College of Health Sciences
School of Allied Health
Medical Laboratory Science
Holistic Admission Standard

Holistic Admission Definition 3
MLS Program Mission 3
MLS Program Goals 3
MLS Career Entry Level Competencies 3
MLS Program Admission Requirements 4
Medical Laboratory Science Curriculum 6
Application Process 7
Applicant Experiences Rubric 8
Academic Metrics 9
Group Interview Rubric 10
ULM Medical Laboratory Science Admission Score 11

Holistic Admission Definition
The University of Louisiana Monroe Medical Laboratory Science Professional Program uses a holistic admission process to select applicants. We believe a holistic admission process allows us to align with our community-informed mission of developing diverse, high-functioning laboratory professionals and leaders. During the admission process, the reviewers use a rubric that measures various conditions or statuses of each indicator.

Holistic admission is a technique that considers an applicant's experiences, attributes, and traditional academic contributors that are grounded in mission, promote diversity and inclusion, and address community values and needs.

MLS Program Mission
The Medical Laboratory Science Program at the University of Louisiana at Monroe is committed to providing northeast Louisiana and the region beyond with competent, ethical graduates who will help meet the needs of the community and the nation.

MLS Program Goals
The program's goals are to:

- Provide adequate didactic instruction and clinical experience based on identified competencies and educational standards;
- Promote safe laboratory practice to include maintenance of working environment and adherence to all safety rules and regulations;
- Assist students in the development of professionalism and ethical behavior;
- Graduate students who demonstrate theoretical knowledge, problem solving, and technical skills in the medical laboratory according to established laboratory standards;
- Graduate individuals who possess a commitment to life-long learning.

MLS Career Entry Level Competencies
Upon completion of the Medical Laboratory Science Program at the University of Louisiana at Monroe, the graduate medical laboratory scientist will be able to demonstrate entry level competency in the following activities:

- Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and the public;
- Follow and enforce established laboratory safety practices, including biological and chemical safety regulations;
- Establish and perform procedures for collecting, processing and analyzing biological specimens;
- Evaluate and solve problems related to collection and processing of biological specimens for analysis;
- Perform analytical procedures in all areas of the medical laboratory;
- Integrate and relate data generated by laboratory analyses while making decisions regarding deviation from expected results, confirmation of abnormal results, and possible discrepancies;
- Operate instruments within the scope of training utilizing established protocols and quality control checks;

- Establish and perform preventive and corrective maintenance of equipment and instruments, and identify appropriate sources for repairs;
- Analyze quality control data, make judgments concerning the results, and take appropriate action to maintain accuracy and precision;
- Recognize problems and sources of error in laboratory analyses and test systems, and choose an appropriate course of action to solve the problem;
- Assess laboratory services and data to suggest additional or alternative testing methods for proper test utilization and cost-effective laboratory analyses;
- Answer inquiries regarding test results, methodology, test specificity and sensitivity, and specific factors that can influence test results;
- Evaluate new techniques and procedures in the laboratory in terms of method comparison, establishment of reference intervals, clinical usefulness, and economic practicality; develop working procedures and assist in the development of interpretative algorithms;
- Incorporate principles of educational methodology in the instruction of students, new employees, other healthcare personnel, and the community;
- Instruct other healthcare personnel in the interpretation of technical procedures and patient laboratory results;
- Recognize the need for and participate in continuing education activities as a function of growth and development of professional competence;
- Apply principles of laboratory management and supervision to include communication skills, regulatory compliance, finance and marketing principles, information management, and human resource management;
- Use the laboratory information management system and other computer applications;
- Utilize a basic knowledge of research design and practice sufficient to evaluate published research studies as an informed consumer.

MLS Program Admission Requirements

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

- Admission to the University and submission of all official transcripts by the published deadline;
- A minimum cumulative grade point average of 2.5 (uncorrected) on a 4.0 scale;
- A minimum grade point average of 2.7 (corrected/selective) on a 4.0 scale for all required prerequisite coursework;
- Completion of all prerequisite 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.
    a. A minimum grade of "C" or better in all required mathematics, biology, and chemistry courses.

