

clinical laboratory scientist
(medical technologist)



a career for you!

Dear Student:

Thank you for your inquiry to our School of Medical Technology. The school terms begin in the months of January and July each year. The program consists of a full year of laboratory work and studies. We accept a total of eight students each year for two terms, and it is our policy to give priority to students from schools with which we are affiliated and who reside within our area.

Attached at the back of the brochure is an application form for our school. The applications should be submitted as early as possible prior to the school term to which you are seeking acceptance. Application deadlines are Feb. 20 and Aug. 20. If I can be of further service, please call me.

Sincerely,

Laine Reeder, MT (ASCP) SC
MT Program Director
School of Medical Technology

RRMC is NAACLS accredited.

NAACLS

(773) 714-8880

5600 N. River Road, Suite 720

Rosemont, IL 60018-5119

TABLE OF CONTENTS

	PAGE
Introduction.....	4
Laboratory Tests and the Patient	4
Our Choice of Jobs.....	4
Choosing the Right School	4
Clinical Facilities.....	5
Course Content	5
Course Description	5
Expenses.....	7
Textbooks	7
Student Health Insurance	7
Accidents.....	7
Behavior and Personal Appearance.....	7
Attendance.....	8
Days of Absence.....	8
Employment	8
Grading and Evaluation of Performance	8
Grading System	9
Grading Scale	9
Examinations	9
Graduation	9
Dismissals	9
Appeals	10
Admission Procedure	11
Admission Criteria.....	11
College Affiliation	12
Application	13
Evaluation Forms	15

INTRODUCTION

Clinical Laboratory Scientists, commonly known as Medical Technologists, are scientific fact-finders. Working under a pathologist in a laboratory, they perform the tests on which physicians rely for help in diagnosing and treating disease. They make use of hundreds of scientific procedures that have been devised to disclose the subtle changes that disease produces in the body. Studying organisms and cells under the microscope, analyzing the chemical composition of body fluids and secretions, they ferret out clues to illness that might not be detected any other way.

LABORATORY TESTS AND THE PATIENT

Work by technologists is equally important in medical care. They perform tests that indicate the threat of anemia, blood, kidney, or liver infections; or perhaps a glandular malfunction that causes illness, such as diabetes. It is the medical technologist who types and cross-matches blood for transfusions that may be needed during operations or because of blood loss due to diseases or accidents. Conclusive evidence of all the major diseases, such as heart disease, tuberculosis, muscular dystrophy, and cancer, rests on the scientific laboratory findings of medical technologists.

OUR CHOICE OF JOBS

It is not surprising that medical technologists are in great demand. Because this field has grown so rapidly during recent years, there are not enough qualified personnel to staff the many laboratories that need them. Those who are well trained will find jobs waiting for them almost everywhere in hospital laboratories and private clinics, in health departments, pharmaceutical houses and medical research laboratories. Part-time employment is also possible. It is a field to which one may return after time off for family or other reasons.

Proper training, however, is extremely important. Those who really want a career in medical technology – rather than just a job – and a chance at the most interesting work and highest pay must fulfill certain educational requirements. Academic background, gained from prescribed college science courses, is necessary to meet the increasing responsibilities of this profession. Advancement opportunities depend on ability and extent of training.

CHOOSING THE RIGHT SCHOOL

After college requirements are fulfilled, a year of training in a hospital School

of Medical Technology, accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), is necessary for registration by ASCP Board of Registry or National Credentialing Agency for Laboratory Personnel (NCA). Graduates from accredited schools are eligible after passing a nationally administered board examination, to become a Registered Medical Technologist (MT-ASCP) or (CLS-NCA).

CLINICAL FACILITIES

Rapides Regional Medical Center, located in Alexandria, La., is a community hospital providing general patient care and education. Founded in 1903, the hospital has grown from a small, two-story, wooden building with just 20 beds, to a flourishing, state-of-the-art healthcare facility with more than 200 physicians, 314 beds, and approximately 2,000 employees caring for the residents of Central Louisiana.

Now a medical landmark in downtown Alexandria, the hospital features Rapides Women's and Children's Hospital, as well as an award-winning Heart Center and state-of-the-art Cancer Center. Most recently, a long-awaited \$50 million expansion was added to the hospital campus, housing a new emergency room, a larger intensive care unit and an additional 72 patient beds.

COURSE CONTENT

The two dates of admission to the Rapides Regional Medical Center School of Medical Technology are in the months of January and July. Students must maintain the same level of work required in college. Failure to do so automatically terminates the student's internship with the hospital's school. The year of internship consists of 50 working weeks and 2 vacation weeks. Students spend 8 to 10 hours per week in lecture sessions. The remainder of the 40-hour week is spent in gaining practical experience, reading assignments, studying and taking examinations. Students rotate through the following sections of the laboratory: hematology, blood bank, serology, urinalysis, chemistry, microbiology and parasitology.

