



College of Health Sciences

Department of Medical Laboratory Science

Admission Standards

Admission to the University does not guarantee enrollment into the Medical Laboratory Science professional program. Selection into the Medical Laboratory Science professional program is on a competitive basis for available positions. Admissions are determined annually based upon availability of clinical positions and instructional resources available to the program.

Students must meet the following minimum criteria in order to be considered for selection into the Medical Laboratory Science professional program.

1. Admission to the University and submission of all official transcripts to the Office of Registrar by the published deadlines. <http://www.ulm.edu/prospectivestudents/>
2. A minimum cumulative grade point average of 2.5 (uncorrected) on a 4.0 scale.
3. A minimum grade point average of 2.7 (corrected) on a 4.0 scale for all required pre-professional coursework.
4. A minimum grade of "C" or better in all required mathematics, biology, chemistry, and Medical Laboratory Science (MLSC) 2001.
 - a. *Credit for math and science courses taken more than seven (7) years prior to application will not be accepted.*
 - b. *Students with B.S. degree may request an exception.*
5. A passing score on the psychomotor evaluation (part of MLSC 2001 course).
6. Completion of all prerequisite general academic courses by the end of the Spring semester of the application year. A student may request to take a prerequisite course in the summer of the application year; approval to do so will be on a case-by-case basis.

7. Payment of and receipt for \$50 application fee. Payments are made at La Capital Federal Credit Union on the ULM campus. Ensure payment is for the Medical Laboratory Science application fee, **Account # 1-11400-0490**. No refunds are granted for application withdrawal.
8. Completion of Application Packet which includes:
 - a. Application to the MLS professional program (**must be typed**) with signature
 - b. Official copy of **ALL** transcripts from any post-secondary institution including ULM
 - c. Signed Academic Standards, Essential Functions, and Practice Requirements signature form
 - d. Signed Waiver form
 - e. Application fee payment receipt
9. Submission of **completed** Application Packet **no later** than **March 15, 2012** to:

*The University of Louisiana at Monroe
College of Health Sciences
Office of the Dean, Sugar 151
700 University Avenue
Monroe, LA 71209*

The ULM Department of Medical Laboratory Science is not responsible for and will not consider any Application Packets postmarked after the published deadline or those lost in the mail.

Please note the following:

- An Application Packet is valid for one (1) semester only.
- An incomplete Application Packet will **NOT** be considered for admission.
- **NO** Application Packet will be accepted after the published deadline.

For any questions regarding materials included in the application packet or the application process, please contact the Medical Laboratory Science Program Director:

*Department of Medical Laboratory Science
Nursing Building, Room 321D
318.342.1633 MLS Department Office
318.342.1622 COHS Dean's Office*



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Application Checklist

Please print and complete this form to ensure that your application packet is complete. Keep a copy for your records.

Applicant Name: _____
(Print name)

- Admission to The University of Louisiana at Monroe
- Cumulative GPA ≥ 2.5
- GPA ≥ 2.7 for all pre-professional coursework
- A grade of "C" or higher in all required Math, Chemistry, Biology, and Medical Laboratory Science courses
- Prerequisites complete following Spring semester (with approval from Program Director, student may be allowed to complete a prerequisite course in the Summer)
- Official transcripts (including ULM)
- Application to MLS Professional Program (**must be typed**) with signature
- Signed Academic Standards, Essential Functions, and Practice Requirements signature form
- Signed Background Check/Drug Screen release form
- MLS Application Fee receipt
- Fall 2012 application deadline: **March 15, 2012 at 5:00 p .m.**

*Admission is based on competitive selective admission criteria.
The completion and submission of the application packet does not guarantee admission into the ULM MLS professional program.*



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Department of Medical Laboratory Science

Application for Admission

PROFESSIONAL MEDICAL LABORATORY SCIENCE PROGRAM

FALL 2012

Personal Information

Full Name: _____
Last First Middle/Maiden

Permanent Address: _____
Street Address Apt/Unit #

_____ *City State Zip Code*

Primary Phone: _____ *No dashes* Alternate Phone: _____ *No dashes*

E-Mail Address: _____ CWID or SS#: _____

Emergency Contact Information

Full Name: _____
Last First Relationship

Address: _____
Street Address Apt/Unit #

_____ *City State Zip Code*

Primary Phone: _____ *No dashes* Alternate Phone: _____ *No dashes*

Previous College Credit

Please list all colleges, universities, professional schools and programs attended since leaving high school.

| College/Program | Location | Hours Earned | Degree |
|------------------------|-----------------|---------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

Interests and Experience

Please list any activities in which you have participated or any awards you have received while in college.

Please list your personal interests.

If you have had any professional or business experience, please describe.

Have you worked in a medical laboratory or been associated with Medical Laboratory Science in the past? If so, explain.

