Application Procedure

1. Return the completed application by Dec.31st for classes beginning in August of each year. Supporting documents are due Feb.1st. Qualified applicants who submit a completed application form with supporting documents after the specific deadlines have passed may be considered for acceptance dependent upon available positions following admission of alternate candidates.

2. Send in official transcripts from all colleges/universities.

3. Prior to admission, any degree-seeking applicant must submit verification from their advisor that all academic requirements for graduation will be met upon completion of our course.

4. An international student applicant whose native language is not English must show a sufficient knowledge of English as demonstrated by a minimum score of 550 on the Test of English as a Foreign Language (TOEFL).

5. International credentials must be evaluated by a U.S. Credentials Evaluation Service. This evaluation must be submitted with the official transcript unless the evaluation is already included as part of a U.S. college or university official transcript.

6. Submit two professional recommendations, ideally from biology and chemistry professors. If the college/university does not use a standardized recommendation form, have the evaluators use HYPERLINK "http://pw.bayfront.org/projects/bayfront/915-wwwbayfrontcom/RecommendationForm.htm" applicant recommendation form. General letters of recommendation by themselves are not acceptable.

7. Upon receipt of all the information, interviews are requested based upon GPAs, completion or planned completion of required courses and professional recommendations. Notification is sent to the applicant requesting an interview.

Admission Requirements

Both academic performance and personal characteristics are evaluated for admission. The following are minimum admission standards. Meeting minimum admission standards does not guarantee acceptance into the program.

Prerequisite For Admission

1. 90 semester hours or 135 quarter hours credit (or required equivalent) acceptable as the first three years of a baccalaureate level medical technology program at a university affiliated with Bayfront Medical Center and be eligible for a baccalaureate degree upon completion of the program, or

2. A baccalaureate degree in medical technology or biological or chemical sciences.

3. Course work should include the following:

A. Biological Sciences - a minimum of 16 semester hours or 24 quarter hours credit acceptable toward a major in biology or medical technology to include courses in general biology, microbiology and immunology (survey courses do not qualify; tropical immunology may be accepted). Additional recommended courses include parasitology, physiology, genetics, zoology, cell biology, determinative bacteriology, mycology, virology, hematology and blood banking.

B. Chemistry - a minimum of 16 semester hours or 24 quarter hours credit acceptable toward a major in chemistry or medical technology to include one full year of general college chemistry with laboratory and one semester of organic, biochemistry, or equivalent with associated labs (survey courses do not qualify). Additional recommended courses include clinical chemistry, analytic chemistry, instrumentation.

C. Mathematics - a minimum of one college level course to include algebra, trigonometry and/or calculus. Remedial courses will not satisfy this requirement. There is no alternative for this requirement. Additional recommended courses include statistics and computer science.

D. Sufficient credits for additional courses in English, social sciences and humanities to ensure a broad academic background.

E. Sufficient credits for additional courses to satisfy all preclinical requirements of the academic institution in which the student is enrolled in order to be eligible for a baccalaureate degree upon completion of the clinical program**.**

4. A cumulative grade point average of 2.5/4.0 both overall and in the sciences and a grade of "C" or higher in each required course in biology, chemistry and math.

5. Applicants who met the minimum requirements seven or more years before application should update their academic preparation.

6. Applicants who possess a foreign baccalaureate degree must satisfy one of the following requirements:

A. Possess a foreign baccalaureate degree with a major in either chemistry or biology.

B. Possess a foreign baccalaureate degree in either general studies or a professional area with a minimum of 80 academic semester hours or equivalent which are exclusive of any practical clinical components, including 16 semester hours or equivalent each in chemistry and biology.

C. Admission to an accredited graduate program in a U.S. college or university when the academic institution has accepted the foreign degree, regardless of the declared major.

In addition, all course work must meet NAACLS requirements as specified in the standards and is subject to review and evaluation.

7. Applicants are accepted from affiliated and non-affiliated academic institutions. Applicants from affiliated institutions are considered first.

Admission of a student from a non-affiliated academic program may be considered if all the requirements are met and an affiliation agreement is signed for the student.

PROGRAM APPLICATION

Bayfront Medical Center
School of Medical Technology
701 Sixth Street South
St. Petersburg, FL 33701

APPLICATION FOR ADMISSION IN AUGUST OF_____

PERSONAL INFORMATION:

Name_____
(Last) (First) (M. I.)

Mailing Address_____
(Street) (City) (State) (Zip Code)

Phone number where you **can be reached:** _____ (home, work, cell or school?—circle one)

e-mail address:_____

EDUCATION:

If you have attended school under another name, write name: _____

Transcripts must be sent by each institution listed below. List the most recent college/university first.

