PROGRAM IN MEDICAL LABORATORY SCIENCE
WAKE FOREST BAPTIST HEALTH
APPLICATION PACKET

Greetings!

I am glad you are interested in pursuing a career in Medical Laboratory Science (formally Medical Technology) and appreciate your interest in our program.

Enclosed you will find a information explaining the program and the necessary application materials. Please read the application instructions carefully and follow them closely. An incomplete application will not be processed. The deadline for accepting applications is November 15 for the July Class and August 15 for the January Class. The January Class will be held only if there is adequate interest. Personal interviews are scheduled only after the initial application materials have been reviewed by the Admissions Committee.

Please contact us if you need further assistance.

Sincerely,

Beth Gaither
Program Director
Medical Laboratory Science

Wake Forest™
Baptist Health

APPLICATION INSTRUCTIONS

1. Properly fill out and return an application to the following address:

   Program Director
   Program in Medical Laboratory Science
   Wake Forest Baptist Health
   Medical Center Boulevard
   Winston-Salem, N. C. 27157

   All forms and future correspondence should also be mailed to this address.

2. With the application, enclose an application fee of $50.00 in the form of a check or money order payable to **North Carolina Baptist Hospital**.

3. Have a transcript from each college attended, including a list of courses in progress, sent directly to this office from the proper school official. Your transcript(s) must be received before an interview can be scheduled. First consideration for admission to the program will be given to students with a minimum cumulative grade point average of 2.7 on a 4.0 scale.

4. Have reference forms completed by each of three references. Two college science professors, preferably one biology and one chemistry professor should be included in your references. (For students who have been out of school for more than five years, you may use employers as references.) Please fill out Section I of each form, give the forms to the appropriate persons along with stamped envelopes addressed as indicated in Step 1, and request that the forms be returned directly to this office. All three reference forms must be received before an interview can be scheduled.

5. Submit your Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores to this office **if applying from a nonaffiliated school**. Your high school is usually the easiest place to obtain these scores. If scores are not available through your college/university or high school, write or call:

   College Board ATP
   P.O. Box 6200
   Princeton, NJ 08541-6200
   (609) 771-7600

   When obtaining scores from the College Board, use our school code number, 1751.

OVER →

6. **International Applicants** holding a baccalaureate degree must:

- Have their transcripts evaluated by an ASCP approved agency to determine the U.S. degree equivalency. Contact information:

  World Education Services, Inc.
  P.O. Box 5087
  Bowling Green Station
  New York, NY 10274
  (212) 966-6311
  (212) 739-6100 FAX
  Email: info@wes.org
  Website: www.wes.org

  International Education Evaluations, Inc.
  7900 Matthews Mint Hill Rod
  Suite 300
  Charlotte, NC 28227
  (704) 545-2485
  (704) 545-2484 FAX
  Email: admin@foreigntranscripts.com

  Go to www.ascp.org for a list of additional approved agencies.

- Take at least 12 semester hours at an accredited U.S. baccalaureate academic institution. Courses taken will be determined by the Program Director and may include, but are not limited to, Immunology, Microbiology, Genetics, Organic Chemistry, Quantitative Analysis and Statistics.
- Submit scores from the Test of English as a Foreign Language (TOEFL) if native language is not English. Minimum scores required are as follows:
  - iBT (Internet based) – 83
  - Computer based 220
  - Written Exam – 557

Please note that the Program in Medical Laboratory Science does not sponsor student visas. Program participants must be legally authorized to live and attend school in the USA.

It is important to note that a combined degree (3+1) applicant to any NAACLS-accredited program must be a degree candidate from his/her college or university. Successful completion of a medical laboratory science program by these students must culminate in a degree from the college or university attended for the first three years. There are no exceptions to this rule. It is the responsibility of the student to check with appropriate school officials to be certain that all courses required in the first three years have been successfully completed prior to entrance into a medical laboratory science program.

When your application materials have been reviewed, you will be notified if you can be considered further; in which case, we will ask you to arrange for personal interviews with members of our admissions committee. At the time of your visit, we will also arrange for you to tour our laboratories and talk with students when available. In selecting applicants, careful consideration will be given to the student's academic records, SAT or ACT scores, evidence of character, and career goals.

APPLICATION FOR ADMISSION
PROGRAM IN MEDICAL LABORATORY SCIENCE

The Program in Medical Laboratory Science of Wake Forest Baptist Health will consider the application of any qualified individual and is committed to administer all educational and employment activities without discrimination in regard to race, color, religion, sex, age, national origin, or disability.

Please note that the Program in Medical Laboratory Science does not sponsor student visas. Program participants must be legally authorized to live and attend school in the USA.

ENTRY INFORMATION (Check appropriate entry status.)

