**PRISMA HEALTH MEDICAL LABORATORY SCIENCE PROGRAM**

1. **ACADEMIC REQUIREMENTS:**

An applicant may apply if he/she possesses a baccalaureate degree. An overall (and science) GPA of 2.75 or greater is preferred. The degree must include a minimum of:

1. 16 semester hours of biology to include Microbiology and Immunology (a separate course or part of a Microbiology course; provide a course outline or letter from the course instructor).
2. 16 semester hours of chemistry to include Organic Chemistry and/or Biochemistry.
3. 3 semester hours of non-remedial college mathematics.

Courses in genetics, statistics, molecular biology, and/or computer science are recommended but not required.

**Updating Course Work**

Applicants who have not taken an organic chemistry/biochemistry and/or microbiology/immunology course **within the last seven years** must update their knowledge in these fields before entering the program.

This can be accomplished by taking an appropriate refresher course(s). A grade of “C” or better must be achieved in the course(s). Alternatively, if you have recent work experience in the chemical or microbiology fields or related areas within the United States, your experience may exempt you from one or both of the update prerequisites. Send resume to Program Director for evaluation.

1. **APPLICATION FORM:**

The enclosed application form (pages 4-8) must be completed and returned.

1. **OFFICIAL TRANSCRIPTS:**

An official transcript from **all** colleges attended must be submitted with your application.

1. **RECOMMENDATIONS:**

Two recommendations are required. These may be from college professors/instructors, employers or college advisors. However, employer recommendations are highly desirable for applicants who have been out of school for several years. The recommendation form and a letter must be submitted from each. Recommendations from relatives are not acceptable.

1. **PERSONAL INTERVIEW:**

If selected for an interview, you will be contacted to set up a suitable date and time.

1. **STUDENT ONBOARDING:**

Once accepted, students will complete all onboarding through myClinicalExchange (mCE), Prisma Health’s student data management system through which all student clearances are centralized, prior to starting the program. Clearance items include background/demographics, immunizations, certifications/training.

1. **INTERNATIONAL APPLICANTS:**

In addition to the above requirements:

* Must have their transcripts evaluated by an approved agency to determine the U.S. degree equivalency and course content. Contact the Program Director for approved agencies. (e.g., World Education Services, Inc.)
* Take at least 12 semester hours at a U.S. approved academic institution. Courses taken will be determined by Program Director and may include, but are not limited to, Immunology, Microbiology, Genetics, Molecular Biology and Organic Chemistry.
* Applicant whose native language is other than English must submit official TOEFL scores.
* Must have U.S. citizenship or green card status to be considered for acceptance.

**Note all applicants must be legally eligible to work in the United States. Documentation must be provided for verification.**

1. **FEES:**

Educational costs ($4000) are waived for the student if after graduation they obtain employment in the Prisma Health Laboratory and work for 24 months. Employment is not guaranteed. Students are required to purchase their own textbooks (a list will be provided). The cost of the books is between $500-$600. The student is also required to purchase his/her own uniforms. Lab coats are provided. No hospitalization insurance, financial assistance or housing is available. If accepted, the applicant will be required to pay a non-refundable $150 placement fee.

1. **PROGRAM COMPLETION AND CERTIFICATION:**

Upon successful completion of the program, students are eligible to take the national Medical Laboratory Scientist (MLS) certification exam offered by the American Society of Clinical Pathologists (ASCP). Graduation is not contingent on passing any national certification exam. The national certification **MUST** be obtained within a certain time frame as required by the program.

Applications and supporting documents should be mailed/emailed to:

**Program Director, Prisma Health Medical Laboratory Science Program**

 **Prisma Health Richland**

**5 Richland Medical Park Drive, 2nd Floor: Laboratory**

**Columbia, SC 29203**

**or**

**Delketria.Drayton@prismahealth.org**

However, to expedite the application process, you may send your application, recommendation forms and letters (in sealed envelopes), and official transcripts (in sealed envelopes) all in one packet.

An outline of the **Admissions Process** is included in this packet. Also included are a listing of the **Essential Functions and Expected Professional Behaviors** for a medical laboratory student. Please review this information so that you have a clear understanding of what is required in the training process and to function as a laboratory professional.

A fourth inclusion is a brief narrative on **Student Life**.