COURSE DESCRIPTION

Chemistry – Students are introduced to the basic and advanced techniques of clinical chemistry through lecture and laboratory sessions. Emphasis is placed on technical performance, quality control and clinical interpretation.

Hematology – The purpose of this course is to provide knowledge of hematological subjects from both the theoretical and practical viewpoints. During

the course, the student will study Hematology in all its various aspects including basic and advanced techniques; manual and automated procedures; and normal and pathological states with manifestations and complications.

Immunohematology – This course is an in-depth study of the clinical blood bank including both lecture and practical laboratory experience. The student will learn to competently perform routine tests and procedures, understand the theory behind the tests, and solve problems commonly encountered in the blood bank.

Microbiology – These laboratory and lecture sessions encompass a comprehensive study of bacteria which are pathogenic for man, with in-depth study into their biochemical and cultural characteristics, antigenic properties, mechanisms of infection, and susceptibility patterns. Also considered are epidemiology, the immune mechanisms and responses of the host and a review of background material relative to the understanding of the course content.

Mycology – This is an extensive examination of pathogenic and common saprophytic fungi through laboratory and lecture sessions. It emphasizes cultural characteristics for identification and also covers biochemical traits, disease processes, immune responses and chemotherapy.

Parasitology – This course is composed of lectures, slides, discussions, case presentations and laboratory experience in medical protozoology and helminthology. The student also receives instruction in basic biochemical analysis of fecal specimens.

Serology/Immunology – This course, composed of both laboratory and lecture sessions, is designed to provide the student with a concise review of general immunology and to instruct them in serological techniques and principles.

Urinalysis – This course is offered through laboratory and lecture sessions. The lectures provide old and new concepts of urinalysis: its history, urine formation and composition, changes in urine components, pathological conditions, laboratory procedures and their significance. The laboratory portion provides students with technical information, practical experience, and a view as to how urinalysis with supplementary procedures can supply clinically valuable information about the status of the patient.

Phlebotomy – This course is designed to instruct students in the proper technique of blood specimen collection and processing.

Laboratory Operations – This course introduces the Medical Technology student to the clinical aspects and applications of quality assurance, safety, management, research and development, instruments, education and laboratory mathematics.

EXPENSES

At the present, no fees or tuitions are required by Rapides Regional School of Medical Technology.

Neither is there any stipend, room or board provided by the school. Student expenses are the sole responsibility of each individual student. These expenses will include such things as room, board, books and uniforms.

TEXTBOOKS

The student is required to purchase and use certain textbooks during his or her internship. These can be purchased through the laboratory.

STUDENT HEALTH INSURANCE

Students must show proof of hospitalization insurance on the first day of class.

ACCIDENTS

The students are orientated into laboratory safety during the beginning of the program. They are expected to observe the rules of safety for their own protection and the protection of patients, visitors and fellow employees. Any injury must be reported to your supervisor who will complete and send an accident report to the Human Resources Office. Do not leave the hospital for treatment without approval of your supervisor. We have adequate facilities for complete treatment of all types of injuries which may be sustained while on duty.

Unless the accident is reported during the shift in which it happened, the burden of proof will be with the student.

BEHAVIOR AND PERSONAL APPEARANCE

The student is expected to conduct himself appropriately at all times, showing consideration and respect for fellow workers, instructors and patients.

White lab coats are mandatory during laboratory working hours. Hair must be kept clean, neat and pulled back during working hours. Men's hair must be worn no longer than collar length. Beards are unacceptable. Students are expected to be conservative in their choice of jewelry and use of cosmetics.

ATTENDANCE

Students are expected to attend all scheduled appointments in each course on time. A record of the student's daily time must be kept and supervised by his or her immediate department supervisor and the coordinator.

DAYS OF ABSENCE

Any days of absence must be officially registered, filed and made up within the appropriate departments.

EMPLOYMENT

Because of the exacting requirements of the Medical Technology course, it is unwise for students to seek outside employment. Such employment must be approved by the school's education coordinator. Unapproved employment will render a student subject to dismissal. If approval is duly applied for and received the student must maintain an "A" or "B" average in all courses to continue with outside employment.

GRADING AND EVALUATION OF PERFORMANCE

In determining the final course grade to be assigned to a student, all important attributes of each student's performance are to be given consideration, including both cognitive and non-cognitive attributes. At the completion of the year of internship, a final numerical grade is given in each course of the student's lecture and laboratory sections.

In lecture, the final grade is derived from the student's performance on examinations and/or assignments. In laboratory, the final grade is a combination of the student's performance on examinations, assignments and practical ability.

Also, during their laboratory training, students are periodically evaluated by their instructors through the use of evaluation forms. The student should familiarize him/herself with the forms so that they are aware of their responsibilities and expectations. The forms are to be discussed with the students so any improvements needed can be made.