The Program of Medical Laboratory Science adheres to the policies of the University of Louisiana at Monroe as published in the current volume of the ULM Undergraduate Catalog and the Student Policy Manual. It is the student's responsibility to be aware of these requirements. University policies regarding admission, graduation, academic standing, probation, suspension, appeals, and readmission from suspension are found in the ULM Undergraduate Catalog.

Application forms and requirements for admission into the professional program are located on the Medical Laboratory Science website. Completed application forms and a copy of the application fee receipt from La Capital Federal Credit Union must be received by the Medical Laboratory Science Admissions Committee by the published deadline each year the student seeks admission for the fall semester. Students who submit the application by the published deadline and meet eligibility requirements will receive priority consideration for admission by the committee. Each application will be reviewed individually for compliance with the requirements for admission. The Program Director, with the committee's recommendation, will notify each applicant regarding admission status. Because there are a limited number of clinical positions, students are selected on a competitive basis. All students who progress to the second year of the MLS Professional Program are guaranteed clinical placement. Due to utilization of objective criteria in processing applications, attainment of minimum requirements in the pre-Medical Laboratory Science curriculum does not guarantee admission to the professional Medical Laboratory Science program. If a student is not admitted to the professional MLS program, reapplication may be made following the application procedure during the next admission cycle.

No advance placement or transfer of credits for experiential learning is offered at the ULM MLS Professional Program.

The ULM Medical Laboratory Science Program accepts students without regard to age, race, religion, sex, national origin, or marital status.

Medical Laboratory Science Curriculum

Freshman Year			
Semester 1	Credit Hours (14-15)	Semester 2	Credit Hours (16)
ENGL 1001	3	ENGL 1002	3
MATH 1011	3	MATH 1016	3
CHEM 1007/1009	4	CHEM 1008/1010	4
BIOL 1020/2021	4	Core Humanity*	3
UNIV 1001	(1)	Core Fine Arts	3
Sophomore Year			
Semester 1	Credit Hours (17)	Semester 2	Credit Hours (12)
CHEM 2030/2031	4	BIOL 2026	3
BIOL 2014/2015	4	BIOL 3005	3
BIOL 2020	3	Core Humanity*	3
Core Humanity*	3	Core Social Science*	3
Core Social Science*	3		
Professional Program Year 1			
Semester 1	Credit Hours (17)	Semester 2	Credit Hours (15)
MLSC 3010	3	MLSC 3034	4
MLSC 3015	4	MLSC 3038	4
MLSC 3024	3	MLSC 3030	4
MLSC 3032	4	MLSC 4010	3
MLSC 3040	3		
Professional Program Year 2			
Rotation Block 1	Credit Hours (14-16)	Rotation Block 2	Credit Hours (15-17)
MLSC 4011	2	MLSC 4012	2
MLSC 4023	4	MLSC 4022	3
MLSC 4033	4	MLSC 4032	3
MLSC 4043	4	MLSC 4054	4
MLSC 4060 (Fall)	1	MLSC 4060 (Fall)	1
MLSC 4062 (Spring)	2	MLSC 4062 (Spring)	2

*Refer to the ULM Core Curriculum Requirements

**MLSC 2001 is an elective course and may be taken any semester during the pre-MLS curriculum.

Total Hours for the B.S. degree in Medical Laboratory Science = 120 credit hours

Application Process

Phase I

1. The application cycle opens in March, and the application packet is due by May 1st of each year.
    - **Application**
        - Educational Background
        - Extracurricular involvement in student, community, or other service organizations
        - Professional/Work Experience
        - Personal Statement
    - **Academic Metrics**
        - Cumulative Undergraduate GPA
        - Corrected/Selective GPA
        - Last 30 hours completed GPA (Grade Trend)
2. The ULM MLS Admissions Committee screens all applicants to confirm the minimum requirements are met and that applicants are eligible to move forward in the admissions process.
3. All eligible applicants/candidates will receive an e-mail to notify them of their eligibility to move forward to the next phase by May.

