



LOMA LINDA UNIVERSITY

School of Medicine

Pathologists' Assistant Program
Clinical Rotation Student Handbook
2026-2027

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Table of Contents

Attestation of Receiving Clinical Rotation Handbook	4
Loma Linda University Pathologists' Assistant Clinical Expectations	5
Contact Information for Pathologists' Assistant Program	7
Ethics	8
Work Policy	9
Employment Policy	9
Pathologists' Assistant Policy on Professional Appearance.....	9
Policy on Absences, Days Off, and Tardiness.....	11
Job Interviews	12
Job Requirements/Onboarding.....	13
Attendance of Conferences at Clinical Sites	13
Safety	13
Use of Phones/Headphones	14
Social Networking Policy.....	14
Breaks.....	15
Hospital Policies	15
Key Points to Remember	15
Universal Precautions and Laboratory Safety.....	15
Procedure following occupational exposure to blood/body fluids	16
Clinical Rotation Evaluations.....	17
Path Practicum Grading Scale	17
Drug Screening.....	17
Specimen Logbooks	18
Academic and Professional Probation and Expulsion from the Program.....	18
Travel	18
Accommodations for Disability.....	18
Professionalism	19
Student Housing in Clinical Rotations.....	19
Immunizations and Additional Clearance	20
Objectives for Clinical Practicums.....	21
A key to Evaluation of Psychomotor Objectives	27

LLU Pathologists' Assistant Basic Autopsy Skills	30
Clinical Rotation Sites.....	32
LLUMC: Medical Center, TMC, Murrieta, and Surgical Hospital	33
LLUMC: Surgical Pathology and Autopsy (Hinshaw Tower).....	38
LLUMC: Surgical Hospital	38
LLUMC: Troesch Medical Campus.....	39
LLUMC: Murrieta.....	39
Adventist Health White Memorial Medical Center	40
Memorial Hermann- Texas Medical Center.....	42
Long Beach Memorial Medical Center.....	45
Glendale Adventist Medical Center	46
University of California San Diego.....	47
VA Loma Linda Healthcare System	50
Riverside University Health System Medical Center.....	52
Hollywood Presbyterian Medical Center	53
PIH-Whittier	54
Adventist Health – St. Helena	56
Adventist Health – Ukiah	57
Saddleback Medical Center	59
San Diego Medical Examiner	60
USC Arcadia.....	62
Southwest Health – Rancho Springs	63
San Bernardino County Sheriff's Department Coroner Division.....	64
Incyte Pathology	65
Pregnancy.....	66
Title IX- Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex.....	66

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

Meghan Dorrell, MHS, PA(ASCP)
Program Director

Nolan Maloney, MD
Medical Director

Natalie Martinez, MHS, PA(ASCP)
Clinical Coordinator

Bonnie Rohweller, MHS, PA(ASCP)
Lead PA, Faculty

Rebekah Replogle, MHS, PA(ASCP)
Faculty

Jillian Laughlin, MHS, PA(ASCP)
Faculty

Taryn Batin, MHS, PA(ASCP)
Faculty

Raphael Rodriguez, MHS, PA(ASCP)
Faculty

Barbara Vega
Administrative Assistant

Ethics



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, health, or economic status.

If legal action is taken against a certificant that results in a conviction that violates these guidelines, and the Board of Certification is notified of such action, the case will be referred to the Board of Governors' Ethics Review Committee for their consideration and decision. The formal appeals process will be followed.

ASCP BOC 33 West Monroe Street, Suite 1600, Chicago, IL 60603 | www.ascp.org/boc | Revised: March 2019

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 neatly 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. Shoulder 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, Days Off, and Tardiness

Any student who is absent for 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. The preceptor at the clinical rotation site and Meghan Dorrell 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 preceptor, with a "cc" to Meghan Dorrell (mdorrell@llu.edu) and Natalie Martinez (nataliemartinez@llu.edu).

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.

If the student, for any reason, is going to be unusually late or is in an unavoidable emergency situation they must email Meghan Dorrell, Natalie Martinez, and the clinical site preceptor within a reasonable amount of time. Extenuating circumstances will be considered on an individual basis by the program director.

Students are required to arrive 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 Meghan Dorrell. The site must be given a minimum of a one month notice and Meghan Dorrell and Natalie Martinez 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 over the year for any reason other than interviews, pre-approved days off, and excused absences 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.

As a point of reference, each student is allowed up to 2 unexcused absences per quarter. These days cannot be rolled over to the next quarter. If you are aware you will be out due to a specific circumstance, please notify the site as soon as possible.

Please remember, doctor appointments should be scheduled either in the morning or late afternoon so you are not missing an entire day of your rotation. If, for whatever reason, you choose to take a day off

for doctor appointments – these will count as an “unexcused” absence. Reminder, a student is only allowed 2 unexcused absences per quarter.

In an instance where the student falls ill or there is a medical emergency where the student needs to take time off, a doctor’s note must be submitted to the Program Director for approval of absences.

For more information on scheduling interviews, allocating time off for the interviews, and an example email template please see the next section titled “Interviews”.

For more information on scheduling time off for onboarding as part of job acquisition, please see the section titled “Job Requirements/Onboarding”.

Students are expected to complete all of their clinical rotations; it is expected that students will attend their rotation site up until their last day of the last clinical rotation. If you do not attend the last day of clinical rotations, that day will need to be made up the following week and delay approval for completion of the program and sitting for the board exam.

****Any other need for approved time-off/absences will be up to the discretion of the Program Director.**

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. When scheduling traveling for interviews, plan on scheduling to depart the night before your scheduled interview or early morning day-off. For returning home, transportation should be scheduled for the night after the interview or early the next morning.
 - a. A maximum of **2 days** in a row may be taken for times when traveling is required for an in-person interview (to include one day for the interview and one travel day).
3. Request (not demand) the time off in an email to Meghan, Natalie and the site mentor, to including the following:
 - a. Name and location of lab/hospital/group at which you are interviewing
 - b. Interview times and dates
 - c. Contact person who you scheduled the interview with

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.