**APPLICATION FOR PRISMA HEALTH MEDICAL LABORATORY SCIENCE PROGRAM**

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ARE YOU A U.S. CITIZEN? \_\_\_\_\_YES \_\_\_\_\_NO

IF NO, DO YOU HAVE GREEN CARD STATUS IN THE U.S.? \_\_\_YES \_\_\_NO

(if yes, please send a copy of your green card status)

IS ENGLISH YOUR FIRST LANGUAGE? \_\_\_\_YES \_\_\_NO

IF NO, HAVE OFFICIAL TOEFL SCORES SUBMITTED, OBTAINED WITHIN THE LAST 2 YEARS.

HAVE YOU EVER SERVED IN THE UNITED STATES ARMED FORCES? \_\_\_YES \_\_\_NO

EDUCATION (High school and college/universities)

Institution City/State Degree Graduation Date

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EMPLOYMENT OR VOLUNTEER EXPERIENCE

Employer City/State Dates: From (MM/YY) to (MM/YY)

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HAVE YOU EVER WORKED FOR PRISMA (PALMETTO) HEALTH? \_\_\_YES \_\_\_NO

IF YES, GIVE DATES AND CAMPUS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIST 2 NAMES FOR REFERENCES AND RELATIONSHIP (NOT RELATIVES)

#1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHAT MONTH AND YEAR DO YOU DESIRE TO ENTER TRAINING? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU POSSESS ANY PHYSICAL OR MENTAL DISABILITIES, WHICH WOULD PREVENT YOU FROM PERFORMING THE ESSENTIAL TASKS OF A MEDICAL TECHNOLOGY STUDENT? \_\_\_\_ YES \_\_\_\_ NO

IF YES, PROVIDE DETAILS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DO YOU HAVE PREVIOUS MEDICAL LABORATORY TRAINING? (EX. MT/MLS, MLT, PHLEB)

\_\_\_\_\_\_\_ YES \_\_\_\_\_\_ NO

NAME OF PROGRAM OR INSTITUTION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TYPE OF PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATES ATTENDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUMBIT A STATEMENT THAT DESCRIBES YOUR INTEREST IN THE PROFESSION OF MEDICAL LABORATORY SCIENCE.

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If accepted as a student, I understand the following:

* Health insurance is not provided by Prisma Health.
* Successful completion of this program is not a guarantee of employment.
* Patient information is confidential.
* Even a trivial error may seriously affect the health and possibly the life of a patient. Every procedure must be carried out with thoughtfulness and accuracy.
* Student integrity, reliability, conduct and appearance must be a credit to the profession.
* There is a need for cooperation between students and employees, as well as a need for patience, humility and tact to be exercised toward the patient.
* Falsification of information invalidates the application and/or any decisions made regarding acceptance to this school.
* Final acceptance is conditional upon:
	1. Negative drug screen
	2. Acceptable background check
* Students are required to attend Prisma Health Orientation
* I will comply with the Professional Behaviors expected as presented in this application. I understand that my performance as a Medical Laboratory Science student will also be evaluated on the Professional Behaviors presented in this application.

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Signature of Applicant Date

COURSES PENDING

If you are still enrolled in school, please state your major.

COURSES IN PROGRESS OR PLANNED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Course number | Course Title | Semester hours | Completion date |
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ADMISSION PROCESS

The admission process is administered by the Program Director without regard to race, creed, religion, color, national origin, ancestry, gender, age, veteran status or disability.

1. Completed applications are evaluated.
2. Official transcript(s) are evaluated.
3. References are reviewed.
4. Selected applicants will be scheduled for a personal interview. The interview is conducted by the MLS Program Director, Laboratory Administrators and other Laboratorians.

Applications are discussed by the committee and position selections are made.

1. After all positions are filled, all applicants are notified. Each applicant is requested to complete an acceptance form and pay the $150 placement fee by a stated date.
2. Upon receipt of the acceptance form and fee, students will complete clearance items through myClinicalExchange (mCE).
3. Enrollment is also contingent upon receipt of applicable final transcripts and completion of all clearance items in (mCE).