Anticipated entry date: July, _____
(Year)

Anticipated entry date: January, _____ (Note: A January Class will only be held if adequate enrollment. Your application fee for the January Class will be refunded if no January class is held.)
(Year)

Indicate degree status on date of entry:

_____4+1 (your degree has been completed OR will be completed **PRIOR** to entrance into the Program)

_____3+1 (MLS Program will complete degree)

PERSONAL INFORMATION (Please include any names necessary to process your application.)

Social Security Number: _____

Name: _____
Last First Middle Preferred

Current Address: _____
Street

_____
City State Zip Code

Home Phone: _____ Cell Phone _____

E-mail address: _____

Permanent Address: _____
Street

_____
City State Zip Code

Phone Number: _____

In case of emergency, notify:

_____
Name Phone Number

_____
Address

Have you had any work or volunteer experience in a hospital or medical clinic? If yes, describe briefly:

COLLEGE/UNIVERSITY EDUCATION (Please provide the following information on all colleges/universities attended or currently attending.)

Name of School	Location	Dates Attended	Year Graduated	Degree and Major

If currently enrolled, indicate:

Degree and major in progress: _____

Expected date degree will be awarded: _____

Have you previously applied to this program? _____ yes _____ no

If yes, give date(s) _____

List below the college science and math courses you have completed to date.

	Course # and Name	Credit Hrs.	Course # and Name	Credit Hrs.
Biology:				
Chemistry:				
Mathematics and Physics:				

List other science and math courses you are currently taking or plan to take to meet degree requirements.

Course # and Name	Credit Hrs.	Course # and Name	Credit Hrs.

REFERENCES: List two academic references including one biology and one chemistry professor. At least one reference must come from the degree granting institution. Also list one personal reference, preferably an employer.

Name Position

1. _____

2. _____

3. _____

Complete Section I of each Reference Form, give the forms to the appropriate persons with stamped envelopes addressed as indicated in the Application Instructions, and request that the forms be returned directly to the Program Director as soon as possible.

IN A BRIEF HANDWRITTEN STATEMENT, INDICATE WHY YOU WISH TO BECOME A MEDICAL LABORATORY SCIENTIST.

I certify that the responses given in this application are true to the best of my knowledge. I authorize program officials to make reasonable inquiry where needed to gather information pertinent to my application as a student.

_____

Signature of Applicant Date

For consideration of your application, we must receive:

- ☐ transcripts from all colleges/universities attended
- ☐ three references on accompanying reference forms
- ☐ scores from the Scholastic Aptitude Test or American College Testing assessment
- ☐ scores from the Test of English as a Foreign Language (TOEFL) if English is not your native language, and
- ☐ transcript evaluation by an ASCP approved agency if possessing a foreign baccalaureate degree

Mail the completed application form with a **$50.00 check** or money order payable to the **North Carolina Baptist Hospital** to:

Program Director
Program in Medical Laboratory Science
Wake Forest Baptist Health
Medical Center Boulevard
Winston-Salem, NC 27157-1072

Received by:_____Date:_____

Wake Forest™
Baptist Health

PROGRAM IN MEDICAL LABORATORY SCIENCE REFERENCE FORM

TO THE APPLICANT: After completing this section, furnish a stamped envelope addressed to this program and this form to the individual who has agreed to complete it. Please print or type.

_____

Applicant's Last Name First Middle Social Security Number

Telephone Number _____

Area Code

In accordance with the Family Educational Rights and Privacy Act of 1974, you have the right of future access to the contents of this reference form once you are enrolled as a student in this institution. You also have the option of waiving this right. Please indicate your preference by signing and dating one of the following statements:

I hereby waive my right of future access to the contents of this reference form and authorize my reference to provide all appropriate information that may be required in support of my application.

_____ _____

Signature Date

I do not waive my right of future access to the contents of this reference form but authorize my reference to provide all appropriate information that may be required in support of my application.

_____ _____

Signature Date

The remainder of this form is to be completed by the evaluator. This information will be used to supplement the student's academic record thereby aiding admissions officials in their selection process. Your candid assessment will be greatly appreciated. Your reference is required to complete this student's application. Please complete this form at your earliest convenience and mail directly to the following address:

Program Director
Program in Medical Laboratory Science
Department of Pathology
Wake Forest Baptist Health
Medical Center Boulevard
Winston-Salem, N. C. 27157

How long have you known the applicant? _____From_____ to _____

Date Date

Relationship to applicant: (check appropriate spaces)

Employer_____ Teacher_____ Supervisor _____ Other, please specify_____

OVER →

Wake Forest™ Baptist Health

Please rate the applicant on each of the following traits by checking the appropriate box.