An example of an acceptable email for an interview is below:

Hello Dr. _____,

I hope this message finds you well. I am writing to inform you that I have been scheduled for an interview with Lab/Hospital Name in City, State, on Day of Week, Date, at Time am/pm.

The interview is in person, and, as a result, I would like your approval for the requested day off on Date.

Attached is proof of interview invite, and the person who scheduled the interview is Name of Individual (email address).

Please let me know if there is any additional information I may provide.

Thank you for your understanding and consideration. I greatly appreciate your time and support.

Job Requirements/Onboarding

After a job is obtained, often times there are requirements for onboarding and preparation for moving (such as job physicals, housing arrangements, and paperwork to be completed). If possible, give two weeks' notice and forward emails to Meghan (CC Natalie) for such requests. Taking days without prior notice will be considered unexcused, and will be made up following the last day of clinical rotations, as you will not have completed all necessary competency time.

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.

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 and near clinical orientation. 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 and/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 Clinical Preceptor, Program Director and Clinical Coordinator 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

There is an in-depth flowsheet for students that can be found here: [Blood and Body Fluid Exposures Flowsheet](#) and on Canvas.

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 LLU Advanced Urgent Care (25333 Barton Rd, Loma Linda) for evaluation and treatment. The urgent care is open 24 hours a day, 7 days a week. (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 to include HIV Ag/Ab, Hep C Ab, and Hep B surface antibody testing.
 - 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.
- a. Additionally: Email Exposure Control RN to report the exposure at their email. You need to obtain your bloodwork results and the patients results and email them to the above email address. Follow up will be completed through student health.
- Jerry L. Pettis VA Medical Center, Emergency Room telephone number
 - Glendale Adventist Medical Center, Employee Health Service, after hours report to the Emergency Room
 - White Memorial Medical Center, Employee Health Services, telephone number
 - (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 Program Director immediately.

Please note: any concerns that are brought up in evaluations or other forms of communication regarding the students' competency may result in remediation and require additional scheduled clinical time after their scheduled rotations, at the discretion of the Program Director and Academic and Professional Standards Committee.

Path Practicum Grading Scale

The grading for the course Path Practicum is based on 3 items:

1. Evaluations for clinical sites being submitted on time.
 - a. In conjunction, there is an assignment on the Canvas course page requiring you to write in what date you submitted your evaluation for the clinical sites being evaluated for that quarter – this is mandatory.
2. Grossing Log submitted on Canvas course
 - a. A grossing log is required to be completed for the entire year. Each quarter it should be submitted as an **excel** file so Natalie may review specimen types being grossed throughout the year for each site.

Below is the grading scale:

A	75.01-100
B	50.01 -75
C	<50

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.

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 google drive; it is to be updated daily and completed at the end of each rotation. It is a part of your grade for this class! 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
- Repeated failure to follow directives
- 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 171-172 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 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.

Immunizations and Additional Clearance

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/Varicella
 - Covid-19 including booster
- Criminal background check:
 - The background check must be less than 1-year-old. Request another through Banner (where you see your Grades); go to the "Background Check" link
 - Once requested, it will take a few days to process. Email/call Natalie 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
- 12 panel drug test that lists all drugs, to at least include the following:
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cocaine
 - Marijuana Metab
 - Methadone
 - Opiates
 - PCP
 - Oxycodone (*if tested under opiates, must be clearly indicated in the lab report)

Students and Applicants Menu

[Registration Portal](#)

[Future Holds](#)

[Admissions Applications](#)

[Background Check](#)

[Experience Transcript](#)

[Financial Aid](#)

[Forms](#)

[Grades](#)

[My Course Schedule](#)

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
- e. **Ancillary tests** (performed at designated clinical sites, including but not limited to St. Helena and Ukiah). The student will:
 - i. Prepare diagnostic slides from robotic endobronchial procedures.
 - ii. Prepare diagnostic slides for thyroid fine-needle aspiration procedures.
 - iii. Properly separate and submit tissue from a bone marrow specimen, while preparing a diagnostic smear from the remaining sample.
 - iv. Appropriately sample effusions and use centrifugation to create a cell pellet for histologic evaluation.

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
- Long Beach Memorial Medical Center
- Adventist Health Glendale
- University of California San Diego (UCSD)
- 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
- USC Arcadia
- San Bernardino County Sheriff's Department Coroner Division
- Incyte

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). Please review the “Clearance Compliance Requirements Background Check Instructions” document on Canvas.

LLUH Clearance & On-boarding Requirements:

- ✓ **LLUH Student INFO Book**
 - Complete the LLUH Student INFO Book training and post-test. See separate instructions.
 - Upload your completion certificate to your Rotation Manager account.
- ✓ **Basic Life Support (BLS) for Health Care Providers**
 - American Heart Association (AHA) courses preferred.
 - American Red Cross is accepted.
 - **Must include hands-on training with AED.** Online training alone is not accepted for clearance.
- ✓ **Health Insurance**
 - NO waivers will be accepted. For personal privacy, LLUH recommends blocking out policy number
- ✓ **Background Check**
 - **LLU Students and LLUH employees**
 - Background check not required
 - LLUH employees: upload a copy of your LLUH employee badge for employment verification
 - **Non-LLUH Students**
 - NO Live Scans will be accepted.
 - If academic enrollment was continuous (no interruption), the background check completed at program acceptance or admission is acceptable.
 - If enrollment was interrupted for one or more academic terms, the background check must be dated within 3 months of re-enrollment.
 - **Students without School Background Checks**
 - If your school does not perform background checks, you must obtain one through LLUH's approved vendor, **Coeus Global, Inc.**
 - **How to Order a Background Check**
 - Visit Coeus Global for LLUH Students
 - Enter School Code: LLUHSOS
 - Follow the on-screen instructions.
 - Pay the required fee.
 - Upload the Report Order Number to the Background Check section of your Rotation Manager account.
 - Important: LLUH will review your completed background check directly through the Coeus Global portal.
 - **Processing Time**
 - Background checks are not initiated until payment is received.
 - Under normal circumstances, completed reports are available within 7 business days.
 - Students should plan accordingly to avoid delays in clearance.
 - **Obtaining a Personal Copy**
 - LLUH cannot provide copies of background check reports.
 - Contact Coeus Global directly if you need a personal copy of your report.

