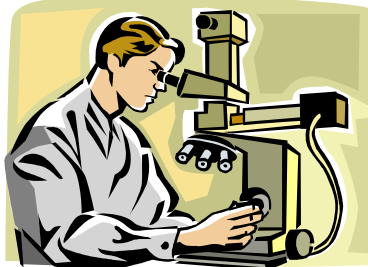


J. Sargeant Reynolds
Community College



School of Nursing and Allied Health Application and Information Package

A.A.S. Degree in Medical Laboratory Technology



Containing information on:

- **Beginning admission into Pre-Nursing and Allied Health Career Studies Certificate in Medical Laboratory Technology**
- **Advanced Placement Admission for Two or Four Year College Graduates**

“J. Sargeant Reynolds Community College is an equal opportunity, affirmative action institution providing access to educational and employment opportunities without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran’s status, political affiliation or disability.”

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The material contained in this brochure is for your information only and is subject to change without notice.



Dear Applicants:

Does finding solutions to problems intrigue you?

Do you welcome new challenges?

Do you wish to help save lives?

Do you desire guaranteed employment opportunities?

Did you like biology in high school/college?

If so, clinical laboratory science is the career for you! Join over one half million laboratory practitioners in the U.S. who are proud of their many roles in healthcare, research and industry!

No matter what career choices they make, all medical laboratory professionals have certain common characteristics:

*They are problem solvers

*They like challenge and responsibility

*They are accurate, reliable, emotionally stable, work well under pressure, and are able to finish a task once started

*They communicate well, both in writing and speaking

*They set high standards for themselves and expect quality in the work they do.

But, above all, they are deeply committed to their profession, and are truly fascinated by all that science has to offer. Unlike many other careers, your education in medical laboratory science prepares you directly for a job. While you're going to school, you can work part-time in a laboratory to earn extra money. And you could start working full-time the day after you graduate.

The medical laboratory is an endlessly fascinating place. Our curriculum at J. Sargeant Reynolds will prepare you for employment as a nationally certified Medical Laboratory Technician, with excellent opportunities for placement in hospital and clinic laboratories, physician offices, health department and industrial medical laboratories as well. Salaries are very attractive, the working environment is challenging and enjoyable, and career advancement is available.

I began my own travel through this industry over 25 years ago when I completed my internship in a large metropolitan hospital in Houston, Texas. Since then I have been fortunate enough to encounter numerous career broadening opportunities which facilitated movement up through the various technical sections, into and through laboratory management, to blood center experience and finally to the educational field. In short, I have viewed this industry from many different perspectives, all of which have been interesting, challenging, and have provided a worthwhile income.

Please give me a call at (804) 523-5772 to find out more - Your future as a medical professional deserves a positive beginning.

Sincerely,

Becky M. Clark, M. Ed., MT (ASCP)
Program Director, Associate Professor
bclark@reynolds.edu

A.A.S. Degree Medical Laboratory Technology Program

Procedures for General Admission to Program

PLEASE FOLLOW EACH STEP OF THIS PROCEDURE IN SEQUENCE TO ASSURE ADMISSION AS SOON AS POSSIBLE. FOR THOSE NEW TO THE COLLEGE EXPERIENCE:

