

ST. CHRISTOPHER'S HOSPITAL FOR CHILDREN

MEDICAL LABORATORY SCIENCE PROGRAM

INSTRUCTIONS TO THE APPLICANT

1. The following materials must be mailed to the Program Director by October 31st:
 - a) A completed application form must be submitted.
 - b) Most recent official transcript from the college or university attended and any other college or university at which a science course was completed (if grade and number of credits not on current transcript).
 - c) Select three individuals to provide personal references. These may be: (1) a Biology instructor, (2) a Chemistry instructor, (3) your Medical Laboratory Science advisor, or (4) employer. These individuals should not be related to you but should know you well enough to evaluate your personal qualities. At least two of these references must be from your college.

The following should be done for each of these individuals:

- i. Place your name on the top of a " Medical Laboratory Science Student Reference Form".
- ii. Sign your name to either statement A or B (right of access to written evaluations).
- iii. Give the form to each evaluator. We will accept only those evaluations sent directly by the evaluators.

Items b) and c) above must be completed by the time of your interview. It is your responsibility to see that this is done.

- d) A \$20.00 application fee (*non-refundable*) - Make check payable to: St. Christopher's Hospital – MLS Program.

Send all mailings to the address given below:

MLS Program Director
St. Christopher's Hospital for Children
Dept. of Pathology & Lab Medicine
160 E. Erie Ave
Philadelphia, PA 19134

2. Interview: When we have received all mailings in #1 above, you will be contacted to come for an interview on a mutually agreeable date and time.
 - a) The interview will be conducted by the Program Director and members of the Admissions Committee.
 - b) Components of the interview that are considered in the evaluation of each student include:
 - i. Communication skills
 - ii. Poise and self-confidence
 - iii. Personality - friendliness
 - iv. Motivation in choosing Medical Laboratory Science

- v. Knowledge and understanding of Medical Laboratory Science
- vi. Adaptation to Medical Laboratory Science work environment
- vii. Professional manner and appearance
- viii. Responsibility, commitment and punctuality

c) Previous work experience in the field and association with an affiliate college are taken into consideration in the event of tie scores.

3. Acceptance into the program is based on:

a) Academic (Non-Technical) Standards:

Completion of all prerequisite course work required by NAACLS and ASCP:

The prerequisite course-work needed for admission into the clinical year of the Medical Laboratory Science Program includes approximately 90 semester credits of Arts and Science courses, including:

- General Chemistry, Organic Chemistry and/or Biochemistry
- General Biological Sciences, Microbiology, Immunology, Anatomy/Physiology, Genetics, and/or Molecular Biology

Survey courses do not qualify as fulfillment of Chemistry and Biological Science prerequisites.

Grade point averages of these courses require a minimum cumulative average of 2.50

All science course-work must be completed within 7 years of acceptance into the Program.

In addition to the above, foreign students must also have a transcript evaluation performed by either of the following agencies:

International Education
Research Foundation
P.O. Box 3665
Culver City, CA 90231-3665
310-258-9451
www.ierf.org

World Education Services
Attention Documentation Center
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
212-966-6311
www.wes.org

Contact the Board of Certification at www.ascp.org, if you wish to use an evaluation agency other than those listed above.

b) Non-Academic (Technical) Standards:

The applicant must, with or without reasonable accommodation, have sufficient:

- i. Visual acuity to be able to identify microscopic structures, cells and organisms; to operate analytical instruments appropriately and safely without substantially endangering students, co-workers and patients.
- ii. Fine motor skills and manual dexterity to obtain and manipulate specimens, reagents, instruments, and analytical equipment according to established guidelines with speed, accuracy, precision, and in a manner that does not endanger others.

- iii. Communication skills to effectively convey and/or explain results to other health care personnel, both within and outside the laboratory.
- iv. Interactive skills to maintain cooperative and productive working relationships with patients and other health care personnel.
- v. Emotional stability to exercise appropriate judgment in responding to emergency situations that may present in the health care environment.
- vi. Ability to effectively handle stressful situations.
- vii. Ability, with or without reasonable accommodation, to safely perform all core tasks required of a medical laboratory scientist.

All standards were formulated to be in compliance with the Rehabilitation Act of 1973 and the Americans With Disabilities Act.

- c) Interview and all prerequisite paperwork
- d) Letters of recommendation
- e) Self-evaluation (a part of the application form)

4. Weighted admissions system:

GPA/SGPA	-	45%
Recommendations	-	15%
Self-evaluation	-	5%
Interview	-	<u>35%</u>
		100%

5. Any questions should be directed to:

Susanne Dannert, Program Director
 School of Medical Laboratory Science
 St. Christopher's Hospital for Children
 160 East Erie Avenue
 Philadelphia, PA 19134
 Telephone: (215) 427-5306
 Email: susanne.dannert@towerhealth.org

6. A list of course descriptions for the clinical internship year at St. Christopher's Hospital for Children is included on the website for the applicant to review.

7. TUITION

The Medical Laboratory Science Program extends for a period of 10.5 months. The tuition fees cover the entire duration of the program.

- a) The basic tuition fee for the program of study in Medical Laboratory Science is \$15,000. Students accepted to the course must pay in the following manner:
 - i. The student must pay a deposit fee upon acceptance to the MLS Program.

- ii. The student must pay the remainder of tuition in two installments: August 15 and January 15. It is hospital policy that no student may start without payment of the first installment.
- iii. If enrolled in our program through one of our affiliate colleges, the student will pay as per the contract at the college. This information is available from the Program Director and the college advisor. The Program Director will also let you know how your tuition will be paid.

Tuition refunds are granted as follows:

- b) Students enrolled in our Program through one of our affiliate colleges must abide by the refund policy of their respective college to which they pay tuition if the college is reimbursing the hospital; otherwise, the refund policy for students who withdraw during the curriculum year will be pro-rated and will depend upon:
 - i. Length of attendance
 - ii. Reason for leaving is voluntary drop-out, not dismissal; see following withdrawal policy.

Percent of refund is as follows:

If a student spends less than 60% of the time, for the first time, in the program, he/she is entitled to a prorated refund.

- c) Once a student is accepted into the MLS Program, any withdrawal from the program must follow the withdrawal policy stated below:

The student must initiate this procedure by scheduling a meeting with the program director. Counseling and alternatives may be presented at this time. The student must submit a letter of intent to withdraw from the program to the program director. The date this letter is received by the program director is the official date of withdrawal, unless otherwise noted in the body of the letter.