- ✓ **Professional License (if applicable)**
 - Provide CA professional license type and license number.
- ✓ **Driver's License or CA Identification**
 - provide CA driver's license or state identification card.
- ✓ **Immunizations Requirements**
Important Information
 - Declinations are not accepted unless specifically noted below.
 - Medical exemptions and religious accommodations are not accepted unless specifically noted below.
 - Submit only documents that meet the requirements listed for each item.
- ✓ **Tetanus, Diphtheria, and Pertussis (Tdap)**
Provide documentation showing:
 - Tdap vaccination completed within the past 10 years
 - Note: Blood titers are not accepted for Tdap clearance
- ✓ **Measles, Mumps, and Rubella (MMR)**
Provide either:
 - Option 1: Vaccination Records
 - Two (2) MMR vaccination dates
 - Option 2: Positive Immunity Testing
 - Provide positive, immune, or reactive blood titers for:
 - Measles
 - Mumps
 - Rubella
 - If Results Are Negative or Non-Immune
 - Submit documentation of a follow-up booster vaccination.
 - If a booster is medically contraindicated, provide documentation from your healthcare provider.
- ✓ **Varicella (Chickenpox)**
History of chickenpox is not accepted.
Provide either:
 - Option 1: Vaccination Records
 - Two (2) varicella vaccination dates
 - Option 2: Positive Immunity Testing
 - Positive or immune varicella blood titer
 - If Results Are Negative or Non-Immune
 - Submit documentation of a follow-up booster vaccination.
 - If a booster is medically contraindicated, provide documentation from your healthcare provider.

✓ **Hepatitis B**

Provide either:

- Option 1: Vaccination Records
 - Complete Hepatitis B vaccination series (2-dose or 3-dose series)
- Option 2: Positive Immunity Testing
 - Positive Hepatitis B Surface Antibody (HBsAb) titer
- If Results Are Negative or Non-Immune
 - Submit documentation of a follow-up booster vaccination.
 - If a booster is medically contraindicated, provide documentation from your healthcare provider.

✓ **Influenza (Annual Flu Vaccine)**

Required for training occurring between:

- October 1 and March 31

Accepted Documentation

- Current seasonal influenza vaccination record

Exceptions

- Medical contraindications are accepted with written documentation from a healthcare provider.
- Personal declinations are not accepted.

✓ **Tuberculosis (TB) Screening**

Students with Negative TB Screening Results

Provide one of the following:

- Option 1: TB Skin Test (PPD)
 - Negative result completed within 12 months prior to your rotation start date
- Option 2: QuantiFERON Blood Test
 - Negative result completed within 6 months prior to your rotation start date

Students with a Positive TB Test or History of TB

Provide all of the following:

- ☒ Completed Health Screening Questionnaire (HSQ)
- ☒ No current TB symptoms
- ☒ Negative chest X-ray report completed within the previous 12 months of the rotation start date (unless medically contraindicated)

✓ **COVID-19**

Provide one of the following:

- Option 1: Vaccination Documentation
 - COVID-19 vaccination records that meet current CDC recommendations
- Option 2: Approved Exemption Documentation
 - School-approved medical exemption
 - School-approved religious accommodation
- Note: LLUH does not provide exemption forms.

LLUH Student INFO Book –

The **LLUH Student INFO Book** is a required orientation resource that provides all students with the essential policies, safety standards, and operational expectations needed to train at LLUH.

Completion is mandatory prior to clearance for student training at an LLUH medical facility or shared services department. Completion of the LLUH Student INFO book verifies that students have been properly oriented, understand their responsibilities, and agree to comply with all institutional requirements for patient safety, confidentiality, and professional conduct. **Follow instructions found on “LLU Student INFO Book Trng Instructions” Document on Canvas.**

You must register for Rotation Manager. Please follow the steps listed below on how to do so. You will be uploading all necessary documents for LLU within Rotation Manager. It is necessary for your clearance. All PGY2s must complete this.

Please note: **you do not have to pay for registration.** However, you need to follow the below instructions (photo) so you **avoid** having to pay. Please follow those instructions.

Here is a quick cartoon introduction:

<http://www.rotationmanagerdemo.com/videos/studentintro/>

Rotation Manager allows you to:

- Keep track of upcoming rotations
- Upload all documents required for your student profile and meet the compliance standards of the hospital
- Verify that your student profile is complete to avoid being disqualified from a rotation because of missing information
- Share your contact information with hospital clinical educators
- Keep a journal of your clinical experience
- Access a history of your rotations for employment application purposes

WHAT TO DO NEXT:

Please register now.

To register, visit www.rotationmanager.com and visit the "REGISTER" page.

- Remember to use your **llu email**, and select Loma Linda University – Pathologists’ Assistant.

Steps for avoiding payment:

How much will students be charged for their Rotation Manager student account?

- Loma Linda University (LLU) and San Manuel Gateway College (SMGC) students will **not** be charged a fee for their Rotation Manager accounts, as these have been prepaid by LLUH. LLU Students must follow registration steps as instructed.
- Rotation Manager will bypass the payment option when LLU and SMGC students indicate they attend Loma Linda University or San Manuel Gateway college, and they use their LLU student email address. ***It is CRITICAL that LLU and SMGC students use their LLU student email address and select LLU or SMGC as their school to bypass the student account fee.*** They will be charged the full fee of \$65 if they do not follow these instructions.