ESSENTIAL FUNCTIONS

1. Visual Comprehension
	1. Operate and interpret findings from the use of a microscope (fine structural differences, size, color, shape)
	2. Distinguish color, clarity and or opacity of biological specimens
	3. Read and interpret procedures, instrument printouts, and biochemical testing
2. Communication Skills
	1. Communicate effectively with individuals and groups
	2. Interact and communicate effectively and confidentially with all patients, staff, physicians, and visitors
	3. Deliver oral presentations to others
3. Manual Dexterity
	1. Manipulate specimens, chemicals, instruments, and equipment safely
	2. Perform blood collection on patients
	3. Use computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information
4. Physical Abilities
	1. Ability to move freely around the lab and hospital
	2. Maintain prolonged sitting and standing positions
	3. Lifting of supplies/equipment up to 30 pounds; reaching, bending, kneeling, and crouching
5. Intellectual and Cognitive Abilities
	1. Ability to analyze, correlate, and evaluate information efficiently
	2. Think critically and independently
	3. Exercise sufficient judgement and apply information under normal and stressful situations
6. Professionalism
	1. Being honest, compassionate, ethical and responsible
	2. Being able to critically evaluate your own performance, accept and act on constructive criticism and look for ways to improve
	3. Respecting individuals of all ages, ethnic backgrounds, religions and/or sexual orientations

EXPECTED PROFESSIONAL BEHAVIORS

* Take personal initiative to seek unsolicited tasks and show consistency in completing assignments, including checklists.
* Demonstrate interest by asking relevant questions and remaining alert and attentive.
* Demonstrate responsibility by completing required assignments and by informing the instructor when leaving the area.
* Accept constructive criticism with a positive attitude and apply suggestions appropriately.
* Work as a team member and help others willingly. Communicate needs in a timely manner and show flexibility with needs of the department.
* Maintain work quality and quantity, even under stress, and maintain a positive, professional attitude.
* Admit to errors or mistakes, follow procedures as written, and maintain consistent attention to detail.
* Leave the work area clean and neat, and replenish supplies and reagents.
* Arrive for class/rotation on time and begin work promptly. Make every effort to attend each scheduled day if possible. Make timely notification if unable to report as scheduled.
* Recall information previously discussed. Demonstrate ability to multi-task and acquire hands-on techniques readily.
* Display appropriate confidence after instruction, while recognizing limitations and seeking assistance when needed.
* Wear dark grey scrubs while participating in the program.

STUDENT LIFE

You will be in school 8 hours per day. Daily start times may vary somewhat, depending upon the clinical rotation. You will be expected to arrive at 7:00 am and stay until 3:30 or 4 pm on most days, and you will be in one of the departments of the Laboratory. There will be weekly lecture materials, study guides, and review sessions. You will rarely ever be in the lecture and lab for the same subject at the same time. There are exams in both lecture and lab on which you will be graded. You will also be evaluated on professional behavior. Each technical subject will have a textbook. There will be some exposure to safety regulations, computers in health care, quality improvement, corporate compliance, management theory, and educational techniques.

Fifteen minutes are provided for a morning break, and thirty minutes for lunch. Attendance and timely arrival are strictly monitored.

You will be taught by many different people. Flexibility in dealing with different personalities and ways of doing "things" is very important.

One of the basic functions of a Medical Laboratory Scientist is to learn to collect blood samples. Some students are not aware of this early in their decision making. The amount of time an employed Medical Technologist is involved in blood collection is entirely a function of the setting where he/she is employed. For example: A technical salesperson would have no need to draw blood, but a person working in a doctor's office might draw every sample he/she analyzes.

As a student, you will learn to draw blood during your Orientation. After initial training, you will spend time in a variety of locations such as the laboratory’s outreach offices, Fort Jackson, or inpatient floors within the hospital, where you will draw patient’s blood.

The collection of blood is one of the Medical Laboratory Scientist’s few direct interactions with the patient. It is important that Scientist always remember that serving the needs of the patient is the real reason for their work as Medical Laboratory Scientists.

If you have any questions, please do not hesitate to email or call. Thank you for your interest in this program.

**Delketria Drayton, MBA, MLS, ASCP cm**

**Email**: delketria.drayton@prismahealth.org

**Phone: 803-434-2026**

*Program Accreditation:*

*National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)*

*5600 N. River Road, Suite 720*

*Rosemount, IL 60018-5119g*