Academic Institution	Address	Dates Attended	Degree/Year	Major

If currently attending school, list its name, current courses or proposed courses, credit hours, and expected completion date.

Name of academic institution:_____

Current Courses	Credit Hours: Semester/ Quarter	Completion Date

Name of academic institution:_____

Proposed Courses	Credit Hours: Semester/ Quarter	Completion Date

WORK EXPERIENCE (volunteer, clinical, professional):

Type of work or activity	Employer	Address	Dates

OTHER:

List any extracurricular activities or areas of interest and indicate special awards or responsibilities.

Why have you chosen Clinical Laboratory Science as your field of study? (In 50 words or less)

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information contained in this application is correct and complete to the best of my knowledge. I understand that misrepresentations or omissions of applicant information whenever discovered may deem me ineligible for admission, or, if accepted, dismissal without prior notice.
I have read and understand the Essential Functions for clinical laboratory scientists and believe that I can meet those functions.
I understand that any sensitivity to latex must be disclosed and, while some latex-free supplies can be provided for use, a latex-free environment is not possible.
I agree to conform to the rules and regulations of Bayfront Health System and not to reveal confidential information concerning the organization, patients, or team members. I understand that revealing confidential information, whenever discovered, may deem me ineligible for admission, or, if accepted, dismissal without prior notice.
I understand and acknowledge that a health screen, including a urine drug screen, is required during Orientation Week and that failure to obtain favorable results on the drug screen will result in dismissal from the Medical Technology Program.
I am aware that the successful completion of a training program does not automatically entitle me to licensure in a clinical laboratory per Florida Department of Health regulations, as such application may be denied due to criminal convictions and non-restoration of civil rights.

_____ _____

(Signature) **(Date)**

It is the policy of the organization that all selection procedures and practices are applied without regard to the applicant's race, religion, color, sex, national origin, age, disability, or veteran status.

APPLICATION RECOMMENDATION
Bayfront Medical Center
School of Medical Technology

Name of Applicant: _____
(please print) (last) (first) (middle)

The applicant has waived/retained right of access to this letter of recommendation.
(circle one)

Applicant's signature _____ Date _____

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1. How long have you known the applicant?
   _____ year _____ months

2. In what capacity have you been associated with the applicant?

   _____ Instructor (subjects)
   _____ Employer
   _____ Advisor
   _____ Friend
   _____ Other (explain)

3. How well do you know the applicant?

   _____ Know applicant well
   _____ Know applicant in employment/academic setting
   _____ Know applicant casually
   _____ Know applicant minimally

4. Rate the applicant in the areas below:

AREA	EXCELLENT (3)	ABOVE AVERAGE (2)	AVERAGE (1)	BELOW AVERAGE (0)	UNABLE TO ASSESS (NA)
Academic knowledge					
Technical skills					
Attendance					
Organization					
Relationship with peers					
Leadership potential					
Follows instructions					
Cooperativeness/Tact					
Initiative					
Integrity					
Reliability					
Oral expression					
Written expression					
Self-confidence/awareness					
Positive attitude					
Self-discipline					
Professional conduct					
Personal appearance					
TOTAL POINTS (54) (For office use only)					

5. What is your overall endorsement of the applicant?

_____ Strongly recommended
_____ Recommended
_____ Recommended with reservation
_____ Not recommended

6. Additional comments: _____

_____

_____

_____

_____

_____

7. Return evaluation to: Dawn Tripolino, MBA, MT(ASCP), Program Director
Bayfront Medical Center, Lab
Medical Technology School
701 Sixth Street South
St. Petersburg, FL 33701-4814

8. Evaluated by: _____
Printed Name

_____
Signature

_____
Title/Position

_____
Date

ESSENTIAL FUNCTIONS

Essential functions are the essential nonacademic requirements of the program that a student must be able to master to participate successfully in the MT School and become employable. Our program's essential functions are provided below. *If you are not sure that you will be able to meet these essential functions, please consult with your advisor on campus for further information and to discuss your individual situation.*

Essential Observational Requirements

The MT/CLS (MLS) student must be able to:

- Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Essential Movement Requirements

The MT/CLS (MLS) student must be able to:

- Move freely and safely about the laboratory.
- Reach laboratory bench tops and shelves, patient lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens for patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e. 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Essential Communication Requirements

The MT/CLS (MLS) student must be able to:

- Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

Essential Communication Requirements - continued:

- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

Essential Intellectual Requirements

The MT/CLS (MLS) student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- Be able to exercise sufficient judgment to recognize and correct performance deviations.

Essential Behavioral Requirements

The MT/CLS (MLS) student must:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- 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, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Adopted from Fritsma, GA. Essential Requirements for Clinical Laboratory Science. Clinical Laboratory Science 1996, Volume 9, Number 1, pp 40-43