LLUMC: Surgical Pathology and Autopsy (Hinshaw Tower)

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:
- Bonnie Rohweller:

Wear your student ID badge at all times when on campus. Park in the X lot. Clean scrubs in neutral colors (blues, blacks, grays) 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 different responsibilities, with expectations given at time of site orientation. The varying tasks to be assigned are the following:

- Grossing
 - To include complex, moderate, and simple cases
- Autopsy
 - On days of autopsies, you are to notify the first years. On the first day of your autopsy block, text Natalie Martinez (909-636-2689) so that she can inform the PGY-1 students who to contact for shadowing
- Frozen Section
- Specimen Prep

LLUMC: Surgical Hospital

Address: 26780 Barton Road Redlands, CA 92373

Wear your student ID badge at all times. Clean scrubs in neutral colors (blues, blacks, grays) and closed toe shoes are required. 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. Clean scrubs in neutral colors (blues, blacks, grays) 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
- Staff Development: 28078 Baxter Road, Suite 210 Murrieta, CA 92563

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

Contacts:

- Naomi Howell (Talent Services):
- Preceptors: Dr. Yamil Lopez, Dr. Jeremy Deisch, Dr. William Saukel, Dr. Kevin Thompson

Paperwork:

Send the following paperwork to **Naomi Howell** a minimum of 2 weeks before your rotation start date:

- Read and sign the orientation guide (On Canvas)
- For badge access, fill out the Badge Access form (on Canvas)
 - Section A must be turned in at same time as orientation guide form to Naomi 2 weeks before start date
- Your computer access is the same as at LLUMC; if you have trouble logging into Cerner and LEAP call the help desk to reset your password.

Wear your student ID at all times. Clean scrubs in neutral colors (blues, blacks, grays) and closed toe shoes are required. 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 Staff Development: from the hospital parking lot, follow the elevated walkway to the large glass-building, suite 210. Parking is in Employee Parking Lot (see map on Canvas).

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:
- Patricia Sandoval:

Paperwork:

You will be added to a class on canvas where you will receive onboarding information 14 weeks prior to your start date. 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! (There is an item that must be returned within 24 hours of receiving your onboarding email). 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.
 - TD/TDAP - is not required, but recommended

Housing:

Housing is provided. Review the standards regarding student housing found in this manual.

The apartments have a kitchen and the dorm room has a communal kitchen located on the first floor of the dorm building.

At this time, single room dorming is not available.

First Day Instructions:

Patricia will contact 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, and housing information. Orientation will last about 10 minutes to complete and will include ID badge/apartment key distribution, WMMC P&P's, emergency contact numbers, housing policies, 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: 9:00am – 5:00pm; Monday through Friday

Contacts:

- University of Texas Health, McGovern Medical School:
 - Dr. Jaiyeola Thomas-Ogunniyi,
 - Heather Ferranti, PA:
 - Debbie Pena,
- Memorial Hermann Hospital:
 - Shirley Ruiz,

You will need to receive clearance from two different entities:

- University of Texas Health, McGovern Medical School (Debbie Pena)
- Memorial Hermann Hospital (Shirley Ruiz)

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 seriously.

Housing:

- Housing is provided. You will receive a Student Rotation Information Packet from Debbie prior to your rotation start date that will contain more information. Review the housing standards found in this handbook.
- When arriving to the housing, have the apartment number accessible – it will be provided in the packet you receive prior to your arrival.

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 (this will be from a hyperlink that Debbie Pena will send to you in an online packet):
 - 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
 - An email will be sent from UTHealth for module training with an assigned username and password

- If the username and password are incorrect and your account is locked, send an email requesting for a reset to: ilearn@uth.tmc.edu
- You will receive a Student Rotation Information Packet from Debbie prior to your rotation start date that will contain more information about housing
- **Memorial Hermann Hospital**
 - Go to: <https://www.myclinicalexchange.com/MainPage.aspx>
 - You will need to create a login following the directions on the file titled “mCE Register and Login” found on Canvas under Memorial Hermann
 - The cost for creating a login is \$39.50 (there may be a cheaper option, it must be active during your rotation).
 - This cost is calculated in your financial aid; thus, it is your responsibility to pay for the subscription
 - When you register, notify Natalie by email
 - Your rotation has been built in, she needs to assign you to the specific rotation date
 - Follow the checklist items listed on your mCE homepage (if there are questions, email Shirley, and always CC Natalie)
 - There is a form on Canvas that must be also uploaded: “Acknowledgement of TJC Address NPSG 2026.pdf”
 - When you finish filling out your information, uploading dates and documents, notify Natalie by email
 - When uploading documents, it should look as follows:

The screenshot shows the mCE document management interface. At the top, there are tabs for Compliance(1), Documents(7), Modules(0), and Exams(0). The main content area displays two document thumbnails. The first is 'Memorial Hermann Student Emergency Contact Form.pdf'. The second is 'Memorial Hermann Student Required Documents v1.pdf', which is highlighted with a red box. Below the thumbnails is an 'Add document' button.

- You will receive an email from Natalie with login information and a password configuration to take required modules for Memorial Hermann
 - In the email it indicates a 4 digit pin: this is the last 4 digits of your SSN
 - Input expiration date of module completion in mCE (notify Natalie by email)
 - If it does not allow you to input date, send a screenshot of your transcript to Natalie and she will upload on her end (check out “How to Print MHU Transcript” file on Canvas)

****Note on vaccines and TB PPD:**

- TB PPD must be within 6 months of your rotation date (a blood test may be used if PPD cannot be

acquired)

- Tdap must be within 5 years from the rotation date.**

During Rotation:

- There is mandatory Student Check-In app for tracking student hours.
- This is **required to be done every single day**
- The app can be accessed either from smartphones or desktop computer
- Please see the sheet on Canvas (titled “Student – Faculty Badging – In & Out”)
- This is an example of what the app should look like when clocking in/out:

Facility: *

TMC Hospital

Name of Dept/Unit: *

Emergency Department

Clocking In/Out

Check In

Check Out

○

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: 9:30 AM – 6:00 PM; Monday through Friday

Contact: Mike Appy:

Human Resources: Sandra Martinez [HR Hours: 7:30am – 5pm]

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 (Natalie Martinez)

- Sign Required Forms: Student Agreement, Confidentiality Statement, Baby Safely Surrender Procedures and Abuse Reporting Obligations (on Canvas)
- Complete Infection Control Training (on Canvas)
- Complete Safety Fair Training (on Canvas)
- Online HIPAA Privacy & Security Training - instruction guide on Canvas (An ID# is required to complete this module, this will be assigned within 2 days of receiving a signed Attestation Clearance Form from the school)
- Complete Online Annual Compliance Training – instruction guide on Canvas (An ID# is required to complete this module, this will be assigned within 2 days of receiving a signed Attestation Clearance Form from the school)
- Complete Sexual Harassment and Abusive Conduct Prevention Training via
 - o Send a copy of certificate or a screenshot of certificate
 - An example of the certification is on Canvas
- COVID 19 vaccination card
- You require a physical examination and proof must be sent to Natalie so she may fill out your attestation forms

