaining acceptable performance
- g. Demonstrates professional ethics in these ways:
  - i. Maintains patient confidentiality by not discussing patients' conditions, diagnosis, or treatment unless necessary in the performance of duties
  - ii. Does not divulge confidential information
  - iii. Does not remark about physicians or care of individual
  - iv. Offers constructive criticism
  - v. Is honest about mistakes and results
  - vi. Will record tasks only if performed
  - vii. Will total the correct clinical hours
  - viii. Will maintain an accurate specimen log to assist in correct evaluation and personal progress
- h. Demonstrates safety measures by:
  - i. Washing hands frequently

- ii. Utilizing correct personal protective equipment for grossing specimens, frozen sections and other procedures
- iii. Wearing lab coats as policy dictates
- iv. Avoiding touching face with hands
- v. Wiping up wet spots on the floor
- vi. Disposing of all contaminated materials appropriately
- vii. Adhering to fire drills

2. Performance; the student will:

- a. Complete procedure in a self-directed manner, ahead of schedule, with a high degree of competency, and seeks additional tasks.
- b. Maintain accuracy using excellent work habits, rarely needing to repeat work.
- c. Problem solve by correlating, sorting, and organizing information to recognize and resolve problems in a timely fashion.
- d. Become proficient at procedures and perform work in a reasonable amount of time for level of expertise
- e. Organize and triage specimens so the work to be performed is done in a timely manner.
- f. Maintain an organized, clean, and safe work area.
- g. Strive to work independently once procedures are mastered, handling most situations and making good decisions
- h. Work cooperatively with appropriate personnel in problem solving and decision making, seeking assistance when necessary

3. **Medical Skills and Knowledge.** The student will be proficient in:

- a. **Basic Skills,** such as:
  - i. Correct evaluation and identification of specimen information on the specimen container and requisition for accuracy
  - ii. Compile a correct dictation for the specimen being examined
  - iii. Correctly processing an uncomplicated frozen section within seven minutes, providing the pathologists with a diagnostic slide
  - iv. Seeking the assistance of a pathologist when appropriate
  - v. Taking useful and appropriate photos of specimens
  - vi. Independently processing simple specimens:
    - 1. GI biopsies
    - 2. Simple skin biopsies (e.g. punch, shave, simple excision)

3. Endocervical/endometrial curettage
4. Artery biopsy
5. Bone marrow biopsies
6. Calculi/surgical hardware (gross only)
7. Cervical cone biopsy
8. Fallopian tubes/vasa deferentia for sterilization
9. Heart valves
10. Hemorrhoids
11. Hernia sac
12. Intervertebral disc
13. Breast core biopsy
14. Lymph node for lymphoma protocol
15. Pediatric thymus resection
16. Parathyroid dissection
17. Products of conception
18. Prostate biopsies

b. **Moderate skills**, such as:

- i. Independently processing less complex specimens correctly, including but not limited to:
  1. Appendix
  2. Gallbladder
  3. TURP/TURB
  4. Oriented and wide skin excisions
  5. Prolapse uterus
  6. Extremity amputation, non-tumor
  7. Fallopian tube
  8. Femoral head for osteoarthritis
  9. Oriented breast lumpectomy
  10. Placenta
  11. Hysterectomy for leiomyomas
  12. Thyroid resections

13. Prostate resection
14. Colon for tumor
15. Colon for non-tumor

c. **Complex skills**, such as:

- i. Independently processing complex specimens correctly, including but not limited to:
  1. Laryngectomy
  2. Pneumonectomy
  3. Radical neck dissection
  4. Mastectomy
  5. Uterus for malignancy
  6. Pelvic exenteration
  7. Gastrectomy
  8. Esophagectomy

d. **Autopsy skills**, under the direction of the attending pathologist, the student will:

- i. Consistently verify body identity/tags
- ii. Verify if consent is correct
- iii. Verify limitations on autopsy consent forms
- iv. Thoroughly review patient history/charts when possible
- v. Perform a full external exam that identifies signs of death and features and signs of common diseases
- vi. Displays the ability to perform evisceration of a body
- vii. Displays proper dissection of organs and organ blocks
- viii. Identifies structures that student cuts
- ix. Collaborates with resident and faculty to formulate a PAD and Autopsy Report
- x. Displays proper use and techniques of photography
- xi. Perform chart review as indicated, with a brief summary for attending
- xii. Review autopsy consent: ensure it is complete and correct
- xiii. Formulate a preliminary anatomical diagnosis (PAD and autopsy report in conjunction with residents and attending's
- xiv. Estimation of weight or use of the scale
- xv. Length measurement

- xvi. Description of hair, eyes, teeth, ears, head and neck region
- xvii. Description and full body exam to include but not limited to:
  - 1. Skin: scars, moles, tumors, evidence of medical intervention (e.g. catheters, ports, IVs, etc.), tattoos (photographed), unusual injuries
  - 2. Extremities: symmetry, any abnormalities
  - 3. Genitalia: male versus female, any abnormalities
- xviii. Perform evisceration with:
  - 1. Proper utilization of “Y-shaped” incision and variations of incision based on autopsy consent
  - 2. Removal of organs using the “Virchow” method
  - 3. Removal of organs using the “Rokitansky” method to include but not limited to:
    - a. Removal of tongue and larynx en bloc
    - b. Removal of spinal cord
    - c. Removal of brain
  - 4. Proper dissection and tissue submission of organs:
  - 5. Weighing organs
  - 6. Photography of organs
  - 7. Review of organ “blocs”
  - 8. Photography of pertinent pathology
  - 9. Proper preparation and presentation of cases at autopsy/gross conference
- xix. Miscellaneous autopsy duties to be reviewed:
  - 1. Release of bodies
  - 2. Tissue dumping and storage of tissue
  - 3. Interaction with funeral homes, clinical floors
  - 4. Set up of autopsy suite
  - 5. Sign out with attending pathologist
  - 6. Various duties as assigned by attending pathologist or assigned technician



## A key to Evaluation of Psychomotor Objectives

Loma Linda University  
School of Medicine, Pathologists' Assistant Program  
Program Clinical Practicum

Use the following factors and scale to complete the evaluation of the performance of the student's skills as indicated on the following pages:

### 1. Accuracy:

100 – **Exceptional**: rarely needs to repeat work; excellent work habits conducive to attaining accuracy. (Exceeds expectations; provide comments)

90 – **Above Average**: occasionally repeats work; very good habits (exceeds expectations)

80 – **Average**: acceptable performance; repeat work is average in frequency (meets expectations)

<75 – **Needs Improvement**: difficulty in achieving accuracy in the non-routine technical procedures on a regular basis; require more repetitions than what is desirable (sometimes below expectations; needs comments)

### 2. Problem Solving:

100 – **Exceptional**: correlates, sorts and organizes data to recognize and resolve various problems in a timely fashion. (Exceeds expectations; provide comments)

90 – **Above average**: with little prompting and some initial guidance is able to identify problems and develop a course of action. (Exceeds expectations)

80 – **Average**: usually needs input from peers to recognize a problem and significant input to determine an acceptable course of action to resolve problems. Good follow through. (Meets expectations)

< 75 – **Needs Improvement**: has difficulty recognizing a discrepancy or a potential problem. When the problem is identified, can follow recommended course of action. However, cannot develop an acceptable course of action. (Sometimes below expectations; need comment)

### 3. Production/Efficiency:

100 – **Exceptional**: procedures are mastered quickly. Organizes work load, performs almost at rate of seasoned technician. (Exceeds expectations; provide comments)

90 – **Above Average**: procedures are mastered in a timely fashion. Once mastered, does very well in getting the work completed. Contributes to the department's overall production and organization. (Exceeds expectations)

80 – **Average**: most procedures are mastered in an acceptable time frame. Once mastered, production and efficiency increase gradually. Sometimes a real asset to the department; at other times needs more help than expected. (Meets expectations)

< 75 – **Needs Improvement:** takes longer than usual to master procedures and perform with confidence. With more time, production and efficiency should improve somewhat. (Sometimes below expectations; need comments)

4. **Neatness and Organization:**

100 – **Exceptional:** work is always organized and in order. Easy for someone else to enter into the middle of a task and complete it if the student had to leave unexpectedly. When completes tasks, grossing area is immediately cleaned-up and restored appropriately. (Exceeds expectations; provide comments)

90 – **Above average:** Well organized. (Exceeds expectations)

80 – **Average:** usually organized and neat. Generally restores work area appropriately. Sometimes additional minor clean-up work needs to be done due to some neglect. (Meets expectations)

< 75 – **Needs improvement:** difficult to work with because not well organized. Additional clean-up is often substantial. Sometimes work habits give appearance that results may not be good. (Sometimes below expectations; need comments)

5. **Ability to Work Independently:**

100 – **Exceptional:** once procedure mastered, needs very little direction; takes the initiative; recognizes responsibility readily. Follows through on tasks. Handles most situations and makes good decisions. Communicates well with peers and superiors in and outside of the department. (Exceed expectations; provide comments)

90 – **Above average:** once procedure is mastered, student may still need some direction, but recognizes and assumes responsibility readily. Follows through on tasks. Handles most situations and makes good decisions. (Exceeds expectations)

80 – **Average:** usually needs some specific direction each day as to what needs to be done. However, accepts assignments willingly. Generally works without much assistance but will usually seek input on fairly routine decision. (Meets expectations)

< 75 – **Needs Improvement:** Will usually wait to be assigned specific tasks for the day. Avoid making decisions without assistance. However, there has been steady (albeit slow) improvement as time passes; suggesting that more experience is required before the student can work independently but average performance might be reached. (Sometimes below expectations; need comments)

6. **Ability to Work Cooperatively:**

100 – **Communicates well:** actively seeks to involve appropriate personnel in problem-solving and decision making. Recognizes and adapts to majority rule if applicable. Assumes appropriate responsibility in contributing to the team's effort of completing the work of the unit. (Exceed expectations; provide comments)

90 – **Above average:** works somewhat comfortably with peers and when requested will engage

in cooperative efforts and follow through well. Will assume responsibility and work with others as assigned. (Exceeds expectations)

80 – **Average:** prefers to work alone. Usually needs specific direction as to the task at hand. Functions better and can communicate with group members if assignments are specific and task oriented and given on a relatively small scale. (Meets expectations)

< 75 – **Needs Improvement:** Not comfortable working with others. Easily intimidated and sometimes becomes defensive. Behavior is not conducive to cooperative work arrangements. Easily intimidated and defensive. Will criticize others. Insists on advancement of own ideas. A “my way of the highway” attitude or approach. (Sometimes below expectations; need comments)

## LLU Pathologists' Assistant Basic Autopsy Skills

Special Techniques Skill Log – the special techniques could be brought to a job interview. Completion of the list (below) of skills is not necessary to complete the LLU autopsy rotation.

Student: _____									
SKILL	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)
<u>AUTOPSY TECHNIQUES</u>			N / D / R / E			N / D / R / E			N / D / R / E
Evisceration Organ by Organ			N / D / R / E			N / D / R / E			N / D / R / E
En-Bloc Evisceration			N / D / R / E			N / D / R / E			N / D / R / E
Removal of Neck Organs (Including Tongue)			N / D / R / E			N / D / R / E			N / D / R / E
Removal of Pelvic Organs			N / D / R / E			N / D / R / E			N / D / R / E
Reflection of Scalp and Removal of Skull Cap			N / D / R / E			N / D / R / E			N / D / R / E
Removal of the Brain			N / D / R / E			N / D / R / E			N / D / R / E
Prepare Annotated Body Diagrams			N / D / R / E			N / D / R / E			N / D / R / E
Dissection of Organs			N / D / R / E			N / D / R / E			N / D / R / E
Intercostal Window for Diagnosis of Pneumothorax			N / D / R / E			N / D / R / E			N / D / R / E
Collection of Toxicology Specimens			N / D / R / E			N / D / R / E			N / D / R / E
Skill Level: (N) No Useful Skill; (D) Developmental; (R) Meets Requirement of Practice; (E) Elegantly Done									