Phase II

- **Online Group Interview**
    - The group interview is in May.
    - Applicants are interviewed in teams by the MLS Admissions Committee
    - The interviews are 50 minutes long and consist of three parts. Students are scored using the interview rubric during each component of the interview. Scores are averaged for the final score.
        1. Introduction & Questions: 20 minutes
            - Verbal Communication
            - Self-Reflection
        2. Group Challenge: 20 minutes
            - Peer-to-Peer Communication
            - Peer-to-Peer Collaboration
        3. Debrief Q & A: 10 minutes

Phase III

The final selection of the applicants is based on rank of the final overall admission score. Acceptance letters are emailed the 1st week of June.

Applicant Experiences Rubric

Criteria	Indicators	Point Values
Educational Background	Classification and Transcripts from ULM or other Universities/Community Colleges	• Completed a Master's degree **(3)** • Completed a Bachelor's degree **(2)** • On track to completing a bachelor's degree in medical laboratory science (two years' worth of credits) **(1)** **Score: ___ / 3**
Extracurricular Involvement	Extracurricular involvement in student, community, or other service organizations ▪ Obtained from Application, Group/ Individual Interviews ▪ Leadership Roles	• Participated in ***three or more*** service organizations **(3)** • Participated in ***two*** service organizations **(2)** • Participated in ***one*** service organization **(1)** • ***Leadership roles (+1)*** **Score: ___/ 3**
Professional/ Work Experience	Previous work, life experiences	• Full-time or part-time job in any healthcare setting such as a hospital or clinic for more than 30 hours **(2)** • Full-time or part-time job in any professional setting **(1)** • No experience in this area **(0)** **Score: ___/ 2**
Personal Statement	Personal Statement (refer to application packet)	• Writing reveals the author's unique personality, leaving the reader wanting to know more. The writing uses striking and fresh words: natural, varied, and vivid. **(3)** • Writing reveals the author's unique personality, leaving the reader wanting to know more. The writing uses varied word choices to support ideas. **(2)** • Writing reveals the author's unique personality, but the writing lacks variety. **(1)** • Writing does not reveal the author's unique personality; limited vocabulary use. **(0)** • ***Answers all questions in personal statement (+1)*** **Score: ___/ 3**

Applicant Experiences Score _____/11

Academic Metrics

Criteria/Indicator	Point Values
Cumulative Undergraduate GPA (uncorrected)	3.60 - 4.00 **(3)** 3.00 - 3.59 **(2)** 2.50 - 2.99 **(1)** < 2.50 **(0)** **Score: ___/ 3**
Corrected/Selective GPA	3.80 - 4.00 **(3)** 3.40 - 3.79 **(2)** 3.00 - 3.39 **(1)** < 3.00 **(0)** **Score: ___/ 3**
Last 30 Hours Completed GPA (Graded Trend)	3.70 - 4.00 **(3)** 3.20 - 3.69 **(2)** 2.70 - 3.19 **(1)** < 2.70 **(0)** **Score: ___/ 3**

Academic Metrics Score ___/9

Group Interview Rubric

Student Name:_____

Verbal Communication				
▪ Maintains eye contact ▪ Builds on other students' and interviewers' ideas ▪ Asks clarifying questions ▪ Speaks clearly and in complete sentences ▪ Actively listens to interviewers ▪ Explains ideas fully ▪ Maintains a friendly tone	3 Points **The student uses four or more while speaking.**	2 Points **The student uses three while speaking.**	1 Points **The student uses two while speaking.**	0 Points **The student uses one or fewer while speaking.**
Self-Reflection				
▪ Recounts specific details and recollections of events ▪ Uses specific details to draw conclusions ▪ Attends to the feelings both positive and negative, that were prompted by experience ▪ Illustrates self-knowledge by describing why specific characteristics pertain to them ▪ Identifies attributes of positive relationships with others	3 Points **The student uses four or more while speaking.**	2 Points **The student uses three while speaking.**	1 Points **The student uses two while speaking.**	0 Points **The student uses one or fewer while speaking.**
Communication (Peer-to-Peer)				
▪ Maintains eye contact ▪ Builds on other students' and interviewers' ideas ▪ Asks clarifying questions ▪ Speaks clearly and in complete sentences ▪ Actively listens to interviewers ▪ Explains ideas fully ▪ Maintains a friendly tone	3 Points **The student uses four or more while speaking**	2 Points **The student uses three while speaking.**	1 Points **The student uses two while speaking.**	0 Points **The student uses one or fewer while speaking.**
Collaboration (Peer-to-Peer)				
▪ Communicates effectively with group members ▪ Shares ideas ▪ Listens to other ideas ▪ Puts ideas into action ▪ Maintains a positive attitude ▪ Takes on a leadership role ▪ Works through misunderstandings or frustration in a positive way.	3 Points **Student exhibits capability to collaborate illustrating four or more**	2 Points **Student exhibits capability to collaborate illustrating three**	1 Points **Student exhibits capability to collaborate illustrating two**	0 Points **Student does not exhibit the capability to collaborate**
▪ Taking over the group and not allowing other students to share ideas ▪ Being aggressive or dismissive of others ▪ Being upset when something goes wrong	**-1 Point for any of these observed behaviors**			