1. Submit an Application for Admission to the College with Pre-Nursing and Allied Health Career Studies Certificate (Pre-NAH CSC) identified as the major in item #24 of the application. When a student has been accepted to the AAS- Medical Laboratory Technology curriculum, they should do a curriculum change form identifying Medical Laboratory Technology as their new curriculum.
 - If an applicant previously attended JSRCC under another curriculum, a Change of Curriculum form, indicating either the Pre-NAH CSC (or Medical Laboratory Technology upon acceptance), should be submitted to the Success Center on any college campus.
2. Request that official transcripts from any previous colleges attended be sent to the JSRCC Registrar. Transcripts are required of all applicants, regardless of date of attendance/graduation. A transcript is official when it is mailed directly in a sealed envelope from the school attended to the J. Sargeant Reynolds Community College (JSRCC) Admissions office at P.O. Box 85622, Richmond, VA 23285-5622.
 - Course prerequisites for all entry level applicants to the program include one unit of Math, Biology, and Chemistry, either in college or in high school, with a final grade of “C” or higher. If these courses were **not** taken in high school, the college developmental equivalents at JSRCC are: MTH 02= Arithmetic, BIO 01 or 101= Biology and CHM 01= Chemistry.
 - Completion of all relevant JSRCC developmental coursework prescribed as a result of JSRCC placement tests in Math and English is required before acceptance into the Medical Laboratory Technology curriculum.
3. All applicants must take required college placement tests in reading, writing and mathematics. Reading and writing tests are waived for students who have already completed college level English and general education courses.
 - Call one of the following testing centers for an appointment: Downtown Campus-523-5470; Parham Road Campus-523-5411; Western Campus-662-6421. Walk in testing is now available at some centers.
 - Report to the Success Center following placement test completion for interpretation of the scores, including a list of any remedial courses needed.
 - Assistance will be provided by Success Center staff for registration of college courses. Applicants may register for algebra, biology or chemistry if any were not completed with a “C” or higher grade (see # 2 above). However, students must complete the college level courses prior to entry into the Medical Laboratory Technology program (BIO 101, CHM 101 or 111, and MTH 120 or higher).

4. Complete all general education courses within the Pre-Nursing and Allied Health Career Studies Certificate curriculum (see p.9). If you have already completed all pre-requisites for the program, or will do so in the very next semester, schedule an appointment to meet with Becky Clark, Program Director of the MLT program in Room 547 at the Downtown Campus. (phone: 804-523-5772, email: bclark@reynolds.edu)
5. All applicants to the program must either pass the computer competency exam, taken in the testing centers at each campus, or successfully complete ITE 115 or CSC 155 or equivalent prior to enrolling in entry level Medical Laboratory Technology courses. The computer competency exam may be taken twice. Computer courses are only valid for official transfer if completed within the past 10 years.
6. Degree-specific entry level courses are offered as follows: MDL 101 – spring and fall (sometimes summer); MDL 125 and MDL 251 – only in spring; advanced level MDL 225 and MDL 252 – only in fall following successful completion of Level I courses.
7. Applicants must meet additional requirements specified in the next sections. All applicants must attend a mandatory information session. These dates will be posted on the WEB (www.reynolds.edu).

Pre-Entrance Health Requirement

Completion of physical and dental examinations, including immunizations, is required upon enrollment to the first MDL prefix class for **all applicants**. Forms will be provided at the beginning of the MDL 101 course. Applicants must be free of any physical or mental condition that might adversely affect safety and performance as a Medical Laboratory Technician. Validation of freedom from tuberculosis is required annually of all MDL students through skin testing or chest X-ray while attending clinical rotations.

Essential Functions Skills Requirement

Students entering the Medical Laboratory Technology program must possess the physical ability to: 1) aid in the lifting and moving of supplies; 2) hear audible alarms and sounds; 3) discern certain color parameters – such as granules in blood smears, colors of urine, serum, or plasma; 4) interact effectively with patients, families and health care team members, and 5) sufficient smell receptors to discern various scents in the identification of microorganisms, urinalysis testing and chemical analyses. These are all validated on the pre-entrance physical exam and include:

- 1) *Sufficient eyesight* to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs and test results
- 2) *Sufficient hearing* to communicate with patients and members of health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment
- 3) *Satisfactory speaking, reading and writing skills* to effectively communicate in English in a timely manner
- 4) *Sufficient gross and fine motor coordination* to exhibit excellent eye-hand coordination and dexterity so as to manipulate equipment, lift, stoop or bend in the delivery of safe laboratory testing

- 5) *Satisfactory physical strength and endurance* to be on feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching motions are also requirements of most positions.
- 6) *Satisfactory intellectual, emotional, and psychological health and functioning* to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks. Time management of multiple priorities, multiple stimuli, and fast paced environments are also required. Also required are analysis and synthesis skills, and comprehension of detailed instructions are necessary to effectively operate in a laboratory setting.