Student: _____									
SKILL	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)
<u>EVIDENCE COLLECTION</u>									
Collect Hair and Fingernails			N / D / R / E			N / D / R / E			N / D / R / E
FDLE Rape Kit			N / D / R / E			N / D / R / E			N / D / R / E
<u>RADIOGRAPH INTERPRETATION</u>									
Compare Ante and Postmortem Dental X-rays			N / D / R / E			N / D / R / E			N / D / R / E
Compare Ante and Postmortem Somatic X-Rays			N / D / R / E			N / D / R / E			N / D / R / E
Diagnosis Venous Air Embolism			N / D / R / E			N / D / R / E			N / D / R / E
Interpret Vertebral Artery Injection			N / D / R / E			N / D / R / E			N / D / R / E
Evaluate Skeletal Injuries in Infants and Children			N / D / R / E			N / D / R / E			N / D / R / E
Interpret Radiographs to Localize Bullets			N / D / R / E			N / D / R / E			N / D / R / E
Skill Level: (N) No Useful Skill; (D) Developmental; (R) Meets Requirement of Practice; (3) Elegantly Done									

Student:									
SKILL	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)	Date Performed	Faculty Initials	Skill Level N / D / R / E (circle)
AUTOPSY TECHNIQUES									
Posterior Neck Dissection			N / D / R / E			N / D / R / E			N / D / R / E
Lateral Neck Dissection			N / D / R / E			N / D / R / E			N / D / R / E
Anterior Neck Dissection			N / D / R / E			N / D / R / E			N / D / R / E
Leg Dissection for Venous Exam			N / D / R / E			N / D / R / E			N / D / R / E
Open Skull with Oscillating Saw			N / D / R / E			N / D / R / E			N / D / R / E
Remove Spinal Cord with Oscillating Saw			N / D / R / E			N / D / R / E			N / D / R / E
Blocking of Cardiac Conduction System			N / D / R / E			N / D / R / E			N / D / R / E
Un-Roof Middle Ears and Paranasal Sinuses			N / D / R / E			N / D / R / E			N / D / R / E
Removal of Eyes (Posterior Approach)			N / D / R / E			N / D / R / E			N / D / R / E
Vertebral Artery Injection			N / D / R / E			N / D / R / E			N / D / R / E
Removal of Vertebral Arteries			N / D / R / E			N / D / R / E			N / D / R / E
Flood Pericardium to Detect Bubbles in Heart			N / D / R / E			N / D / R / E			N / D / R / E
Expose Wound Tracts In Anatomic Planes			N / D / R / E			N / D / R / E			N / D / R / E
Skill Level: (N) No Useful Skill; (D) Developmental; (R) Meets Requirement of Practice; (3) Elegantly Done									

## **Clinical Rotation Sites**

- LLUH: Medical Center, TMC, Murrieta, and Surgical Hospital
- LLUH: Medical Center Surgical Pathology, Frozen Section and Autopsy
- LLUH: Surgical Hospital
- LLUH: Troesch Medical Center
- LLUH: Murrieta
- Adventist Health White Memorial
- Memorial Hermann-Texas Medical Center
- Hemet Valley Medical Center
- Long Beach Memorial Medical Center
- Adventist Health Glendale
- Redlands Community Hospital
- VA Loma Linda Healthcare System
- Riverside University Health System Medical Center
- Hollywood Presbyterian Medical Center
- PIH-Whittier
- Adventist Health St. Helena
- Adventist Health Ukiah
- Saddleback Medical Center
- San Diego Medical Examiner

## LLUMC: Medical Center, TMC, Murrieta, and Surgical Hospital

Each student must meet the clearance requirements noted below before any rotation within the LLUMC network (Medical Center, CTP, Murrieta and Surgical Hospital)

1. **Immunizations: Annual and Routine** - LLU students must meet the medical clearance requirements prior to completing a clinical rotation at the LLUH Medical Facilities. Immunizations and/or blood titers may be obtained through LLU Student Health Services, student's primary healthcare provider and local retail pharmacies (immunizations).
  - a. **Annual Influenza vaccination** (Flu shot)
  - b. **Annual negative TB/PPD skin test.** A student with a history of positive TB testing has met clearance with a negative chest x-ray or health screening questionnaire
  - c. **Tetanus, diphtheria, pertussis** (Tdap) vaccination documentation; a Tetanus/diphtheria (td) booster within the last 10 years.
  - d. **Measles, Mumps, Rubella** (MMR) vaccination documentation or positive titer results for each disease
  - e. **Varicella** vaccination documentation, documented medical history of disease or positive titer result
  - f. **Hepatitis B** vaccinations (series of 3 shots) or positive titer result
  - g. **COVID-19** vaccination including booster
2. **Health insurance coverage** – Current health insurance coverage (LLU student health insurance or private health insurance) is required. The LLU Risk Management health insurance application form must be sign and returned to Risk Management in order for student to receive the full benefits.
3. **Clear Background Check** – LLU Students are not required to complete an additional background check as one was completed upon the student's acceptance/enrollment into LLU.
4. **Basic Life Support** (BLS) for Health Care Providers – American Heart Association curriculum with hands-on skills training. LLU offers BLS classes through the Life Support Education department at LLU. Please contact Life Support Education for scheduling and fees, phone: (909) 558 - 4977.

**LLUH Student INFO Book** – The Student INFO Book is available to students completing training at a LLUH medical facility. Students are expected to read through it. They are responsible for, and will be held accountable for, all the information contained in it. The *Student INFO Book* is available on the LLUH ONE Portal, Staff Development page, URL: <https://one.lluh.org/vip/Departments/LLUMC-Departments/Staff-Development/Residencies-Students-Observers/Student-Affiliations-and-Observers>

## LLUMC: Surgical Pathology, Frozen Section and Autopsy (Cloverleaf Towers)

You will receive an email from the Pathologists' Assistants the week before your rotation begins outlining the specifics of your shift. During this rotation you will have the opportunity to gross, complete frozen sections and learn autopsy. Come to the gross room on the first day of your rotation at the time listed in the email. Proof of Covid-19 vaccination is required.

### Contact Information:

- Gross room: 909-558-4000, ext. 45149
- Bonnie Rohweller: [brohweller@llu.edu](mailto:brohweller@llu.edu)
- Nicholas Jammal: [NicholasJammal@llu.edu](mailto:NicholasJammal@llu.edu)
- Natalie Martinez: [NatalieMartinez@llu.edu](mailto:NatalieMartinez@llu.edu)

Wear your student ID badge at all times when on campus. Park in the X lot, or wherever you parked during PGY-1. Blue (hospital) scrubs and closed toe shoes are required. You have a thirty-minute lunch break and two ten-minute breaks each day.