Educational Institution:

- Complete the Student Profile and Attestation Form
- Forward the students signed forms, written quizzes and Harassment Prevention Certificate of Completion to Sandra Martinez with following information:
 - o Full Name:
 - o DOB:
 - o Email:
 - o Supervisor Name: Shashank Patel
 - o Department: Clinical Laboratory Science (Pathology)
 - o Start Date:
 - o End Date:

Glendale Adventist Medical Center

Address: 1509 Wilson Terrace, Glendale CA 91206

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

Contacts:

- Lawrence Willes MD,
- GME Coordinators/Residency Administrators:
 - Sam Rodriguez,
 - Elizabeth Gonzalez,

Paperwork:

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

- Completion of the “Clerkship Registration” packet (on Canvas)
- Completion of the “Student Housing Agreement” form (on Canvas)
- Complete copy of your Immunization
 - Records to include a current season Flu Shot and current TB Exam
- Copy of a current Background Report
- Copy of a current N95 Fit Test (Within the last year)
- Copy of your COVID-19 Vaccine Card to include complete initial vaccination and at a minimum one booster (Hospital Requirement)
- School photo headshot
- Completion of “JIT Competency Attestation” Document (on Canvas)
- Completion of Marathon Competency Assessment following the below instructions:

First Day Instructions:

Go to the East Tower Main Lobby and text Sam Rodriguez. She 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.

University of California San Diego

Address: UCSD Health Hillcrest Medical Center
Department of Pathology 2-304
200 W Arbor Drive, San Diego, CA 92103

Hours: 8:30-5:00 PM; Monday through Friday

Contacts:

- Main Preceptor: Kevin O'Connor;
- Other preceptors:
 - Brian Hoffman:
 - Samantha Powell:

Paperwork: Complete the paperwork found on the canvas page. Please complete this paperwork at **least 5 weeks** before your rotation start date.

- Background check letter of attestation from your home institution (completed by Meghan and Natalie)
- Immunization (must be signed by health professional with official school and signature)
 - Tuberculosis Screening:
 - Negative Tuberculin Skin Test (TST) performed within the last 3 months OR
 - Negative QuantiFERON®-Gold (QFT) within the past 3 months OR
 - Negative chest x-ray results within past 12 months if history of positive TST or QFT
 - N95 Respiratory Mask Fit Test (within the past 12 months) if applicable
 - Immunity to Measles, Mumps, Rubella
 - Two (2) documented MMR vaccines OR
 - Positive laboratory report (blood titers)
 - Immunity to Varicella (history of chicken pox is not sufficient)
 - Two (2) documented varicella vaccines OR
 - Positive laboratory report (blood titers)
 - Hepatitis B Screening (direct patient care positions only)
 - Proof of (3) Hepatitis B vaccines OR Positive blood test for Hepatitis B Surface Antibody
 - Tdap vaccine (Tetanus, diphtheria, acellular pertussis) – current within last 10 years
 - Influenza (Flu) vaccine (for the current flu season)
 - Hepatitis A (voluntary if applicable)
- Epic Training (training will be arranged by UCSD-Kevin will help set it up. Look out for an email and complete ASAP)
- When sending the information over to Kevin, also include the following in your email:
 - DOB (DD/MM)
 - Last 4 of SSN
 - Prior UCSD affiliation? Yes or No.
 - Your phone number

Preparations and Day One Procedures

Expected Dress: Scrubs and closed toe shoes.

Parking: On-site parking is available for a daily fee. Students may choose alternate parking options or commute using other methods to avoid this fee.

- If you plan on parking on-site: Download the ParkMobile app on your phone. You should do this before your first day.
 - **IMPORTANT:** Create your ParkMobile account using your @health.ucsd.edu email.
 - You **MUST** use the @health.ucsd.edu email for your ParkMobile account!
- Parking on-site is in the **1st Avenue Parking Structure**.
- Open the ParkMobile app and use the Search Zones field at the top to enter code
 - Select "UCSD – Valid in B, S, D Spaces".
 - If you don't have access to select on your 1st day, go ahead and park in the garage anyway and notify Kevin that you don't have access.

Directions to the gross room:

- Walk from the parking garage to the Dickinson St. entrance of the Hillcrest Medical Center.
- From the Dickinson St. entrance, walk straight in past security and the elevators, to the stairwell at the end of the hallway.
- Take the stairs up to the second floor.
- Take three right turns from the stairwell to find the Pathology Lab, Room 2-304.

If you have any issues locating the parking area or the lab, please first check in with the Hillcrest Gross Room . If further assistance is needed, feel free to contact Kevin using the phone numbers above.

Housing Provided:

Rules:

1. Check-in: At 4 pm on the Sunday before your rotation begins. If you are not checking in on Sunday, email Meghan, Natalie, and our admin assistant so they may update hotel staff. If you'd like to check-in before 4 pm, please contact the hotel the day of to see if they can accommodate.
 - A. The reservation is under Meghan Dorrell's name. Please provide your ID for check-in.
2. Check-out: The Friday of your last rotation day. Please return the keys to the front desk no later than 8 pm on the Friday of your last rotation day. You need to be out by Friday night, since the hotel will clean the rooms Saturday/Sunday morning.
3. Absolutely no guests or pets are allowed in provided housing!
4. Any incidental charges or damage will be paid for by the student residing there. You will not be charged for the room stay and parking. You will be given one key fob each. If you lose your key fob, you are responsible to paying the fee.
5. Additional information about the hotel:
 - a. Complimentary breakfast:
 - i. Monday - Friday: 6:30 am - 9:00 am
 - ii. Saturday - Sunday: 7:00 am - 9:30 am
 - b. There is an on-site laundry facility

- i. \$3 for washer and \$3 for dryer. You can pay via coins or use an app to pay via card.
 - c. There is an area for studying in the lobby
 - d. Cleaning schedule: The schedule for cleaning is for only after check out. Similar to housing at St. Helena/Ukiah/other sites. Please keep the rooms clean during your stay.
 - e. If there is an immediate room issue (plumbing issues, maintenance issues) please reach out to hotel staff. If there are larger issues, please reach out to Meghan.
 - f. Amenities on site:
 - i. Business center
 - ii. Fitness center
 - iii. Outdoor pool and hot tub
 - iv. Outdoor grill
 - v. Free coffee/tea in lobby
 - vi. Complimentary Wi-Fi
6. 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.