Clinical facilities used by the program mandate additional requirements for students that include updated immunizations, dress codes and conformance with professional standards. Students will be informed prior to beginning the clinical rotations of any additional specifics required.

Background Checks

Background checks are required of all students prior to entry into any clinical rotations. Details concerning cost and vendor use will be provided to inform students prior to the clinical rotations. The background check must be completed prior to beginning training on the first clinical rotation. **Applicants who do not pass the background check will not be allowed to enroll in these final clinical rotations, and thus, will not be able to graduate from the MDL program. If you are aware of any potential problems in your background, you must discuss this with the Program Director prior to acceptance into the program. Failure to do so may result in failure to graduate from the program.**

Accreditation

The Medical Laboratory Technology program A.A.S. degree is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS may be contacted at: NAACLS, 5600 N. River Road, Suite 720, Rosemont IL 60018. Phone (773)714-8880.

Summarized Admission Process for Enrollment in Medical Laboratory Technology Program

- Meet minimum admission requirements as follows:
 - High School graduation/GED with biology, algebra and chemistry with at least C
 - Satisfactory completion of required college placement tests
 - Reading and writing for those without college composition; math for all applicants
 - Complete any courses required as result of placement tests
 - Completion of 29 credits of required general education (Pre-Nursing and Allied Health Career Studies Certificate) for those not fast-tracking with prior degrees
 - **GPA of 2.5.** The GPA will be calculated on all applicable entrance prerequisites as a minimum. If additional courses are required to raise the GPA to a 2.5, those additional courses will then be considered. If prior transcripts revealed numerous unrelated courses with low/ unsatisfactory grades present, without repeating courses to raise the GPA, then the student may request that only those applicable courses be recalculated for the admissions GPA of 2.5.
- Complete all required general education courses (29 credits) with grade of C or higher. If the completion of the prerequisites results in overlap with the beginning of the MDL

specific courses, application to the Medical Laboratory Technology Program must be submitted for consideration to maintain a full course load for financial aid reasons.

- Submit portfolio containing these items by specified dates to Program Director:
 - Application for Medical Laboratory Technology Program
 - Essential Functions Acknowledgement form signature page
 - Unofficial college transcripts
 - Deadline: For spring classes – by 5 PM on October 1st (or closest business day) for new applicants (other than prior AAS or BS degrees)
 - Notification of acceptance by– November 1st
 - Deadline: For fall class – by 5 PM on May 15th (or closest business day) for new applicants other than prior AAS or BS degrees
 - Notification of acceptance by– June 15th
 - Deadline: For summer classes- by 5 PM on March 1st (or closest business day) for new applicants (other than prior AAS or BS degrees)
 - Notification of acceptance by- April 1st
 - **Deadline for Prior Degrees: contact Program Director for admissions information**

Portfolio of applicants will be evaluated as follows:

- Point value for qualifications:
 - GPA: (transfer credits from other colleges to receive same weight)
 - >3.7 5 pts
 - 3.4-3.69 4 pts
 - 3.1-3.39 3pts
 - 2.8-3.09 2 pts
 - 2.5-2.79 1 pt
 - Previous education:
 - AAS degree 1 pt
 - BS or BA 2 pts
 - Master’s 3 pts
- Allotted number of applicants with highest point total will be accepted for specified entry level courses.
- Only a specific number of students will be admitted during certain semesters so that all students may be eligible for clinical rotations, as the avoidance of waiting lists is paramount to the Medical Laboratory Technology program.

Clarification of Program Length

The college offers this program in partnership with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community partners to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitates sudden changes in the programs course content, policies, procedures and course scheduling.

As a result the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally the college may have to change the content or instructor for courses after instruction has started.