During your time in this rotation, you will rotate through three different responsibilities:

- Grossing: when you are assigned to this, it is your responsibility to gross with emphasis on high complexity cases, as well as all cases assigned by faculty
- Grossing, frozen section and autopsy: when you are assigned to this, you will participate in all autopsies. When not in an autopsy, it is your responsibility to gross with emphasis on high complexity cases, as well as all cases assigned by faculty. When scheduled to do autopsies, you are to contact the resident-on-call for autopsy to find out if there is an autopsy that day. If there is no autopsy scheduled, your next priority is working in the frozen section room. When there are no frozen sections to be completed, it is your responsibility to work in the LLUMC gross room, focusing on prepping specimens and then, if time permits, grossing specimens. On days that there are autopsies, you are to notify the other autopsy student. On the first day of your rotation text Meghan Dorrell (336-392-6394) so that she can inform the PGY-1 students who to contact for shadowing.

## LLUMC: Surgical Hospital

Address: 26780 Barton Road Redlands, CA 92373

Wear your student ID badge at all times. Wear blue (hospital) scrubs and closed toe shoes. The LLU Pathologists' Assistant faculty rotate through this facility on the daily basis. Park in the employee parking section. Enter the building and make your way to the clinical lab on the lower level. Badge access is not granted to students while at this rotation; knock on the door, and someone will let you in. Proof of Covid-19 vaccination is required to begin the rotation.

### Schedule:

Monday & Friday: 8-4; Tuesday – Thursday: 9-5



## LLUMC: Troesch Medical Campus

During this rotation you will have the opportunity to gross and complete frozen sections. A LLU pathologists and/or a pathologist' assistant will rotate through this facility on a daily basis. The surgical pathology suite is on the third floor of TMC. A week before your rotation, you will receive an email with orientation information as well as your schedule. Badge access is not granted to students while at this rotation; knock on the door, and someone will let you in. Proof of Covid-19 vaccination is required. Wear your student ID badge at all times. Blue (hospital) scrubs and closed toe shoes are required. You have a thirty-minute lunch break and two ten-minute breaks each day.

## LLUMC: Murrieta

Address:

- Hospital: 28062 Baxter Rd, Murrieta, CA 92563
- Talent Services: 28078 Baxter Road, Suite 210 Murrieta, CA 92563

Hours: 8:00 AM – 4:00 PM; Monday through Friday

Contacts:

- Naomi Howell (Talent Services): 951-290-4860, [ndhowell@llu.edu](mailto:ndhowell@llu.edu)
- Preceptors: Dr. Yamil Lopez ([yalopez@llu.edu](mailto:yalopez@llu.edu)), Dr. Jeremy Deisch, Dr. William Saukel, Dr. Kevin Thompson

Paperwork:

Send the following paperwork to **Naomi Howell** a minimum of 4 weeks before your rotation start date:

- Read and sign the orientation guide
- Your computer access is the same as at LLUMC; if you have trouble logging into Cerner and LEAP call the help desk (#48889) to reset your password.

Wear your student ID at all times. Wear blue (hospital) scrubs and closed toe shoes. You are to contact Naomi two weeks before your rotation begins to schedule an appointment to meet with her on your first day. To get to Naomi's office in Talent Services: from the hospital parking lot, follow the elevated walkway to the large glass-building, suite 210.

## Adventist Health White Memorial Medical Center

Address: 1720 East Cesar E Chavez Avenue, Los Angeles, CA 90033

Hours: 9:00 AM – 6:00 PM; Monday through Friday

Contacts:

- Ann Tan MD: [tanaz@ah.org](mailto:tanaz@ah.org), (323) 268-5000
- Patricia Sandoval: [sandovp1@ah.org](mailto:sandovp1@ah.org), (323) 881-8840

Paperwork:

You will be added to a class on canvas. At **minimum 8 weeks** before your date of rotation, please complete the onboarding requirements specifically for Pathologists' Assistant students. On the canvas home page, click on the icon labeled "Onboarding". Read the beginning through STEP 1. For Step 1, click on the green Pathologists' Assistant Students only. This is where you will find all your requirements and paperwork. READ CAREFULLY AND FOLLOW ALL DIRECTIONS! If everything is not completed by your deadline set by Mrs. Sandoval, you will not be able to rotate.

The following documents are required for this rotation:

- N-95 Mask Fit Test Certificate
- Background Check Certificate – must be within two years
- Basic Life Support (BLS) card
- Titers must show immunity (lab results), proof of vaccines must note dates, TB date with results, and flu vaccine with date
  - MMR Titers and Proof of 2 Childhood Vaccines: copy of lab results showing immunity to measles, mumps, and rubella (positive titers) and proof of 2 vaccines. If you have a negative titer for MMR your proof of 2 vaccines is sufficient. However, you are still required to submit a copy of your lab report showing non-immunity for my records. Receiving a booster is optional.
  - Varicella Titer and Proof of 2 Childhood Vaccines: copy of lab results showing immunity to Varicella (positive titer) and a proof of 2 vaccines. If you have a negative titer for Varicella your proof of 2 vaccines is sufficient. However, you are still required to submit a copy of your lab report showing non-immunity for my records.
  - Hep B Titer: Lab results showing immunity to Hep B (positive titer). Note: If you are negative, you will be required a repeat of the Hep B Series and must have your first vaccine of the repeat administered prior to you coming onboard. This is not optional. Contact Student Health for further assistance. You are required to submit a copy of your negative titer.
  - Current TB - documentation of TB results (positive/negative) is required and must be current within one year. If TB is positive, submit a chest x-ray including a TB questionnaire current within 6 months.
  - Flu Vaccine - a current flu vaccine within one year is required during flu season (September - April). Documentation required.
  - COVID Vaccine - copy of Covid vaccine. Vaccine is required.
  - TD/TDAP - is not required, but recommended

#### Housing and Meals:

Housing and meals (hospital cafeteria) are provided. Review the standards regarding student housing found in this manual. Students are allotted \$24 a day only during service duty hours (Monday – Friday) Meal cards are given to purchase cafeteria food.