Group Interview Score____/12

ULM Medical Laboratory Science Admission Score

Applicant's Name _____ **Date** _____

Overall Admission Score Summary					
	Total Score	**Max Score**	**Percentage**	**Weight**	**Final Sub Score**
Applicant Experiences		**11**		**40%**	
Academic Metrics		**9**		**30%**	
Interview		**12**		**30%**	
Overall Total Score	**____/100**				

College of Health Sciences
School of Allied Health
Medical Laboratory Science Program

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 *u*m 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.

College of Health Sciences
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Medical Laboratory Science Program

Program Retention/Progression Standard

- 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. If remediation is granted, the student will enroll in a one-credit hour remediation course.
- A student who earns less than a grade of "C" in a remediation course will be dismissed from the MLS professional program.
- A student who fails to earn a progressive grade in more than one professional non-practicum course will be dismissed from the professional program.
- A student who earns a failing grade of "F" in one professional non-practicum course will be dismissed 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 dismissed 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 may 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.

College of Health Sciences
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Medical Laboratory Science Program

Background Check and Drug Screening Policy

Preamble

The ULM College of Health Sciences SOAH and KDSNUR student background check and drug screen testing policies and procedures exist for the wellbeing of the professions, university, students, public, and community. Background check and drug screening policies, and consequences resulting from a positive drug screen result, are developed based upon professional best practices and codes of conduct, and/or licensing board requirements. Therefore, CHS programs policies and procedures may vary. Information of concern that is revealed through background checks and/or positive drug screen results (including pre-admission, pre-clinical, random, and suspicious behavior initiated tests), may result in inability to begin and/or complete the professional program, inability to practice professionally, inability to become licensed/credentialed, submission of a welfare-concern to the Dean of Students, and/or dismissal from the program.

Payment

Unless otherwise noted in the program policy, payment for all background checks and drug screening is the responsibility of the student.

Background Checks

Background checks are required in some SOAH and KDSNUR professional programs before a student can be admitted to the program and/or before a student can participate in defined clinicals, defined as clinical rotation, practicum, internships, and/or externships. All professional programs require background checks as per the guidelines and criteria set forth by the participating site and/or listed in the applicable Memorandum of Understanding (MOU) and/or affiliation site agreement.

As such, information of concern may result in the student not being eligible to commence to their clinical facility site rotation, practicum, internship, and/or externship.

Positive Drug Screen Results and Background Check Information of Concern

Each incidence of a positive drug screen and/or information of concern revealed by the background check will be reported by the program director or his/her designee to the Dean's representative on the Committee on Ethical and Professional Conduct, who in turn will report the particulars to the Dean. The Dean's representative on the Committee on Ethical and Professional Conduct, in consultation with the Dean, will determine if the case will be heard by the committee or if the penalties of the positive drug screen will be determined by the program (unless otherwise determined by the licensing board).

Appeals Process

Students wishing to appeal any decision or penalty imposed as per this policy may do so through the Dean.

Committee on Ethical and Professional Conduct

The college or school committee on ethical and professional conduct will be made up of at least a representative from each School Director's Office, a licensed mental health professional, and two faculty members. A representative from the Dean's Office will serve as an ex-officio member. All members of the committee will be appointed by the Dean.