Why are you interested in Medical Laboratory Science?

Is there anything else that you would like to tell the MLS Admissions Committee about yourself?

My signature below attests the information provided in this application is accurate and true to the best of my knowledge. Any misrepresentation in these materials will be considered grounds for dismissal from the University of Louisiana at Monroe and the Medical Laboratory Science Program should I be accepted.

(Signature)

(Date)



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Essential Functions

Essential functions are those non-academic requirements that an applicant must possess or develop to participate successfully in the program. The Medical Laboratory Scientist must be able to:

Observation

- characterize color, clarity, and viscosity of biological and reagent materials
- use bright-field, fluorescent and phase binocular microscopes to discriminate fine differences in size (1 μm range) and color (hue, shading and intensity) in microscopic specimens
- recognize and distinguish text, numbers and graphs in print and on monitor screens

Movement

- move freely and safely about in a clinical laboratory
- perform moderately taxing, continuous, physical and mental work in an eight hour period, often requiring prolonged sitting
- lift and move objects weighing up to 15 pounds on a regular basis and up to 50 pounds on an occasional basis
- reach laboratory bench tops, shelves, and patients seated in specimen collection chairs
- manipulate phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients
- manipulate laboratory equipment such as pipettes, inoculating loops, test tubes, centrifuges, dials and other instrument components to perform laboratory procedures
- use a computer keyboard to operate laboratory instruments and to record laboratory information

Communication

- follow oral and written instructions to correctly perform laboratory procedures
- effectively converse with patients about specimen collection and laboratory tests in a confidential and professional manner

- communicate with faculty, other students, staff and other health care professionals in a professional manner, both verbally and in writing

Behavior

- perform all duties with honesty, integrity, confidentiality and responsibility. The student must be forthright about errors or uncertainty and take responsibility for his/her own actions.
- manage the use of time, systematizing actions to complete professional and technical tasks within realistic constraints. The student should use “down-time” wisely by preparing ahead of time for future learning assignments or reviewing material previously learned.
- provide professional and technical services, using one’s intellect and exercising appropriate judgment, while experiencing the stress 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. moderate noise, complex visual stimuli)
- be flexible and creative in adapting to professional and technical change
- recognize potentially hazardous materials, equipment, and situations, proceeding safely to minimize risk of injury to self and nearby personnel
- adapt to working with unpleasant biological materials or reagents
- support and promote the activities of colleagues, adopting a team approach to learning, task completion, problem solving and patient care

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) requires schools to define and publish specific essential functions required for admission to the program and to determine that a student’s health will permit him/her to meet the essential functions.



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Program Retention/Progression Policy

- Students must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale and earn a “C” or higher in all required professional courses.
- Failure of a student to earn a minimum grade of “C” in a professional medical laboratory science course may preclude progression in the MLS program.
- In the event that a student earns a non-progressive grade of “D” in one professional non-practicum medical laboratory science course, the student may petition the Program Director to remediate the course. The Medical Laboratory Science Academics Standards Committee will determine if remediation will be granted according to the program’s remediation policy.
 - Remediation must be completed by the deadline imposed by the course instructor.
 - The highest grade that may be received for a remediated course is “C”.
- A student who earns less than a grade of “C” in a professional non-practicum MLS course following remediation will be suspended from the MLS professional program.
- A student who fails to earn a progressive grade in more than one professional non-practicum course will be suspended from the professional program.
- A student who earns a failing grade of “F” in one professional non-practicum course will be suspended from the professional program.
- Students must earn a grade of “C” or better in all practicum courses. Students who earn less than a grade of “C” in a practicum course will be suspended from the professional program.

- A student who is not in compliance with ethical, professional behavior or patient welfare guidelines of the program may have sanctions imposed by the Medical Laboratory Science Academic Standards Committee. Sanctions may include dismissal from the program with a course grade of “F”.
- A student who is suspended from the professional MLS program must reapply for admission to the program during the next admission cycle of the program. If a student is accepted for readmission, the student must retake all professional MLS courses.
- Students who wish to appeal their suspension from the professional program may appeal to the Medical Laboratory Science Academic Standards Committee to determine if repeated or additional coursework could justify readmission.