#### First Day Instructions:

Patricia will reach out to you 2-3 weeks prior to your rotation with orientation information. Orientation requirements will also be available on the canvas course. It will include the first day time of arrival, her office location, where to park, housing information and two tests that must be completed and submitted on orientation day. Orientation will last about 45 -75 minutes to complete and will include ID badge/apartment key distribution, WMMC P&P's, emergency contact numbers, housing policies, meals, etc. Patricia will take you to the lab after orientation.

## Memorial Hermann- Texas Medical Center

Address: 6411 Fannin Houston, TX. 77030, Room 2.195

Hours: 8:00am – 5:00pm; Monday through Friday

Contacts:

- University of Texas Health, McGovern Medical School:
  - Songlin Zhang, MD, PhD, [songlin.zhang@uth.tmc.edu](mailto:songlin.zhang@uth.tmc.edu) (Preceptor)
  - Virginia Green, [Virginia.Green@uth.tmc.edu](mailto:Virginia.Green@uth.tmc.edu); 713-500-5347
- Memorial Hermann Hospital:
  - Rennie Swift, [Martin.Swift@memorialhermann.org](mailto:Martin.Swift@memorialhermann.org)

You will need to receive clearance from two different entities:

- University of Texas Health, McGovern Medical School (Virginia Green)
- Memorial Hermann Hospital (Rennie Swift)

You will not be allowed to begin your rotation unless you have received clearance from both entities; if you arrive in Texas and you have not received clearance from both entities you will immediately be placed on professional probation with possible expulsion from the program; this is taken very serious.

### **Housing:**

- Housing is provided. You will receive a Student Rotation Information Packet from Grizelda prior to your rotation start date that will contain more information. Review the housing standards found in this handbook.
- 

### **Paperwork:**

All paperwork must be completed and submitted a minimum of 8 weeks before your rotation start date.

- University of Texas Health, McGovern Medical School; complete the following (you will receive it from Grizelda) and email it to Virginia Green and CC Meghan Dorrell:
  - Pages 1-4 of the OTVS Application
  - Pages 1-2 of the VH-1 Form “Health History” with appropriate documentation (e.g. vaccinations, TB, COVID 19 vaccine record)
  - Copy of Photo ID
  - Resume/CV
  - Copy of Health insurance card with application
  - Sign the Sterling consent form for a background check
  - You will receive a Student Rotation Information Packet from Grizelda prior to your rotation start date that will contain more information about housing

- Memorial Hermann Hospital: go to: <http://texasnrc.org/Regions/Houston-Galveston/MH-Pre-Clinical-Documents>
  - At the bottom of the page is a “Checklist of Completion for Clinical Requirements”; use this checklist to ensure that you have all the required documentation
  - Open all the power points and documents to be reviewed; sign those requiring a signature and send them to Rennie Swift
  - Sign and submit all the appropriate forms to Rennie Swift
  - Standard Verification, vaccine documents and the UT Supervision agreement have already been sent
  - We require a Care4 password:
    - Meghan Dorrell has already completed the Care4 password request for you and will receive your login and password; it will be sent to you approximately 2-3 weeks prior to your rotation start date. You will not be able to complete this portion of the paperwork until Meghan receives your password and sends it to you.
    - Once you receive the login information for Care4, login to the Partners in Learning (PIL) website (<https://partnersinlearning.mhhs.org>) and complete all of the HIPAA modules and quizzes. Take a screen shot of the page showing completion and email it to Rennie.

#### The Last Day of your Rotation:

- Your rotation will end on the Thursday before your last scheduled day; you will not go to your rotation on the last Friday. You will completely vacate the apartment on Thursday night; a cleaning crew will enter the apartment early that Friday morning to clean it for the next student.

## Long Beach Memorial Medical Center

Address: 2801 Atlantic Ave. Long Beach, CA 90806

Hours: 10:00 AM – 6:00 PM; Monday through Friday

Contact: Mike Appy: [mappy@memorialcare.org](mailto:mappy@memorialcare.org); cell: (310) 430-8308

Human Resources: LeAnne Boskovich ([lboskovich@memorialcare.org](mailto:lboskovich@memorialcare.org))

Needs to be completed **minimum 4 weeks** prior to rotation start date. The student onboarding process includes a signed Attestation of Clearance by the clinical coordinator, attesting a background check, drug screen, titers and Tuberculosis screening have been successfully been completed. The hospital does not need to view the reports, such records should be stored and maintained by the representative of the educational institution.

Students: Send all signed forms, written quizzes, and Harassment Prevention Certificate of Completion to Clinical Coordinator (Meghan Dorrell)

- Sign Required Forms: Student Agreement, Confidentiality Statement, Baby Safely Surrender Procedures and Abuse Reporting Obligations
- Complete Infection Control Training- written post-test attached
- Complete Safety Fair Training - written post-test attached
- Online HIPAA Privacy & Security Training - instruction guide attached (An ID# is required to complete this module, this will be assigned within 2 days of receiving your signed Attestation Clearance Form from the school)
- Online Annual Compliance Training – instruction guide attached (An ID# is required to complete this module, this will be assigned within 2 days of receiving your signed Attestation Clearance Form from the school)
- Complete Sexual Harassment and Abusive Conduct Prevention Training via <https://www.dfeh.ca.gov/shpt/>
- COVID 19 vaccination card

Educational Institution:

- Complete the Student Profile and Attestation Form
- Forward the students signed forms, written quizzes and Harassment Prevention Certificate of Completion LeAnne Boskovich

This harassment prevention training is universal and can be presented at other facilities showing completion of the one-hour training required every two-years for all hospital staff, volunteers and students.

## Glendale Adventist Medical Center

Address: 1509 Wilson Terrace, Glendale CA 91206

Hours: 9:00 AM – 5:00 PM; Monday through Friday

Contacts:

- Michele Cosgrove MD, [Michele.cosgrove@ah.org](mailto:Michele.cosgrove@ah.org)
- Willis Lawrence MD, [willeslb@ah.org](mailto:willeslb@ah.org)
- Donald Sandoval, [sandovD01@ah.org](mailto:sandovD01@ah.org) 818-409-8010

Paperwork:

Gather the following documents and email them to Donald Sandoval; these documents need to be sent **5 weeks** prior to your rotation start date:

- Up-to-date immunizations
- Covid-19 vaccine card
- Background check certificate
- N-95 fit test
- AHGL Check-in Packet (google drive)
- COVID 19 Toolkit for Medical Students (google drive)

First Day Instructions:

Go to the Medical Staff Services office and ask for Donald Sandoval. He will provide you with an orientation packet, badge, parking pass and housing information.