The committee is responsible for reviewing student ethical and professional issues, such as drug use or abuse, at the request of the Dean's representative. The committee is also responsible for suggesting and implementing preventative approaches to encouraging a drug free campus, such as community support/involvement, and student and faculty education.

Pre-admission

Drug screening is required in some SOAH and KDSNUR professional programs before a student can be admitted to the program. In such cases, a positive drug screen will render the applicant ineligible for admission to that program, and possibly others.

Pre-[1]clinical

Drug screening is required in some SOAH and KDSNUR programs before a student can participate in clinicals, defined as, clinical rotation, practicum, internships, and/or externships. All professional programs require drug screening as per the guidelines and criteria set forth by the participating site and/or listed in the applicable Memorandum of Understanding (MOU) and/or affiliation site agreement. As such, positive drug screens may result in the student not being eligible to commence to their clinical facility site rotation, practicum, internship, and/or externship.

Program Policies

Programs requiring background checks and/or drug screening will notify students in writing of the requirement and of the program's applicable policies, prior to the student beginning the program. The program will maintain copies of signed student acknowledgements of receiving the notification and policies, of fully understanding the policies, and of giving the applicable ULM personnel permission to view the results on a secure website and appropriately share internally.

[1] Clinical is defined as clinical rotation, practicum, internships and/or externships

Programs requiring background checks and/or drug screening will inform students of the policies. Policies may be located in course syllabi, program handbooks, clinical handbooks, and/or program websites.
Programs requiring background checks and/or drug screening will have clearly written policies that detail at a minimum:

1. The college approved provider which will be used to facilitate the background check and/or drug screen testing process.
2. Instructions for registering for the background check and/or drug screen testing.
3. Whose responsibility it is for payment of background check and/or drug screen testing.
4. Instructions for paying for the background check and/or drug screen, if applicable.
5. Instructions for verifying legally prescribed drugs.
6. Who will have access to the results of the background check and/or drug screen testing.
7. How results of the background check and/or drug screen results will be shared and stored.
8. How frequently the student will be checked and/or tested.
9. Whether or not random drug screening is, or may be, required.
10. Procedures that will be followed in the event that suspicious behavior is observed by an employee of the university or the applicable site.
11. How suspicious behavior is defined.
12. How soon after suspicious behavior is observed and documented that a student is required to submit for drug screen testing (immediate to up to 2 hours).
13. How self-disclosure of drug use or abuse may be handled differently than a positive drug screen result.
14. Procedures and/or consequences that will follow a first positive drug screen result.
15. Procedures and/or consequences that will follow a second positive drug screen result.
16. Procedures and/or consequences that will follow information of concern revealed by a background check.
17. How the student's inability to complete clinical rotation, practicum, internships, and/or externships will impact their ability to complete the program and/or professional practice.
18. How the student can appeal consequences imposed by the program and/or student conduct committee as a result of a positive drug screen result.
19. The student's rights to refuse testing, and the possible applicable resulting consequences/actions.

Penalties of Positive Drug Screens

Possible actions and penalties for first positive drug screen result (unless otherwise dictated or suggested by program policies, professional standards, affiliation agreement, or licensing board): Substance abuse assessment, treatment, and education; counseling or therapy; random drug screening; and suspension from academic program for one year with option to return after one year, if no further positive drug screen results, and if evidence is provided of being drug free and successful completion of treatments.
Penalties include one or more of the following –

- Documented reprimand
- University community service
- Disciplinary program probation

- Counseling or therapy
- Substance abuse treatment
- Random drug testing
- Suspension from clinical rotation, practicum, internship, externship (with or without conditions)
- Suspension from academic program (with or without conditions)
- Dismissal from academic program with conditions and option to re-apply
- Permanent dismissal from academic program

Suspicious Behavior

Drug and/or alcohol screening may be required in cases of suspicious behavior observed by an employee of the university or the applicable site supervisor. Suspicious behavior is defined by any or all (but not limited to) of the following being observed:

- Lack of attendance, frequent absences or tardiness from class, clinical, lab or other program related activity.
- Sudden and/or unexplained disappearance from class, clinical, lab or other program related activity.
- Isolation.
- Withdrawal.
- Errors.
- Increased poor judgement.
- Haphazard and/or illogical case notes, charting, or other written work.
- Unusual accidents/incidents.
- Unusual behavior, moods, or appearance (such as personality changes, mood swings, aggression, illogical thought patterns, slurred speech, pupil size and/or appearance).
- Changes in motor functioning (such as gait disturbances, impaired dexterity, drowsiness, sleepiness).
- Changes and/or deterioration in personal hygiene.
- Detectable odor of alcohol or drugs.