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Selection Criteria

1. There are several components considered in selecting students for the MLS professional program:
 - a. Admission standards
 - b. Application packet
 - c. Interview score
 - d. Psychomotor evaluation score
 - e. Cumulative grade point average
 - f. Pre-medical laboratory science (pre-requisite science, math, and core) grade point average
2. The students who meet the admission standards are granted an interview with the selection committee.
 - a. The selection committee is comprised of university faculty from the Medical Laboratory Science and Health Studies departments, clinical affiliate faculty, and senior Medical Laboratory Science student(s).
 - b. The committee asks the candidate questions from a pool of questions and each committee member scores the candidate.
3. The student's cumulative GPA, pre-Medical Laboratory Science (PMLS) GPA, interview score, and psychomotor evaluation score are totaled to create a summative score.
 - a. The summative score is used to rank the students.
4. Admissions are determined annually based upon availability of clinical positions and instructional resources available to the program. Students who meet the criteria for admission will be notified by letter from the program director of their acceptance into the program by the end of May each year. The professional program begins in August of each year.
5. The ULM Medical Laboratory Science Program accepts students without regard to age, race, religion, sex, national origin, or marital status.



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Certification and Licensure

Additional requirements necessary to practice Medical Laboratory Science in the State of Louisiana

The following information addresses some of the important questions that are frequently asked by medical laboratory science students as they approach the completion of their formal education program.

- 1. Do I have to pass a certification exam in Medical Laboratory Science before I can graduate?**

Answer: No. Your degree in MLS is based solely on the satisfactory completion of the course requirements in the MLS curriculum.

- 2. What is a “certification test” and when do I take it?**

Answer: A certification test is an examination given by a medical laboratory science organization that verifies mastery of a certain body of knowledge in the field of medical laboratory science.

The organization that sponsors the certification examination for the Medical Laboratory Scientist is the Board of Certification of the American Society for Clinical Pathology (ASCP) www.ascp.org. Following graduation, you must apply to take the examination. An application form must be completed and an application fee submitted. Check the ASCP BOC website for the correct fee schedule and testing dates/locations. Following successful completion of the examination, the certificant will be credentialed as a Medical Laboratory Scientist and can use the credentials, MLS (ASCP), behind his/her name.

3. Is “certification” the same as “licensure”?

Answer: No. Certification means that the individual has completed an examination that certifies that he/she has mastered a certain amount of information in the field of medical laboratory science. Licensure is a state law that mandates that only licensed individuals can practice the profession in the state.

4. How do I become licensed in the state of Louisiana?

Answer: The Louisiana State Board of Medical Examiners (LSBME) has a website, www.lsbme.la.gov, which includes the checklist of items that the applicant must provide or complete to receive a license in medical (clinical) laboratory science. The applicant should refer to the above website for updates.

Important: As part of the licensing process, the State of Louisiana is required by the Medical Practice Act, R. S. 37:1277(C) to do a **criminal background investigation** through the Louisiana Department of Public Safety and Corrections and the Federal Bureau of Investigations on **all applicants**. The LSBME Office of Investigations and Enforcement, as a matter of routine, reviews and investigates (1) reports of a criminal history from the Department of Corrections and/or FBI and (2) incidents where the applicant has not truthfully answered related questions on the application **either of which may lead to delays and/or denial of licensure.**

The application for the certification examination and for the license is strictly the responsibility of the student. Failure to supply the necessary information to the above agencies will result in delay and/or rejection.



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Background Check and Drug Screening Policy

College wide policies for Background Check and Drug Screening must meet contractual requirements for each internship or clinical facility site (I/CFS) affiliation agreement. The affiliation agreement dictates the screening criteria needed. Students applying for internships or clinical facility site rotations must be notified in writing that they will be subject to background checks and drug screening. In the written document, students must sign that they understand if screening “information of concern” is found, they will not be allowed to commence their internship or clinical facility site rotation. Appeals must be submitted to the Dean. Departments will inform students that payment for screening is the students’ responsibility. Pre-intern or clinical facility site rotation students will be given a department account number and directed to the website for CertifiedBackground.com. In summary, type and criteria of screenings are mandated by I/CFS affiliation agreements.

Results will be reported to the Associate Dean. The Dean and/or Associate Dean will report to department heads or their designee that screening results did or did not include information of concern. If information of concern exists, the department head notifies the student that they are not eligible to commence their internship or clinical facility site rotation. Appeals are submitted to the Dean.

- Background Check Procedures include the following. The department notifies the student that background checks for their intended internship or clinical facility site requires criteria as listed in the affiliation agreement. The student is directed to the website for CertifiedBackground.com and told that they must pay for the background check. All results are sent to the Associate Dean by electronic web site. The Dean and/or Associate Dean will inform the department head if information of concern exists. If information of concern exists, the student will not be allowed to commence their internship or clinical facility site rotation. Appeals are submitted to the Dean.
- Drug Screen Procedures include the following. The department notifies the student that a drug screen, at the student’s expense, must be completed to meet I/CFS affiliation

agreement criteria. Students are directed to the CertifiedBackground.com web site. They are told that they must pay for the ten panel drug screen. Students must take proof of payment receipt to the Dean's office to retrieve a Drug Testing Order Form. Directions are printed on the Drug Testing Order Form. All results will be available for the Associate Dean via CertifiedBackground.com website. The Dean and/or Associate Dean will inform the department head that there was or was not a positive finding. If a positive finding exists, the student will not be allowed to commence their internship or clinical facility site rotation. Appeals are submitted to the Dean.