GRADING SYSTEM

An average of "C" must be maintained in all work at the Rapides Regional Medical Center Medical Technology School. Students who fail to maintain this average in each course segment must repeat that segment. Any unacceptable work either in lecture or laboratory must be corrected to the satisfaction of the instructor before students progress to the next level of instruction. Such occurrences must be reviewed and approved by a faculty board and any action taken recorded in the student's personal file. If satisfactory improvement can not be made, the student faces dismissal.

GRADING SCALE

93 – 100	A
85 – 92	B
77 – 84	C
65 – 76	D
Below 65	F

EXAMINATIONS

The department or teaching unit determines the type and form of examinations to be used. These may be written, oral, practical or a combination of these forms. A department head or other appropriate faculty member has the option of re-examining a student at any time to obtain a more accurate evaluation of the student's knowledge of a course. Tests in addition to those regularly scheduled in the course may be used for this purpose. A student may be excluded from any examination for disciplinary action and a grade of "F" received. Examinations are to be graded by the instructors, returned to the student and discussed within a reasonable time period and prior to the next examination.

GRADUATION

The following are the minimum requirements for graduation from the RRCM MT Program:

- Successful completion of course objectives
- Numerical average of 77% or above in all course work
- Satisfactory performance on a comprehensive examination

DISMISSALS

Unprofessional conduct of any kind will subject a student to disciplinary measures which can include dismissal. Such conduct includes persistent and deliberate disregard for rules and regulations of the hospital; disrespect

toward instructors, co-workers, patients, job; cheating on examinations or in any other class exercise; and failure to maintain acceptable performances in all courses.

Students who fail one laboratory or lecture course, either in their practical performance of that department or their theoretical application, will be required to repeat that portion of the program at a time established by the department technologist and the education coordinator. Failure is represented by:

- Lower than a "C" average (77%)
- Continuous poor or unsatisfactory evaluations
- Incompletion of the objectives of that department

It is the responsibility of the technologist to perform on-going, documented evaluations with their students, so this policy can be enforced without complications.

If the student fails two laboratory or lecture sessions, according to the same criteria, they are subject to automatic dismissal from the program. A student accused of any offense will be given the opportunity to appeal before an Appeals Committee.

APPEALS

If a student feels a rule, regulation, grade or disciplinary measure is unfair, he or she may make an appeal in written form to the education coordinator, who then, with the student, will present the appeal to the Appeals Committee and/or instructor, depending on the type of appeal and the reasons involved. The appeals are reviewed and solutions are reached. Written records of the appeals and solutions are kept on file.

If the appeal pertains to rules, regulations or disciplinary measures, one of the following actions will be taken:

- The appeal will be disregarded and the student reprimanded.
- Omission of revision of disciplinary measure, rule or regulation and, if appropriate, restitution made toward the student.
- Dismissal of the student from the program.

If the appeal pertains to grades, one of the following actions will be taken:

- The grade will be allowed to stand as submitted.
- The student will be permitted re-examination
- The student will be required to spend additional time in training and will repeat that section of study.

- The student may be dismissed from the program.

ADMISSION PROCEDURE

Students may apply directly to the Rapides Regional Medical Center School of Medical Technology or through their college or university program for admission. Each applicant receives a letter of application which must be completed and all its requirements met.

Files are completed on each individual student. When admission requirements are completed on a student, the files are then ready to be reviewed for admission acceptance. Student files are submitted to and reviewed by the Admissions Committee twice a year prior to the July and January classes. Acceptance is based on the established admission criteria.

Students are notified as to their acceptance or rejection through letters or by telephone. The students must notify the school in writing within two weeks as to their plans. Failure to do so will be viewed as a negative response and the acceptance withdrawn. Alternates are notified in case of any rejections or acceptance withdrawals. A personal interview is desired with each accepted applicant. Applicants are notified by invitation.

ADMISSION CRITERIA

Students are admitted twice a year in the months of January and July. It is the policy of the hospital, in filling any vacant position, to select the best qualified applicant available. In no instance will an applicant's race, color, religion, national origin, sex or age cause discrimination in selection.

ADMISSION REQUIREMENTS

- Copy of a transcript. This is reviewed by the Admissions Committee giving the science grades first and foremost consideration.
- Schools of Affiliation: Students from schools with which Rapides Regional Medical Center is affiliated are given priority.
- Minimum overall and science grade point average of 2.5.
- Chemistry – 16 semester hours or 24 quarter hours credit. Organic and/or biological chemistry must be included.
- Biological Science – 16 semester hours or 24 quarter hours credit. Microbiology (including bacteriology) is required; immunology must be included either as part of microbiology or as a separate course.