Two university officials will complete and sign off on the suspicious behavior check-list and inform the student if a drug screen is required. If so, the student will be required to sign the suspicious behavior checklist agreeing or refusing to be tested. In the case of agreement, the program director or designee will inform the closest designated laboratory of the requirement and the student must report to that closest designated laboratory within the required timeframe (immediately to up to 2 hours, depending upon program policy). However, the student may not drive to the screening facility but is responsible for arranging his/her own transportation and transportation costs. In the event a drug screen is required based upon suspicious behavior of a student, the program director or designee must inform the Dean through the Dean's representative of the Committee on Ethical and Professional Conduct.

The student may not attend class, practicum, clinical rotation, internship, externship, or any other program related activity until approval is granted by the Program Director. Such approval can only be granted after reviewing the drug screen results and verifying that they are negative

and/or otherwise cleared. A positive drug screen will result in the enforcement of appropriate actions and penalties, as per this policy.
Failure to agree to, or show up for, such testing is considered admission of student's drug use and failure to comply with this policy, and will be sufficient cause for implementation of any and/or all sanctions/consequences allowed as per this policy. If the student refuses to test, he/she is required to sign a statement to that affect. If he/she refuses to do so, the form will be signed by two university officials with note of student's refusal to sign. Failure to test when required, or refusal to sign the refusal to test statement, is grounds for immediate dismissal from the program and referral to the Dean of Students.

College of Health Sciences
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Medical Laboratory Science Program

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.

College of Health Sciences
School of Allied Health
Medical Laboratory Science Program
Fees and Costs

**The following costs are estimates 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	$350
	Laboratory Fees	$100 per lab
	Drug Screen	Castlebranch $ Variable
	Textbooks & Review Books (use for two years)	Approx $500-$1500 all MLS courses
	Long Lab Coat for on campus labs	$ Variable
	Black Scrubs (see uniform requirements)	$25-30 each
	Monogramming of lab coat and scrubs	Marie's Medical
	MLS Polo (maroon or black)	$25-30 each (approximate)
	Laptop Computer (required)	**$ Variable**
	MLS Society Dues	$10
Spring Semester (Year 1)	Tuition and Fees	www.ulm.edu/controller/sas/
	Professional Fee	$350.00
	Laboratory Fees	$100.00 per lab
	Drug Screen	Castlebranch $ Variable
	Books	See above
	Health Insurance	$ Variable
	Immunizations	$ Variable
	Physical Exam	$ Variable
	AHA BLS Class	$75 approximate
	Pre-practicum Background Check/Drug Screen	$115.00
	LSCLS/ASCLS Dues	$30 (student)
	LSCLS Meeting (**required**)	$200
	MLS Society Dues	$10
	LabCE BOC Exam Simulator	$75 (12-month subscription)
Fall Semester (Year 2)	Tuition and Fees	www.ulm.edu/controller/sas/
	Professional Fee	$350.00
	Practicum Name Tag Practicum (picture)	$7.00
	Drug Screen	Castlebranch $ Variable
	Trajecsys Competency System Fee	$100.00 paid to Trajecsys
	MLS Society Dues	$10
Spring Semester (Year 2)	Tuition and Fees	www.ulm.edu/controller/sas/
	Professional Fee	$350.00
	Drug Screen	Castlebranch $ Variable
	Books	Review Books
	LSCLS/ASCLS Dues (if not already member)	$30 (student)
	LSCLS Meeting (required)	$200
	LT Honor Cords (if eligible)	$20
	Graduation Fees (cap/gown/etc.)	Variable
	Composite Pictures	Variable
	ASCP BOC Certification Fee	$250.00
	LSBME Criminal Background Check	$60
	LSBME License Fee	$65.00 (temporary license add $65)
	MLS Society Dues	$10
Miscellaneous Fees to Consider	Travel to and from clinical practicum site Lodging for distant clinical sites Meals at clinical site	Variable