Estimated Costs as of September, 2008

Tuition 70 credits x \$93.15	6520.50
Uniforms/Scrubs/ Shoes	150
Books & Supplies	1,500
Medical Examination, Lab Testing, Immunizations (Personal Physician)	300
Laboratory Coat/ jacket	25
Travel to Clinical Agencies	Variable
Background Check (varies)	45
Drug Screen (varies)	25
TOTAL ESTIMATED COSTS	\$8,564.50

NOTE: An additional fee for the national registry examination(s) is not a requirement for graduation and is not included above. The fees are approximately \$175 per test.

See the Financial Aid Officer in the Success Centers for information on financial assistance. The Program Director also frequently receives scholarship applications from various societies. All students with any financial need should complete one of these forms, since there are currently many scholarships available for Medical Laboratory students.

Criminal background checks performed through a service utilized by JSRCC will be required of ALL applicants prior to the start of MDL 190/ 282/290. Background checks previously done for current jobs or positions will NOT replace this requirement.

Medical Laboratory Curriculum

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
*SDV 100	College Success Skills	1	0	1
*MTH120 ¹ or 163 ¹	Introduction to Math or Pre-Calculus	3	0	3
*CHM101 ² or 111 ²	General Chemistry I or College Chemistry I	3	3	4
*BIO 101	General Biology I	3	3	4
*ENG 111	College Composition I	3	0	3
* ____ ³	Social Science Elective	3	0	3
Total		16	6	18
*ITE 115	Basic Computer Literacy	3	0	3
MDL 101	Introduction to Medical Laboratory Technology	2	3	3
*ENG 112	College Composition II	3	0	3
* ____ ³	Humanities Elective	3	0	3
MDL 110	Urinalysis and Body Fluids	2	3	3
* ____ ³	Personal Wellness Elective	0-2	0-4	2
Total		13-15	6-10	17
MDL 190	Coordinated Practice I- MLT Phlebotomy	0	8	2
MDL 251 ⁴	Clinical Microbiology I	2	6	4
MDL 125 ⁴	Clinical Hematology I	2	3	3
MDL 210	Clinical Immunology and Serology	2	3	3
Total		6	20	12
MDL 216 ⁵	Blood Banking	2	6	4
MDL 225 ⁶	Clinical Hematology II	2	3	3
MDL 252 ⁶	Clinical Microbiology II	2	3	3
MDL 262 ⁷	Clinical Chemistry and Instrumentation II	3	3	4
Total		9	15	14
MDL 190 ⁸	MLT Coordinated Practice II	0	12	3
MDL 290 ⁸	Coordinated Practice IV- MLT	0	12	3
MDL 282 ⁸	Clinical Laboratory Techniques- Coordinated Practice III	0	12	3
MDL 281	Clinical Correlations (Distance Internet course)	1	0	1
Total		0	36	9
Total Minimum Credits for AAS Degree in Medical Laboratory Technology				70

* This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.

¹MTH 120 meets graduation requirement for the AAS degree in Medical Laboratory Technology.
Students planning to pursue a four-year degree should take MTH 163.

²CHM 101 meets the graduation requirement for the AAS degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take CHM 111.

³A list of approved electives is available from the School of Nursing and Allied Health office.

⁴This course is offered in the spring term only.

⁵MDL 210 is a prerequisite or co-requisite for MDL 216.

⁶This course is offered in the fall term only.

⁷CHM 101 or 111 is a prerequisite or co-requisite for MDL 262.

⁸The last semester is a 13-week clinical rotation at a local hospital or clinic.

The next page has information for Fast Track students and transfer students requesting advanced placement status.

Fast Track Placement – The records/requests of applicants entering the MLT program requesting advanced placement status will be evaluated individually. These individuals will have completed all necessary pre-requisites for acceptance into the MLT program based on previous degrees (AAS, AS, BS, BA). Successful applicants for MDL courses will be accepted on a space available basis regardless of timelines/ deadlines noted above, and should contact the Program Director regarding status of acceptance.