Housing:

An apartment is provided during this rotation and you may have a roommate. Review the housing standards found in this manual.

## Redlands Community Hospital

Address: 350 Terracina Blvd. Redlands, CA 92373

Hours: 9:30 AM – 5:30 PM; Monday through Friday

Contact:

- Stephanie Cherry, PA (ASCP): [secherry1@yahoo.com](mailto:secherry1@yahoo.com)
- Tony Duony: [tduong@redlandshospital.org](mailto:tduong@redlandshospital.org)

Email the below immunizations and paperwork to Tony a few weeks prior to your rotation:

- TB x 2: 1 within the last 3 months and 1 within the last year, or if previously positive, copy of positive test and chest x-ray within last 3 months
- Hepatitis B – Titer, vaccination x3 or Hep B declination form
- Varicella – Titer or vaccination x2, within 90 days of rotation
- MMR – Titer or vaccination x2, within 90 days of rotation
- Tdap – Within last 3-4 years
- Flu – Vaccination or declination (can be done at RCH)
- COVID Vaccine
- Background Check
- E-verify
- Current urine drug screen- Completed one week before rotation
- Current physical exam

On your first day of rotation, bring all immunizations records including TB. To get to the lab, enter the front doors and make your way to the right towards the elevators. Take the elevators to the second floor. Turn right out of the elevators and follow the hallways, as the lab will be on the left. The pathology group has offered to provide the students with lunch while on rotation; do not take advantage of this and make sure to thank the pathologists. Park on Terracina Blvd.



## VA Loma Linda Healthcare System

Address: 11201 Benton St. Loma Linda CA 92357

Hours: 8:30 AM– 5:00 PM, Monday through Friday

Contacts:

- Heather L. Rojas MD.; [heather.rojas@va.gov](mailto:heather.rojas@va.gov)
- Irene Thung MD (site coordinator); [irene.thung@va.gov](mailto:irene.thung@va.gov)
- Christian DeGuzman; [Christian.DeGuzman@va.gov](mailto:Christian.DeGuzman@va.gov)
- Pamela Morlan; [Pamela.Morlan@va.gov](mailto:Pamela.Morlan@va.gov)
- Jamie Madden; [Jamie.Madden@va.gov](mailto:Jamie.Madden@va.gov)

**S**

***Students will need to do the following to complete the onboarding process.***

***(Students should start the onboarding process at least 8 weeks before they are scheduled to rotate).***

1. Complete the onboarding checklist and packet; return to Education Office. Needs to be dropped off in person on Tuesday or Thursday (9am – 11 am)  
Students can retrieve the checklist/packet of information on the Google drive/ canvas class or at this website: [Trainee Registration Process | VA Loma Linda Health Care | Veterans Affairs](#)
2. Students must complete TMS training.  
They can register for training and find the needed information here: [Trainee Registration Process | VA Loma Linda Health Care | Veterans Affairs](#)
3. Students must be fingerprinted.  
*The Education office no longer fingerprints trainees. I can schedule appointments once applicant packets are returned to me and TMS is complete.*

### **Student Checklist for VA Onboarding/PIV Badge (see google drive/canvas course for checklist)**

*This process can take a long time. Please start 8 weeks before rotation*

- ☐ Application Packet completed and turned in to Education Office by secure/encrypted email
- ☐ TMS Mandatory Training for Trainees (MTT) Completed:
  - All trainees are required to complete the MTT course prior to receiving computer access.
  - This course is an annual requirement; therefore, continuing trainees must retake the refresher course annually.
- ☐ Fingerprint Appointment Scheduled by Clinical Education
- ☐ Fingerprints Taken
- ☐ Fingerprints Cleared (2-5 days to clear)
- ☐ VA account requested by Clinical Education (can take additional 1 week to process)
- ☐ Email received from Clinical Education confirming “Sponsored” for VA Badge

- ☐ Badge Appointment Scheduled by Clinical Education
- ☐ Take Badge Picture in PIV Office
- ☐ Pick up Badge from PIV office

**For Student's awareness:**

**Pamela can only request VA accounts after the applicant packet is completed and turned in, TMS is complete, and fingerprints have cleared.**

Fingerprints usually clear within 2-5 days from the day they are taken. VA accounts usually take 3-5 days for processing.

Once the VA account is processed, I can sponsor students for a VA badge. I will send an email when students are sponsored.

**For the first Day of Rotation:**

- Please come over to the VA, Path & Lab Med. Svc. at 8:30am to Rm 4E-10. Ask for Lindy.
- Address: 11201 Benton Street, Loma Linda, CA 92357
- Pathology is on the 4th floor

## Hollywood Presbyterian Medical Center

Address: 1300 N Vermont Ave, Los Angeles, CA 90027

Hours: 8:00 AM – 4:00 PM , Monday through Friday

Contacts:

- Conrad Lu, MD: [conrad.lu@hpmc.org](mailto:conrad.lu@hpmc.org)
- Medical Staff Services:
  - Delia Connelly: [delia.asuncion@hpmc.org](mailto:delia.asuncion@hpmc.org)
  - Jorge Soria: 213-327-4865

Paperwork: complete the following paperwork **3 weeks** prior to your rotation; it requires Meghan's signature, be sure to send early enough for her to respond in time:

- 1) Exhibit B Master Grid of Required documents, immunization, etc.
  - a. HPMC Orientation Packet (PowerPoint attached along with Orientation Quiz to be completed)
- 2) Exhibit A & C (student sign and return)
- 3) Non-employee Security Form (required for Lab System access, some fields already pre-populated for consistency)
- 4) Student Acknowledgement and Waiver of Liability (Student must sign and return, must adhere to these COVID-19 guidelines)
- 5) ID Badge Form and Parking form

On the first day of your rotation, you need to meet with Delia in Medical Staff Services at 8:00am to receive your badge.