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:
- Irene Thung MD (site coordinator):
- Abigail Jopling, Lab Manager:
- Abigail Manaog, Quality Manager:
- Questions regarding all paperwork:

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

(Students should receive an invite for the portal no more than 30 days before their start date. If it has not been received, reach out to the VHALOMClinicalEducation email).

1. Complete the onboarding checklist and packet via the APDS portal.
 - A. You should receive an invite for this from the VA to the gmail address you provided me with.
 - B. The invite will also contain a list of instructions to follow. (A screenshot of an example email is on Canvas)
2. Be mindful that your account can take up to 3-4 weeks to create → so **please** complete your to-do tasks in the portal ASAP.
 - A. Once you submit all necessary forms on the APDS portal, TMS Access instructions will be generated and delivered by the ADPS portal to your listed email address
 - B. Use your personal email for signup (the gmail), not the school email
 - C. All trainees are required to complete the MTT course prior to receiving computer access
3. Next to complete is fingerprinting:
 - A. If in the Loma Linda area (including LA area):
 - I. This is a walk-in basis:
 - a) Location:
 - b) Time:
 - i. 8:00am – 4:00pm (closed federal holidays)
 - c) Be prepared to have your ID Photo taken at this time.
 - d) Please **bring 2 forms** of government issued ID:
 - i. Physical Driver License, Social Security Card (may not be laminated) or Passport. Without 2 forms of ID, you cannot be processed.
 - Note: your school ID is not an acceptable form of ID
 - B. If **not** in the Loma Linda area (northern CA or out-of-state):

- I. Complete at a local VA office near you (call them to confirm if you require an appointment or if walk-in is allowed)
 - a) To ensure the fingerprints are routed to the correct site, provide the facility you go to with this following code:
 - b) Once completed, notify the Loma Linda VA Clinical Education Office via email to the address below:
 - c) Be specific of who you are, indicate you're from the Pathologists' Assistant program, provide the rotation start and end dates, and (as always) CC Natalie
4. Final point to complete is **Oath of Office**
 - A. It must be completed 1 week prior to your start date.
 - B. Is a walk-in appointment
 - C. Have a device with you to access the APDS portal
 - I. You will need to sign final forms
 - D. Location:
 - E. Time:
 - I. 8am – 4pm (closed federal holidays)
 - F. If **out of the Loma Linda** area:
 - I. You may go the first day of your scheduled rotation.
 - II. You **must** present to HR at 8 am, then you may continue to the pathology lab after completing all necessary tasks
 - a) Notify Dr. Thung and Dr. Rojas via email that you will be first going to HR your first day – this way they are aware if there are any delays.

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:
- Pathology is on the 4th floor

Riverside University Health System Medical Center

Address: 26520 Cactus Ave, Moreno Valley, CA 92555

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

Contacts:

- Dr. Ronaldo Gnass:
- Paulina Tang (students last name A-M):
- Pelagia “Peggy” Boutsarakis (students last name N-Z):
- GME Office:

Paperwork:

- You will receive an email from Clinician Nexus; it will prompt you to complete a profile and submit onboarding steps online.
- Complete all onboarding requirements 2-3 weeks before your rotation start date, or your rotation at RUHS will be closed.

You will receive a “Welcome” email from a coordinator at GME with badge pickup instructions, followed by an email from the service with reporting instructions. Please wear close-toed shoes, scrubs, and your student ID badge at all times.

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:
- Medical Staff Services:
 - Delia Connelly:
 - Jorge Soria:

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

- 1) Exhibit B Master Grid of Required documents, immunization, etc.
 - a. Fill it out and send to Natalie, needs her signature
- 2) HPMC Orientation Packet (PowerPoint attached along with Orientation Quiz to be completed)
- 3) Exhibit A & C (student sign and return)
- 4) Non-employee Security Form (required for Lab System access, some fields already pre-populated for consistency)
- 5) Student Acknowledgement and Waiver of Liability (Student must sign and return, must adhere to these COVID-19 guidelines)
 - a. Also submit a copy of COVID vaccination and boosters
- 6) ID Badge Form and Parking form
 - a. On the first day of your rotation, you need to meet with Delia in Medical Staff Services at 8:00am to receive your badge.
- 7) **If you choose to drive**, you will need to fill out the "Student Parking Request Form" and send to Delia with the above rotation paperwork

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

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:

Monday – Thursday: 8 am – 5 pm

Friday: 9 am – 6 pm (Beija has Fridays off, but pathologists will be present)

Contacts:

- Preceptor: Beija Piedra, MHS, PA(ASCP):
- Education Generalist: Lori Taguinod:

Paperwork: There is a “Student Requirements Flyer” on Canvas, it is a detailed list of the below. Send all paperwork to Natalie **3 weeks** prior to your start date, all in one email (do not send in batches), and **PDF format only**. She will forward to Lori:

- Body of email should include:
 - **Student Name:**
 - **Start Date:**
 - **End Date:**
 - **Total Number of Hours:**
 - **PIH Preceptor/Manager:** Beija Piedra, MHS, PA(ASCP)
 - **Discipline:** Pathology
 - **PIH Location:** PIH Whittier Hospital
- Attachments should include the following **as PDF documents and all sent in one email:**
 - Evidence of Blood Borne Pathogen Training completed during academic program.
 - Course Syllabus and learning objectives for which student will be receiving credit for rotation/hours. (send copy of Clinical Handbook and Objectives –this file is found under Whittier Module on Canvas)
 - American Heart Association (AHA) Basic Life Support Certification – a copy of the front and back of your current AHA card is required.
 - Drug Screening: 10 Panel Urine Screen
 - Oxycodone and opiates must be listed separately
 - Background Check (full report – ask Natalie/Meghan for this report)
 - Proof of annual physical exam
 - Immunizations – Immunization or titers showing immunity for Rubella, Mumps, Varicella, Hepatitis B, and Pertussis (ER/NICU/OB only) in addition to any CDC/CDPH requested vaccinations for healthcare workers. Declinations for vaccinations will be recognized if permitted by regulatory bodies specific to healthcare providers.
 - Flu immunization – required from October 1 to March 31. Actual proof of immunization is required.
 - TB Screening – Must be completed within the past year. If chest x-ray required, it must be within 90 days of first assignment. TB screening may also be done at HealthPointe. Cost is approximately \$35.00. You are responsible for any cost incurred for this test. Actual proof of immunization is required
 - Student Forms (On Canvas)
 - Current Student Requirements
 - PIH Health Onboarding Bundle

- PIH Health Section 2 Forms and Documents (includes QR codes for tests; proof of test completion must be submitted – take a screenshot)
- Requisition Form #3 – Parking Permit Request

Uniform: Clean scrubs, closed-toe shoes and student ID badge must be worn at all times.

Parking: Reference parking file on Canvas

Adventist Health – St. Helena

10 Woodland Rd Saint Helena, CA 94574

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

Contacts:

- Anthony Victorio, MD:
- Amy Fulford:
- Rosa Therene:
- Japjee Dhillon:
- Samantha Cowan:

Housing Contacts:

- Ericka Iten:
- Tanner Busby:

Paperwork:

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

1. For students to complete:
 - Partner Packet
 - ART Book test
 - COVID-19 Compliance
 - Copy of driver's license and your school headshot for a badge
2. For Clinical Coordinator to complete: (make sure that Natalie 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 Ericka Iten, 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:

Adventist Health – Ukiah

Address: 275 Hospital Dr. Ukiah, CA 95482

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

Contacts:

- Dr. Harding-Jackson (Medical Director):
- Megan Gilbreth:
- Kimberly Snyder:
- HR office:
- Cappuccino Construction Girl LLC (housing):

Paperwork:

3 weeks prior to your rotation, send the following to Megan Gilbreth, **and** CC Kimberly Snyder, and Natalie:

- Filled out AHUV Full Student Packet (on Canvas)
 - **Exhibit 1.26(a)(ii) in the packet must be signed by either myself or Meghan; please send to one of us to sign prior to sending it in**
 - Remind us to also prepare your letter of attestation when sending the form for our signature
 - Attestation for:
 - Current immunizations or titers, showing immunity for measles, mumps, rubella, varicella, hepatitis B and Tdap
 - N95 mask fit testing
 - Influenza vaccine for the current influenza year
 - COVID 19 Vaccination to include the COVID 19 Booster
 - 12- panel drug screening
 - Background check (OIG)
 - BLS card
 - Current TB screening
 - Physical Exam (within the year)
- Copy of your ID
- Headshot (preferably not a selfie) for your badge

On the morning of your first day arrive at the Human Resources office (230 B Hospital Dr, Ukiah, CA 95482) at **8:30 am to finish the paperwork.**

Housing:

Housing is being provided by Mendocino Laboratory Associates (the pathology group). They are renting the unit from Christina Manos. Review all standards outlined in this handbook for housing. The unit is meant to be kept clean at all time. No visitors allowed on the property. Students may bring their own linens and sheets, but these are provided. **Please strip the bed on the day of your move out and place in the laundry basket in the walk-in closet.** Washer and dryer are not found on the premises. No smoking.

Instructions for entry to the house:

A welcome email will be sent to you by Christina (from Cappuccino Construction Girl LLC) which will outline entry directions, including a code that is specific to you. This code will deactivate on your last day, so please be sure to gather all your belongings the morning of your last day at the rotation and pack your car, as you will not be able to return to the unit.

Getting to the Lab:

The lab is located behind the hospital and is not attached to the hospital itself. See the pictures Canvas for your reference. 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: 9 am – 5 pm, Monday through Friday

Contacts:

- Melissa Gordon, MS, PA(ASCP):
- Josie Rios:

Paperwork: the paperwork must be completed and send to Josie Rios **4 weeks** prior to the start of your rotation:

- Acknowledgement Statement of Hospital Orientation
- Internship Agreement
- Statement of Confidentiality
- Preceptee Profile and Attestation Form (Needs Natalie's signature)

On the first day of your rotation park in employee parking and please utilize your Loma Linda Student badge. Professional Development is located on the lower level of the main hospital. Hours are 8-4pm Monday - Friday.

Parking:

Always park in employee parking.

San Diego Medical Examiner

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

Hours: First day: 7:45 am – 4:15 pm

Remaining time: 7:00 am – 3:30 pm

Contact: Dr. Jonathan Lucas, Chief Medical Examiner:

Catherine Reyes, Forensic Autopsy Room Supervisor:

Samar Battah, Administrative Analyst I:

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!

Parking: Follow map on Canvas – free parking structure across County Operations Complex. Do not park in spots labeled “Visitor” or with any Reserved Name.

Housing Provided:

Rules:

1. Check-in: At 4 pm on the Sunday before your rotation begins. If you are not checking in on Sunday, email Meghan, Natalie, and our admin assistant so they may update hotel staff. If you'd like to check-in before 4 pm, please contact the hotel the day of to see if they can accommodate.
 - B. The reservation is under Meghan Dorrell's name. Please provide your ID for check-in.
2. Check-out: The Friday of your last rotation day. Please return the keys to the front desk no later than 8 pm on the Friday of your last rotation day. You need to be out by Friday night, since the hotel will clean the rooms Saturday/Sunday morning.
3. Absolutely no guests or pets are allowed in provided housing!
4. Any incidental charges or damage will be paid for by the student residing there. You will not be charged for the room stay and parking. You will be given one key fob each. If you lose your key fob, you are responsible to paying the fee.
5. Additional information about the hotel:
 - a. Complimentary breakfast:

- i. Monday - Friday: 6:30 am - 9:00 am
 - ii. Saturday - Sunday: 7:00 am - 9:30 am
 - b. There is an on-site laundry facility
 - i. \$3 for washer and \$3 for dryer. You can pay via coins or use an app to pay via card.
 - c. There is an area for studying in the lobby
 - d. Cleaning schedule: The schedule for cleaning is for only after check out. Similar to housing at St. Helena/Ukiah/other sites. Please keep the rooms clean during your stay.
 - e. If there is an immediate room issue (plumbing issues, maintenance issues) please reach out to hotel staff. If there are larger issues, please reach out to Meghan.
 - f. Amenities on site:
 - i. Business center
 - ii. Fitness center
 - iii. Outdoor pool and hot tub
 - iv. Outdoor grill
 - v. Free coffee/tea in lobby
 - vi. Complimentary Wi-Fi
- 6. 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.