College of Health Sciences
School of Allied Health
Medical Laboratory Science Program

Application for Admission

PROFESSIONAL MEDICAL LABORATORY SCIENCE PROGRAM
FALL 2024

Personal Information

Full Name: _____
Last *First* *Middle/Maiden*

Permanent Address: _____
Street Address *Apt/Unit #*

_____
City *State* *Zip Code*

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

E-Mail: _____

CWID: _____ SS#: _____

Emergency Contact Information

Full Name: _____ _____
Last *First* *Relationship*

Address: _____
Street Address *Apt/Unit #*

_____
City *State* *Zip Code*

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

Educational Background

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

College/Program	Location	Hours Earned	Degree

Extracurricular Involvement and Volunteering

List community services or volunteer work in which you have participated, including any leadership roles, while in college.

Describe your work experience including the setting. For example: healthcare, retail, manufacturing, etc.

Describe a plan of action for the completion of any remaining pre-requisites at the time of application.

Personal Statement

Why do you want to become a Medical Laboratory Scientist? Ensure your personal statement addresses the following questions.

1. Why have you selected the field of Medical Laboratory Science?
2. What are you looking forward to gaining from this field of laboratory medicine?
3. What makes you a unique candidate to become a successful Medical Laboratory Scientist?

- The personal statement should be no more than one page, single-spaced, 11-point, Times New Roman font, with 1" margins.
- Attach your personal statement to the application as a PDF and email both documents to lasiter@ulm.edu.

If you have any questions, please contact:

Jessica Lasiter, MHIM, MLS (ASCP)^{CM}
Associate Professor & Program Director
Medical Laboratory Science
University of Louisiana Monroe
700 University Avenue
Hanna Hall 207
Monroe, LA 71209-0440
Office: 318-342-1631
E-mail: lasiter@ulm.edu

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 Monroe and the Medical Laboratory Science Program should I be accepted.

Signature ***Date***

College of Health Sciences
School of Allied Health
Medical Laboratory Science Program

Background Check and Drug Screening Release Form

By signing my name, I acknowledge that I have read and understand the College of Health Sciences' Background Check and Drug Screening Policies and Procedures. 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 my name will be released to a third party for the enrollment of random drug screens. I understand that I may be required at any time during the MLS professional program, without notice, to have a random drug screen performed at a clinical practicum site or drug collection facility. 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 Monroe, College of Health Sciences Dean/Associate Dean and the MLS Program Director. If there is any information of concern on the background check, I understand that I may not be allowed to continue in the MLS program and/or begin the practicum component of the program, which will affect my ability to graduate. I understand a positive drug screen will result in dismissal from the MLS program.

Student's Printed Name	CWID
Student's Signature	Date

College of Health Sciences
School of Allied Health
Medical Laboratory Science Program

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**

College of Health Sciences
School of Allied Health
Medical Laboratory Science Program

Application Checklist

Please complete the checklist to ensure that your application packet is complete with all required documents. Do not include the checklist with your application packet.

- ☐ Admission to the University of Louisiana Monroe
- ☐ Cumulative GPA ≥ 2.5
- ☐ Corrected/Selective GPA ≥ 2.7
- ☐ A grade of "C" or higher in all required math, chemistry, biology courses
- ☐ Prerequisites complete following summer semester prior to the beginning of the professional program (with approval from the Program Director, student may be allowed to complete a prerequisite course during the first year of the professional program)
- ☐ Official transcripts from all universities attended **other than ULM**
- ☐ Application to MLS Professional Program (**must be electronically completed**) with handwritten (electronic) signature
- ☐ Signed Academic Standards, Essential Functions, and Practice Requirements signature form
- ☐ Signed Background Check/Drug Screen release form
- ☐ MLS Application Fee receipt for $50 from La Capital Federal Credit Union located on the ULM campus. Ensure that your payment is for the Medical Laboratory Science application fee, **Account # 517490**. The application fee is non-refundable.
- ☐ Fall 2024 application deadline: **Priority Deadline: May 1, 2024**

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.