Traits	Superior **(Top 2%)**	Very Good **(Top 10%)**	Above Average **(Top 25 %)**	Average **(25-75%)**	Below Average **(Bottom 25%)**	Not Observed
Attendance						
Attitude						
Ability to work under supervision						
Rapport with peers						
Quality of work						
Quantity of work						
Organizing ability						
Ability to correlate ideas						
Judgement/Maturity						
Dependability						
Initiative						
Self-confidence						
Manual dexterity						

What, in your opinion, are the applicant's major strengths?

What, in your opinion, are the applicant's major weaknesses?

Additional Comments:

RECOMMENDATION: Check below your recommendation of this applicant for medical technology education.

Qualified & Competent_____ Reservation _____ Not Recommended _____

Signature of evaluator _____ Date _____

Position _____ Telephone No._____

Institution _____

Address _____

PROGRAM IN MEDICAL LABORATORY SCIENCE
WAKE FOREST BAPTIST HEALTH

TECHNICAL STANDARDS / ESSENTIAL REQUIREMENTS FOR ADMISSION AND PROGRESSION IN THE PROGRAM

All applicants are expected to meet the technical standards required to participate in this program and the profession.

Students in the Medical Laboratory Science Program must possess the manual dexterity, hearing and visual acuity, and mobility necessary to obtain blood specimens, perform complex analyses, and use computer keyboards. They must be able to effectively communicate orally in English with individuals in person and by telephone.

The enclosed list of competencies and technical standards describe the activities performed by a medical technologist. Please read these documents carefully and be prepared to ask any questions you may have about them during the interview. You will then be asked to complete and sign the following statement:

> I have read the technical standards required to participate in this program and understand them. Any questions I have concerning them have been answered by program representatives. I believe that I can satisfy each of the technical standards based on my existing skills and abilities, or through the use of corrective devices.

_____
Signature of Applicant

_____
Date

NOTE: PLEASE BRING THIS FORM WITH YOU TO THE INTERVIEW

PROGRAM IN MEDICAL LABORATORY SCIENCE
WAKE FOREST BAPTIST HEALTH
TECHNICAL STANDARDS/ESSENTIAL REQUIREMENTS FOR ADMISSION
AND PROGRESSION IN THE PROGRAM

I. **Observation:** The applicant must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences of the program and comprehend the condition of all patients receiving clinical laboratory procedures performed by medical technologists. Observation necessitates the functional use of the sense of vision.

The medical laboratory science student must be able to:

- observe laboratory demonstrations in which biological specimens are tested.
- characterize the color, consistency, and clarity of biologicals or reagents.
- use a clinical binocular microscope to discriminate among fine differences in structure and color (hue, shading, and intensity) in microscopic specimens.
- read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

II. **Communication:** The applicant should be sufficiently able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. The applicant must be able to communicate effectively with patients. Communication includes not only speech but reading and writing. The applicant must be able to communicate effectively and efficiently in English orally and in written form with all members of the health care team.

The medical laboratory science student must be able to:

- read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
- follow oral and written instructions in order to correctly perform laboratory test procedures.
- clearly instruct patients prior to specimen collection.
- effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

III. **Movement:** The applicant must have sufficient motor function to elicit information from patients in preparing them for technical procedures and possess all skills necessary to carry out clinical laboratory tests and procedures. The applicant should be able to execute motor movements reasonably required to provide general care to patients. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

The medical laboratory science student must be able to:

- move freely and safely about a laboratory.
- perform moderately taxing continuous physical work, often requiring prolonged sitting and standing over several hours.
- reach laboratory benchtops and shelves, patients lying in hospital beds, or patients seated in specimen collection furniture.
- manipulate phlebotomy equipment to collect laboratory specimens from patients.
- control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- manipulate a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

IV. **Intellectual-Conceptual, Integrative and Quantitative Abilities:** The applicant must be able to comprehend, measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving and critical thinking are critical skills demanded of medical technologists that require all of these intellectual abilities. In addition, the applicant must be able to understand the spatial relationships of structures.

The medical laboratory science student must:

- possess the ability of self-expression.
- exercise sufficient judgment to recognize and correct performance deviations.

V. **Behavioral and Social Attributes:** The applicant must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients and members of the health care team. The applicant must be able to tolerate physically taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are personal qualities that each applicant should possess.

The medical laboratory science student must:

- be able to manage the use of time and systematize actions in order to complete professional and technical tasks within realistic constraints.
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, complex visual stimuli).
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to self and nearby personnel.
- adapt to working with unpleasant biological sights, smells, and sounds.
- be capable of supporting and promoting the activities of the health care team.
- be forthright about errors or uncertainty, be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e. participate in continuing education activities).