Getting to the rotation:

- Using the Metrolink is the quickest way to get to and from this rotation site (if you are traveling from anywhere outside of LA County):
  - Download the Metrolink app from the app store; make sure to purchase the student monthly rate pass
  - Take the Metrolink from San Bernardino Depot to LA Union Station
  - At Union Station, transfer to the Red Line
  - Get off of the Red Line at Vermont/Sunset; the hospital is across the street
  - If you choose to drive, you will need your car's license plate number the morning you meet with Delia; you will be required to fill out additional paperwork with Delia

Parking:

Students can contact Delia or Jorge with questions about parking. Parking arrangement is for one specific month only, so if a student rotation is 08/10 – 09/04 student pays for 08/10 – 08/31 then goes through same process to pay for 09/01 – 09/04.

Reimbursement:

- You will be reimbursed by SV-HP Pathology Medical Group for your Metrolink/parking pass expenses

## PIH-Whittier

12401 Washington Blvd. Whittier, CA 90602

Hours: 8:00am to 4:00pm, Monday through Friday

Contacts:

- Nathan Honda, MD: [Nathan.honda@pihhealth.org](mailto:Nathan.honda@pihhealth.org)
- Deanne Resplandor, MHS, PA(ASCP), LLU Alumnus, [Deanne.Resplandor@pihhealth.org](mailto:Deanne.Resplandor@pihhealth.org)
- Danielle Dighera [Danielle.Dighera@pihhealth.org](mailto:Danielle.Dighera@pihhealth.org)

Paperwork: send paperwork to Danielle at **least 4 weeks** prior to your start date:

- Contract staff/student orientation packet
- 2020 Student requirements flyer
- 2020 clinical student grid (complete, then send to Meghan for signature)
- Copy of COVID 19 immunization

Occasionally, Deanne will have Friday's off and you will be working independently with the pathologist. Blue-scrubs, closed-toe shoes and student ID badge must be worn at all times.

## Riverside University Health System Medical Center

Address: 2652 Cactus Ave, Moreno Valley, CA 92555

Hours: 8:00am – 4:00pm, Monday through Friday

Contacts:

- Dr. Ronald Gnass: [r.gnass@ruhealth.org](mailto:r.gnass@ruhealth.org)
- Pelagia (Peggy) Boutsarakis (Graduate Medical Education Office): [P.Boutsaraki@ruhealth.org](mailto:P.Boutsaraki@ruhealth.org)

Paperwork:

- You will receive an email from Clinician Nexus; it will prompt you to complete a profile and submit paperwork.
- Complete the profile and paperwork **three weeks before your rotation start date** or you will not be allowed to rotate through their facility.

Clinical Nexus will provide you with first-day instructions. Wear blue scrubs, closed-toe shoes and your student ID at all times.

## Adventist Health – St. Helena

10 Woodland Rd Saint Helena, CA 94574

Hours: 9:00 AM – 4:00 PM, Monday through Friday

### Contacts:

- Kelli Chase, MD: [chaseka@ah.org](mailto:chaseka@ah.org) (preceptor)
- Amy Fulford: [FulforAC@ah.org](mailto:FulforAC@ah.org) (pathology assistant)
- Nicole Merslich: [merslinc@ah.org](mailto:merslinc@ah.org) , 707- 963-6369
- Maria Smith: [smithMA02@ah.org](mailto:smithMA02@ah.org), 707-963-6590 (option 1) – Human Performance

### Housing Contacts:

- Erika Iten : [itenel@ah.org](mailto:itenel@ah.org), 707-963-6418
- Kim Wilkinson: [KWilkinson@crownpm.com](mailto:KWilkinson@crownpm.com)
- Tanner Busby: [tanner@crownpm.com](mailto:tanner@crownpm.com)

### Paperwork:

You must complete the paperwork (on the Google drive) and gather the following documents and send them to Nicole and Maria a **minimum of 4 weeks** prior to your start date:

1. For students to complete:
  - Partner Packet
  - ART Book test
  - COVID-19 Compliance
  - Send Nicole copy of driver's license and badge photo
2. For Clinical Coordinator to complete: (make sure that Meghan Has the following below so she can write the attestation letter):
  - Attestation letter confirming (dated 30 days from start of rotation)
    - Cleared background check
    - Negative drug screen
    - Negative TB
    - Immunization for Hep B, MMR, Tdap, Varicella
    - COVID vaccination for CDC guidelines
3. Once clear, students will schedule an appointment the morning of your first day for a photo and completing the onboarding process with Human Performance

### Housing:

Reach out to Erika Iten, Kim Wilkinson, and Tanner Bushby **4 weeks prior** to your rotation start date; make sure they are aware of the date you will be arriving in St. Helena; you are to arrive in St. Helena the Sunday before your start date. On the last Friday of your rotation you are to be completely vacated of the apartment prior to going into the lab; the cleaning crew will come in that same day to clean the apartment before the next student's arrival. Please refer to the section of this manual on Housing rules.

Address: 30 Hillcrest Rd #2, St. Helena, CA 94574

## **Adventist Health – Ukiah**

Address: 275 Hospital Dr. Ukiah, CA 95482

Hours: 9:30 AM – 4:00 PM, Monday through Friday

Contacts:

- Meredith Peake (Medical Director): [PeakeML@ah.org](mailto:PeakeML@ah.org)
- Lindsey McQuade: [mcquadlm@ah.org](mailto:mcquadlm@ah.org), 707-463-7582, [\(Human Performance Administrative Assistant; paperwork; badge\)](#)
- Terri Boudreaux: [boudretl@ah.org](mailto:boudretl@ah.org), (707) 467-5211 (Director of Medical Staff Services)
- Glenda Anderson (housing): [ganderson45@hotmail.com](mailto:ganderson45@hotmail.com), 707-472-7573

### **Paperwork:**

You must send a copy of your COVID-19 vaccination card, TB, Drug Screening, Background Check Certificate, a picture of yourself (for your badge) and immunizations or titers to Lindsey McQuade, 2 weeks before your rotation begins. Also touch base with Lindsey about what she may need for your badge. On the morning of your first day arrive at the Human Performance office at 8 am to finish the paperwork.