BS/ BA or AS/ AAS in Biology/ Chemistry/ Science graduates

1. Must meet general admission requirements on all pre-requisites for MLT program.
2. Must have completed the computer course within the last 10 years, or successfully test out prior to application.
3. Must complete Medical Laboratory Technology Application form and Essential Function Acknowledgement signature form, and submit to the Program Director.
4. All transfer credits from prior colleges and universities must be submitted and the transfers completed through the Registrar's office prior to any decisions being made by the Program Director. Unofficial transcripts may be submitted to the Program Director with the application for consideration, but decisions regarding transfer credit are the sole responsibility of the JSRCC Registrar.

Transfer from another Medical Laboratory Technology Program

Since transferring MT/ CLS and MLT/ CLT applicants will have completed admission requirements at the transferring institution, JSRCC MLT Program admission requirements are waived.

1. Student must have written validation of eligibility to return to previous Medical Laboratory training program accompanying their application to the Medical Laboratory Technology Program and Essential Functions Acknowledgement form.
2. If student is not eligible for return to previous laboratory training program, an application for entry into the MLT program will be required with applicant meeting all JSRCC program admission criteria for consideration.
3. If the Laboratory training program that the student is coming from does not have a policy regarding the amount of failures one can have and remain in that program, then the JSRCC policy of two failures/withdrawals will be utilized. Students who have two failures (less than a C) in core MDL courses from another laboratory training program will not be eligible for transfer to JSRCC.
4. Unofficial transcripts and copies of course curricula from previous laboratory training program must be submitted with application to the Program Director for evaluation.

**Medical Laboratory Technology Program
Application for JSRCC Associate Degree (AAS)**

Applicant's Name:	Mailing Address:
Home phone: Cell phone: Work phone:	Last 4 Digits of S.S. # JSRCC Emplid #:

Please complete this information:

Course	Grade Received	Name of Institution Where Course Taken	Official Transcript Requested?
High School or Equivalent: Biology Chemistry Algebra			<i>HIGH SCHOOL NOT REQUIRED</i>
Eng 111 Eng 112			
BIO 101 or higher- 4 credits			
CHM 101 or 111- 4 credits			
Social Science- 3 credits			
Humanity- 3 credits			
MTH 120 or 163 or higher			
ITE 115 or CSC 155 (exam/course completion)			
SDV 100			
Personal Wellness- 2 credits			

Circle any degrees awarded and provide the following information:

A.A.S.	B.S. or B.A.	Master's
Date:	Date:	Date:
College:	College:	College:
GPA:	GPA:	GPA:

Current GPA at JSRCC: _____ **Entry date requested:** _____

Signature: _____ Date: _____

Program Director Use Only:

Point total:	Decision:
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ESSENTIAL FUNCTIONS ACKNOWLEDGEMENT FORM

J. Sargeant Reynolds Community College
Medical Laboratory Technology Training Program

I, _____, acknowledge that I have read the Essential Functions listed in the Medical Laboratory Technology Applicants packet. The following list of Essential Functions that I certify abilities for include (**check all that apply**):

- ____ 1) *Sufficient eyesight* to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs and test results, including color vision
- ____ 2) *Sufficient hearing* to communicate with patients and members of health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment
- ____ 3) *Satisfactory speaking, reading and writing skills* to effectively communicate in English in a timely manner
- ____ 4) *Sufficient gross and fine motor coordination* to exhibit excellent eye-hand coordination and dexterity so as to manipulate equipment, lift, stoop or bend in the delivery of safe laboratory testing
- ____ 5) *Satisfactory physical strength and endurance* to be on feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching motions are also requirements of most positions.
- ____ 6) *Satisfactory intellectual, emotional, and psychological health and functioning* to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks. Time management of multiple priorities, multiple stimuli, and fast paced environments are also required. Also required are analysis and synthesis skills, and comprehension of detailed instructions are necessary to effectively operate in a laboratory setting.

If any of the above Essential Functions may present difficulty in my attainment of the job skills, I have included a description below on this form.

Applicant Signature

Date

Program Director Signature

Date