- Mathematics – A minimum of one course in college-level mathematics is required.
- The student must have completed all pre-clinical medical technology courses required by the parent institution and must be eligible for or possess a baccalaureate degree on or prior to completion of the clinical program.
- Two letters of recommendation: It is suggested these letters be written by one of the student's instructors and their medical technology advisor.
- Health examination.
- Personal interview.

The content of chemistry and biological science courses must be acceptable toward a major in those fields or in medical technology, or be certified by the college/university as equivalent. Survey courses do not qualify as fulfillment of chemistry and biological science prerequisites.

Remedial mathematics courses will not satisfy the mathematics requirement.

COLLEGE AFFILIATION

At the present time, Rapides Regional Medical Center is affiliated with the following colleges: Louisiana College, Pineville; Northwestern State University, Natchitoches; University of Louisiana, Monroe; Louisiana Tech University, Ruston; and McNeese State University, Lake Charles. The hospital school can make arrangements with other colleges to award a degree, depending on the policy of that college. Students working for a degree must register with the school conferring the degree and pay whatever fees are required for graduation.

Send transcripts, application and recommendations to:

Rapides Regional Medical Center Laboratory
School of Medical Technology
211 Fourth Street
Alexandria, LA 71301

APPLICATION FOR ADMISSION

School of Medical Technology
Rapides Regional Medical Center
211 Fourth Street
Alexandria, LA 71301

Date: _____

[Please Print or Type]

Name: _____ Phone: _____

Current Address: _____

Home Address: _____

In Case of Emergency, notify: _____

Address: _____ Phone: _____

Relationship: _____

Class and Year Applying For: _____

CONDITION OF HEALTH

Be very detailed. If you have been hospitalized for anything, give record of dates and diagnosis. **Physical is not required.** (NOTE: Accepted applicants will be given a physical examination through the hospital.)

FORMAL EDUCATION

List schools and colleges attended indicating whether a degree or diploma was received.

ENCLOSURES:

- *One copy of transcript DIRECTLY to Rapides Regional Medical Center.
- *Two letters of recommendation – one from college advisor.
(Please have the evaluators use the forms supplied.)
- *Health examination results.

REQUEST FOR PERSONAL RECOMMENDATION

Applicant's Name and Address: _____

TO THE EVALUATOR:

The above applicant is asking you to furnish a reference in support of their application for admission to the Rapides Regional Medical Center School of Medical Technology.

Would you please complete the following form to aid us in evaluating the applicant's potential.

Thank you very much for your assistance.

I. Student Rating

Characteristic	Excellent	Good	Average	Poor	COMMENTS
Intellectual Ability					
Practical Ability					
Motivation					
Initiative					
Interest					
Self-Expression					
Work Habits					
Emotional Maturity					
Reliability					
Adaptability					
Judgment					
Interpersonal Relationships					
Appearance					

REMARKS: _____

II. Please check appropriate one(s).

- A. Opinions are based on: Personal Information _____
Grades _____
Opinions of Others _____
None of the Above _____

B. Recommendation for this position:

- 1. Yes, with confidence and without reservation. _____
- 2. Yes, without reservation(s). _____
- 3. Yes, with noted reservation(s). _____

Comments: _____

- 4. NO. _____

Evaluator's Name: _____
Please print

Title or Position: _____

Institution Address: _____

Phone: _____

SIGNATURE: _____

Mail to:

Rapides Regional Medical Center Laboratory
School of Medical Technology
211 Fourth Street
Alexandria, LA 71301

REQUEST FOR PERSONAL RECOMMENDATION

Applicant's Name and Address: _____

TO THE EVALUATOR:

The above applicant is asking you to furnish a reference in support of their application for admission to the Rapides Regional Medical Center School of Medical Technology.

Would you please complete the following form to aid us in evaluating the applicant's potential.

Thank you very much for your assistance.

I. Student Rating

Characteristic	Excellent	Good	Average	Poor	COMMENTS
Intellectual Ability					
Practical Ability					
Motivation					
Initiative					
Interest					
Self-Expression					
Work Habits					
Emotional Maturity					
Reliability					
Adaptability					
Judgment					
Interpersonal Relationships					
Appearance					

REMARKS: _____

II. Please check appropriate one(s).

- A. Opinions are based on: Personal Information _____
Grades _____
Opinions of Others _____
None of the Above _____

B. Recommendation for this position:

1. Yes, with confidence and without reservation. _____
2. Yes, without reservation(s). _____
3. Yes, with noted reservation(s). _____

Comments: _____

4. NO. _____

Evaluator's Name: _____
Please print

Title or Position: _____

Institution Address: _____

Phone: _____

SIGNATURE: _____

Mail to:

Rapides Regional Medical Center Laboratory
School of Medical Technology
211 Fourth Street
Alexandria, LA 71301

Inside Back Cover - blank

Back Cover - blank