- Confidentiality includes the following. During application to the professional programs or HLST practica, students will sign a waiver giving permission for their background and drug screen results to be sent to the COHS Dean/Associate Dean.

Records will be archived by CertifiedBackground.com. The Associate Dean will have access to electronic results. Hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained in pursuant to ULM's record retention policy.



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Pre-Practicum Background Check and Drug Screening Release Form

I understand that before beginning practicum courses in the Professional Medical Laboratory Science Program I will be required to have a drug screen and a background check. I understand that I am responsible for the cost of these procedures and that the results of the procedures will be released to the University of Louisiana at Monroe College of Health Sciences Dean/Associate Dean. If there is any information of concern as a result of these procedures, I understand that I may not be allowed to begin the practicum component of the program which will affect my ability to graduate.

Student's Printed Name

CWID

Student's Signature

Date



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Academic Standards, Essential Functions, & Practice Requirements Signature Page

Please sign this form to indicate that you have read and understand the program's academic standards, including admission requirements and retention policy.

Please sign this form to indicate that you have read and understand the program's essential functions and that you believe you can meet them. If you are not sure that you will be able to meet these standards, or know of anything that currently or in the future might affect your ability to fulfill these functions, please consult with the program director to discuss your individual situation and/or to request a specific accommodation.

Please sign this form to indicate that you have read and understand the additional requirements to practice Medical Laboratory Science in the State of Louisiana.

Include this signature page in your completed application packet.

Printed Name

CWID

Applicant's Signature

Date

Medical Laboratory Science Program Fees and Costs

**The following costs are estimated and should serve the student as a guide. The list is not inclusive of all possible costs that a student may be responsible for while enrolled in the MLS professional program.*

| | | |
|---------------------------------------|--|--|
| Fall Semester (Year 1) | Tuition and Fees | www.ulm.edu/controller/sas/ |
| | Professional Fee | \$250 |
| | Laboratory Fees | \$50 per lab |
| | Textbooks & Review Books (use for two years) | Approx \$500-\$1500 all MLS courses |
| | Long Lab Coat for on campus labs | \$25-\$50 |
| | Scrubs (2 colors required) | \$25-30 each (will discuss at PPO) |
| | MLS Patch | \$7.50 (may be less) |
| | MLS Name Tag (magnetic) | \$5.50 |
| | MLS Polos (1 maroon & 1 black) | \$25-30 each (approximate) |
| | Laptop Computer (recommended) | \$ Variable |
| Spring Semester (Year 1) | Tuition and Fees | www.ulm.edu/controller/sas/ |
| | Professional Fee | \$250.00 |
| | Laboratory Fees | \$50.00 per lab |
| | Books | See above |
| | Health Insurance | \$ Variable |
| | Immunizations | \$ Variable |
| | Physical Exam | \$ Variable |
| | BLS Class | \$ 50 approximate |
| | Pre-practicum Background Check/Drug Screen | \$115.00 |
| | LSCLS/ASCLS Dues | \$30 (student) |
| | LSCLS Meeting (required) | To be determined /fundraisers |
| Fall Semester (Year 2) | Tuition and Fees | www.ulm.edu/controller/sas/ |
| | Professional Fee | \$250.00 |
| | Practicum Lab Fee | \$50 per practicum course |
| | Uniform- Cherokee brand [Scrubs (2 colors required) & Short Lab Coat] | Scrubs: approx \$25-30 each Short Lab Coat: approx \$15-25 ea |
| | MLS Patch (one per scrub top and lab coat) | \$7.50 each (may be less) |
| | Practicum Name Tag Practicum (picture) | \$5.50 |
| | Trajecsys Competency System Fee | \$100.00 paid to Trajecsys |
| Spring Semester (Year 2) | Tuition and Fees | www.ulm.edu/controller/sas/ |
| | Professional Fee | \$250.00 |
| | Practicum Lab Fee | \$50 per practicum course |
| | Books | Review Book |
| | LSCLS/ASCLS Dues (if not already member) | \$30 (student) |
| | LSCLS Meeting (required) | To be determined/fundraisers |
| | LT Honor Cords (if eligible) | \$15-\$20 |
| | Graduation Fees (cap/gown/etc) | Variable |
| | Composite Pictures | \$38.00 |
| | ASCP BOC Certification Fee | \$210.00 |
| | LSBME Criminal Background Check | \$45.25 |
| | LSBME License Fee | \$65.00 |
| Miscellaneous Fees to Consider | Travel to and from clinical practicum site Lodging for LifeShare rotation in Shreveport Meals at clinical site | Variable |