**Housing:** 114 S. Hortense Street Ukiah, CA 95482

Housing is being provided by Affiliated Pathology Medical Group (the pathology group). They are renting the home from Glenda Anderson. Glenda lives in a cottage on the same property and is the landlord. Review all standards outlined in this handbook for housing. The house is meant to be kept clean at all time. No visitors allowed on the property. Students are to supply their own towels, linens, bed sheets, blankets/comforters and pillows. Washer and dryer are not found on the premises. No smoking.

### **Instructions for entry to the house:**

Walk up the front stairs of the main house facing Hortense St. and turn to the right (away from the front door). The key box is located on the porch-support post at the top of the stairs and on the right.

Line up the numbers on the dial to read 1950 and push down on the small black lever to the left of the numbers to open the box. After removing the keys, close the box door and move the numbers randomly to re-lock. There are two keys, one to the gate and one to the cottage's front door. After obtaining the keys, go back down the stairs and around the corner of the house to the second gate on Church Street (the one with a door knob). Once you go through, you'll see the front door to the cottage. Note the knob of the front door turns opposite from what you'd expect, so you initially may have difficulty opening it.

Please make sure to keep the gate locked at all times to keep the yard secure. Call Glenda anytime if you have questions or problems.

### **Getting to the Lab:**

The lab is located behind the hospital and is not attached to the hospital itself. See the pictures on the iCloud shared drive. Park in the buildings' parking lot, close to the dumpster and enter the door to the right.

## Saddleback Medical Center

Address: 24451 Health Center Dr., Laguna Hills, CA

Hours: 10:00am to 5:00pm, Monday through Friday

Contacts:

- Vivian Mendoza, MD: [vmendoza@memorialcare.org](mailto:vmendoza@memorialcare.org)
- Georgia Tunstill, MD: [Gtunstill@memorialcare.org](mailto:Gtunstill@memorialcare.org)
- Kari Darnell, MS, PA(ASCP): [kkdarnell50@hotmail.com](mailto:kkdarnell50@hotmail.com),
- Wayne Hamilton, RN: [WHamilton@memorialcare.org](mailto:WHamilton@memorialcare.org)
- Josie Rios: [MRios@memorialcare.org](mailto:MRios@memorialcare.org)

Paperwork: the paperwork must be completed and sent to Wayne Hamilton and cc Josie Rios **4 weeks** prior to the start of your rotation:

- Hospital Orientation Acknowledgement Form
- COVID 19 Vaccination Card
- Internship Agreement
- Statement of Confidentiality
- Preceptee Profile and Attestation Form
- Attestation of Health Clearance (Needs Meghan's signature)

On the first day of your rotation park in patient/visitor parking and please utilize your Loma Linda Student badge. You need to also stop by Professional Development to obtain a COVID sticker for your badge on the first day. Professional Development is located on the lower level of the main hospital. Hours are 7-4:30pm Monday - Friday.

## San Diego Medical Examiner

Address: 5570 Overland Ave. #101, San Diego, CA 92123

Hours: 7:45 AM-4:15 PM, Monday through Friday

Contact:

Dr. Steven Campman, Chief Medical Examiner, San Diego County

[Steven.Campman@sdcounty.ca.gov](mailto:Steven.Campman@sdcounty.ca.gov)

858-694-2895

Paperwork: Please have all immunization, background check, drug test, TB test, N-95 fit test available to show on the first day. You will be required to sign a confidentiality agreement on your first day but there is no other paperwork needed ahead of time.

Dress: Business casual- NO JEANS! You will be provided scrubs. The scrubs are not to be worn out of the facility or taken home! Wear non-porous shoes. Please pack a professional outfit to bring with you because there will be opportunities' to go to court.

Every morning there is a meeting with the pathologists to review cases done the day before, discuss and assign the cases for that day. You must attend if you are going to participate- DO NOT be late! Ask questions at the appropriate time, not during the conversation. Write down questions to discuss with the pathologist to whom you are assigned.

Wear proper PPE at all times!

Take advantage of every opportunity to learn!

Housing: Provided.

Extended Stay America- Fashion Valley

7444 Mission Valley Rd, San Diego, CA 92108

[\(619\) 299-2292](tel:6192992292)

Rules:

- 1) Students check-in on the Sunday afternoon before the rotation begins.
- 2) Absolutely no guests or pets are allowed in provided housing!
- 3) Students must present a credit card upon check in for possible damages, incidental charges such as copies or phone use, etc. This is only for damages or extra charges not covered in your stay. You will not be charged for room stay, cleaning, or parking.
- 4) Tell the front desk when you are checking out (on your last day of rotation). You will be charged if you stay longer than your assigned rotation (will end on Friday).
- 5) At no time will inappropriate behavior be tolerated at the rotation or the hotel. This is not a vacation. Report of inappropriate behavior will result in removal from the rotation, with possible program expulsion.



## **Pregnancy**

If a student becomes pregnant during their time in the program, they are to notify Cherie and Meghan immediately. Time taken for maternity leave is to be determined by the student, however, basic competencies must be achieved prior to completion of the program or additional clinical time may be required.

## **Title IX- Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex**

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in educational programs and activities at institutions receiving federal financial assistance.

Loma Linda University and its affiliated educational sites is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in its admissions practices, in its employment practices, and in its educational programs or activities. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible; runs counter to LLU's teachings and guiding beliefs; and will not be tolerated. In keeping with this commitment, Loma Linda University maintains a strict policy prohibiting unlawful discrimination or harassment based on personal characteristics of gender, sexual orientation, gender identity, race, color, religion, national origin, disability, age, or veterans' status. Also prohibited is retaliation of any kind against individuals who report alleged incidents of discrimination or sexual misconduct, or who assist in a University investigation of such allegations.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit <https://home.llu.edu/about-llu/policies/sex-discrimination-sexual-misconduct-title-ix> or contact the Title IX Coordinator.

Sara Matus, Title IX Coordinator 101 East Redlands Blvd, Ste 1400-B San Bernardino, CA 92408

Phone: 909-651-4638 Email: [Smatus@llu.edu](mailto:Smatus@llu.edu)

Mark Hubbard, Title IX Officer 101 East Redlands Blvd San Bernardino, CA 92408

Phone: 909-651-4011 Email: [Mhubbard@llu.edu](mailto:Mhubbard@llu.edu)