USC Arcadia

Address: 300 West Huntington Drive, Arcadia, CA 91007

Hours: 9:30 am to 6 pm

Contacts:

- Preceptor: Dr. Roger Der;
 - Phone#:
- Paperwork:
 - Michael Pan;

Paperwork:

- Must be completed **3 weeks** prior to rotation and send to both Michael (CC Natalie). The forms may be found on Canvas. **Send in one email – do not send multiple emails with half completed forms.**
 - Fire Safety Student Observer Orientation Quiz Form
 - Read the “Fire Safety Training Guide” prior to the quiz
 - Statement of Understanding Form
 - Natalie needs to sign this: send to her after filling it out
 - Student Enrollment Form
 - Natalie needs to sign this: send to her after filling it out
 - Student Confidentiality Agreement Form
 - Copy of the following:
 - Student ID card
 - Most recent TB results
 - Flu vaccination
 - COVID vaccine card with booster
 - MMR, Varicella, and Hep B Titers
 - Background Check
- On your first day, go to the HR department to obtain a badge. You **must** return the badge at the end of your rotation. If you do not, the next student **will not be able** to obtain their badge. This is important. Your last day, take the badge back to the HR department.

Parking:

- The first day: park in the visitor lot.
- After receiving your badge, you will have access to the employee parking structure near the main entrance.

Southwest Health – Rancho Springs

Address: 25500 Medical Center Dr, Murrieta, CA 92562

Hours: 7:30 am – 4 pm

Contacts:

- Niki Burger, Director of Laboratory Services:
- Kristina Killingsworth, Educator Placement:
- Alex, histotech and grossing tech:
- Dr. Boris Shlopov, Preceptor:

Paperwork:

Must be completed and sent to Natalie **ASAP after Clinical Orientation**:

- Read and complete the following (on Canvas):
 - “2024 Annual Update” form
 - “Annual Contract Facesheet 2026” form
 - Complete “Post Test for Annual Update 2025”
 - This **must** be sent to Natalie ASAP, and flag for her attention so she may grade it
 - “Student Confidentiality Agreement” form
 - Fill out “SWHC Orientation Immunization Student Record_TEMPLATE”
 - This requires Natalie’s signature: send and flag it for her attention
 - Fill out “UHS Information Security and Privacy Agreement”
 - Select “Non-Employee”
 - Employer or Practice Name: Loma Linda University Pathologists’ Assistant Program
 - Title/Position: Pathologists’ Assistant Student
 - Natalie to send the “SWHC Clinical Profile- immunization and drug screen attestation”
 - Print and take the “Scavenger Hunt 2025” form with you on your first day

Parking:

- Park in front of the Admin building

First Day:

- Go through the main entrance and check in with security, let them know you are heading to Pathology. Then call Alex once check-in is complete, and he will pick you up.
- Your login for VoiceOver PRO will be your **LLU student email**

Uniform:

- Wear muted color scrubs and wear your school ID badge at all times

San Bernardino County Sheriff's Department Coroner Division

Address: 175 S. Lena Rd, San Bernardino, CA 92415

Hours: 8 am – 4 pm

Contacts:

- Dr. Brian Hutchins, Chief Forensic Pathologist:

Paperwork: Please make sure Natalie has access to the following:

- Hep B series and titers
- Bloodborne pathogens certificate (BlueBook in OWL Portal)
- Infectious diseases (BlueBook in OWL Portal)
- Background check
- N95
- TB test
- MMR titer
- Tdap vaccine proof
- Varicella titer

Parking: Park anywhere in the parking lot, except for any spots marked for specific individuals.

Daily Entry: Sign in with the front desk every day of your scheduled rotation.

Uniform: Wear your own scrubs – following student handbook guidelines. There will be opportunities to attend court. You will have multiple days in notice, but please have an appropriate professional outfit at your disposal for these days.

Incyte Pathology

Address: 221 Welsian Way, Richland WA 99352

Hours: 9 a.m. – 5:30 p.m.* (May adjust based off of availability)

Contacts:

- Frances Bakke, Lead PA and preceptor:
- Ashley Bee, Operation's Manager:

Paperwork:

- 3 weeks prior to start date, send Ashley the completed "Confidentiality Agreement" (on Canvas)
- Please make sure Natalie has access to the following, and request a letter of attestation to be sent to Ashley from Natalie:
 - Hep B series and titers
 - Bloodborne pathogens certificate (BlueBook in OWL Portal)
 - Infectious diseases (BlueBook in OWL Portal)
 - Background check
 - N95
 - TB test
 - MMR titer
 - Tdap vaccine proof
 - Varicella titer

Parking at Incyte: Parking is open and free at the lab with no restrictions. You will be provided a parking tag upon arrival.

First Day: There will be multiple computer modules you will complete on your first day (perhaps into the second day).

Uniform: Clean scrubs, closed-toe shoes, and safety goggles.

Last Day: Your last day will be the Thursday of your last week there. You will be expected to use Friday to move out and travel to your next site.

Housing:

Address:

Arrive the Sunday before your rotation starts. There will be a lockbox on the apartment door with keys inside. Please reach out to Natalie for a small document to be sent to you with further information on lockbox and parking at apartment.

Please move out the Friday after your last day at the site (the Thursday before) so they may have time to clean and set up for the next rotating student.

Pregnancy

If a student becomes pregnant during their time in the program, they are to notify Program Director and Clinical Coordinator 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:

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

Phone: