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I. ABOUT BAPTIST MEDICAL CENTER SOUTH

A. Scope of Care

The School of Medical Laboratory Science is contained within the laboratory of Baptist Medical Center South (BMCS). BMCS has provided quality healthcare to Montgomery and surrounding areas since 1963. BMCS is a fully accredited not-for-profit facility. The hospital employs about 1500 employees, with a medical staff of more than 325 members in over 30 clinical specialties. Licensed for 454 beds, BMCS offers an extensive range of medical and surgical services, including neonatal intensive care and open-heart surgery. Baptist Medical Center South is one of three hospitals in the Baptist Health system and serves patients in all age groups.

B. Employment at Baptist Medical Center South During Internship

Students in the School of Medical Laboratory Science may apply for available PRN laboratory positions as Medical Laboratory Intern once they become proficient in phlebotomy and complete clinical rotation for which they will be working. Students who apply for and are selected for work assist with collection of morning rounds Monday through Friday, from 6:00 am – 8:00 am for the duration of the school year (except school holidays) and work at least every third weekend. Students may also have an opportunity to work during the evening shift. This unique opportunity gives students experience in their chosen field, and is a source of income, which is compatible with the School of Medical Laboratory Science schedule.

During clinical experience, students are not to be substituted for regular staff. Student employment is voluntary, paid, and supervised. Service work does not substitute for clinical experience.

Students are under no obligation to work during their internship; however, all applicants must meet criteria for employment as Medical Laboratory Scientist Intern to be eligible to compete for an internship, and interns must continue to meet criteria for a Medical Laboratory Scientist Intern to remain in the internship.

C. Employment at Baptist Health After Completion of Internship

Baptist Health offers a Commitment Payment Agreement to interns who demonstrate strong employment performance during their internship and who agree to work for Baptist Health for a minimum of one year after graduation from the School of Medical Laboratory Science.

Under this agreement, Baptist Health will pay $2,000 upon signing the agreement and another $2,000 at the end of one year of laboratory employment commencing immediately after graduation from the School of Medical Laboratory Science. This is a voluntary offer by Baptist Health and interns are under no obligation to accept the offer. Signing the agreement does not guarantee a job but will allow the student to interview for any available positions. Many of the Medical laboratory scientists in our laboratory are graduates of BMCS School of Medical Laboratory Science.

II. ABOUT BMCS SCHOOL OF MEDICAL LABORATORY SCIENCE

A. Program Mission, Goals, Competencies, and Outcome Measures

Mission Statement - The School of Medical Laboratory Science supports the Baptist Health mission by training students for a career in medical laboratory science and by providing a pool of qualified applicants for potential employment at Baptist Health. The Mission Statement is as follows:

> "As witness to the love of God in Jesus Christ, Baptist Health exists as a voluntary, not-for-profit organization to promote and improve the physical, emotional, and spiritual well-being of the people and communities it serves through the delivery of quality health care services provided within a framework of fiscal responsibility."

Program Goals and Competencies - BMCS School of Medical Laboratory Science provides a structured program of lectures and applied learning experiences to develop graduates with the capacity to:

A. Meet career-level competencies defined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and

B. Meet career-entry scope of knowledge as defined by national certifying examinations for medical laboratory scientist/clinical laboratory scientist.

BMCS School of Medical Laboratory Science follows the career-entry scope of knowledge defined by the ASCP Board of Registry Examination Content Guidelines, and the MLS career-entry competencies provided by NAACLS (2024):

"At entry-level, the medical laboratory scientist will possess the entry-level competencies necessary to perform the full range of medical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. At career entry-level, the medical laboratory scientist will have the following professional competencies. They will have the ability to:

A. Professional Behaviors and Communication
Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders. Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare. Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration. Value and advocate for a workplace environment that fosters inclusivity, diversity, equity, and accessibility.

B. Safety and Compliance
Comply with government regulations and accreditation standards relevant to the respective discipline. Adhere to prescribed protocols for overall laboratory safety, biohazard

containment, and waste disposal. Implement quality assurance principles to ensure the validity and accuracy of laboratory generated data.

C. Education and Research Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence. NAACLS 56 56 Adopted October 2024 Standards – Medical Laboratory Scientist Provide instruction to users of laboratory services regarding appropriate procedures, test utilization and interpretation. Evaluate clinical research studies and data sets to assess applicability and validity.

D. Laboratory Operations Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation. Apply principles of data security to safeguard laboratory and hospital information systems. Apply principles of quality assurance to ensure validity and accuracy of laboratory data. Recognize principles and practices of laboratory management as applied to clinical laboratory science.

E. Pre-Analytical Competencies Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures. Ensure specimen integrity is maintained throughout the sample procurement process.

F. Analytical Competencies Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance. Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate. Perform routine procedures in accordance with standard operating procedures. Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges. Perform basic calculations, dilutions, and statistical analyses for procedures and analytical testing in the respective discipline. Apply theoretical principles of instrumentation to current methods of analysis.

G. Post-Analytical Competencies Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards. Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation. Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures**."**

Outcome Measures

Each year our school measures the performance of our students by measuring the school pass rate and the ASCP (American Society for Clinical Pathology) certification exam first try pass rate. In addition, job placement for our graduating students is monitored to provide students with an outlook on the prospective job market in the field of Medical Laboratory Science.

Three-year Outcome Measures:		NAACLS 3-Year Goal
School Pass Rate	100%	>70%
Attrition Rate	0%	
ASCP First Try Pass Rate	100% (National Average 78%)	>75%
Job Placement	100%	>70%

B. Program Structure

Overview of Program
Baptist Medical Center South (BMCS) School of Medical Laboratory Science program consists of twelve consecutive months of formal lectures and supervised clinical instruction designed to develop entry-level competencies in the areas of hematology, hemostasis, urinalysis, clinical chemistry, serology, parasitology, microbiology, and blood banking. The student receives instruction in laboratory processes, quality assurance, instrumentation, educational theory, and management.

School hours are Monday – Friday from 8:30 am – 2:30 pm except for the following holidays: New Year's Day, Easter, July 4th, Labor Day, Thanksgiving, and Christmas. Students follow a rotation schedule through each laboratory section that complements lectures and consists of planned study and practical clinical experience. Student progress in the clinical rotations (applied education assignments) is structured and monitored using scheduled rotation assignments, procedures checklists, interim and final evaluation by trainers, clinical objectives, study questions, and exams.

Approximately 300 hours of formal lectures are given by Pathologists, Program Director, Laboratory Education Coordinators, Medical Laboratory Scientists, and other specialists. Lectures are structured and monitored using lecture objectives, exams, and assignments.

Accreditation - The laboratory is fully accredited by College of American Pathologists (CAP). The School of Medical Laboratory Science is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS 5600 N. River Road, Suite 720, Rosemont, Illinois , 60018-5119 773-714-8880 **www.naacls.org**).

Class Size – The School will admit up to 8 qualified applicants annually. Classes begin on the first Monday of January and July and will last for 49 weeks. These numbers may be modified based on the projected workload, laboratory staffing schedule, and hospital needs.

Tuition and Fees - No tuition is charged by BMCS School of Medical Laboratory Science. Textbooks are provided for use without charge during the internship; however, students are charged a fee for each book not returned to the School by graduation or withdrawal date.

Dress Attire- All students are required to wear shoes with a closed toe and heel. This can be accomplished by wearing a form of athletic shoe. In addition, students must wear navy blue scrubs with a lab coat. Baptist South lab will provide each student with a disposable lab coat that must be worn within the laboratory at all times.

C. Internship Information

Health and Safety Services - Each student is hired as a PRN employee and will visit the Employee Health Nurse prior to the start of the clinical internship. An employee health onboarding appointment and background check will be performed at that time. Hepatitis, influenza, and Covid-19 vaccines are offered at no charge. Emergency medical care is available to students through the Emergency Department of the hospital at the expense of the student; therefore, each student is responsible for providing and maintaining his/her own health insurance. In addition, all Medical Laboratory Interns will be required to purchase and maintain liability insurance at their expense while in the clinical internship.

Students are provided with and trained in the use of personal protective equipment required for performance of laboratory activities.

Completion of Applied Experience – In the event that there is a decision to discontinue or restructure the internship, students accepted for or enrolled in the program will continue bench and lecture rotations and complete the clinical year as scheduled.

Probation Period/Withdrawal Process/Program Closure – Students are on probation for a period of six months from the date of entering the program. Students may withdraw from the program at any time during the internship by submitting a letter of withdrawal to the Medical Director and Program Director. No tuition is charged by the Program and no refunds are provided for withdrawals. Students are charged a fee for each book not returned to the School by graduation or withdrawal date.

In the event that there is a decision to discontinue or restructure the program, students enrolled or accepted in the program would be protected as follows:

- ❑ University affiliates would be contacted and given a program termination date.
- ❑ Students enrolled or selected for the program will continue bench and lecture rotations and complete the clinical year as scheduled.
- ❑ A teach out plan will be developed and submitted to NAACLS within thirty (30) days of the closure announcement.

Rules and Regulations/Causes for Dismissal/Grievance and Appeals Procedures/Completion of Program

Students are to behave in a professional and respectful manner and adhere to all hospital and school policies. Corporate, hospital, laboratory, and internship policies are reviewed with students during orientation, along with causes for dismissal. Rules and regulations, including appeals procedures, are also covered during this time. The policy for grievances and appeals will be provided to prospective students upon request.

The advising and guiding of students occurs during the internship using bench evaluations and exam performance, while maintaining confidentiality and impartiality.

Continued enrollment in the Medical Laboratory Science Program is based on the following standards for academic achievement, clinical performance, and professional behavior:

Academic: Students must earn 76% or better on all lectures, bench rotations, and review exams within the time allotted for completion; and

Clinical: Students must demonstrate proficiency in all clinical rotations within the time allotted for training and must demonstrate the ability to make complex clinical decisions; and

Behavior: Students must demonstrate commitment to professional growth, acceptance of supervision, adherence to a structured learning process, and the ability to work as a team member in a medical environment.

Certificate of Completion/Academic Credits – The BMCS School of Medical Laboratory Science awards a Certificate of Completion to all graduates. Granting of the certificate is not contingent upon

passing any type of external certifying or licensure examination. Non-affiliate students earn no academic credits. Auburn or Troy affiliate students are awarded credits by the University.

University Affiliation Route:
Students who enter under the University Affiliation Route (see Admission Criteria) must be enrolled full-time in the Troy University or the Auburn University medical laboratory science programs. Troy University grants 33 academic credits and a baccalaureate degree to its students on completion of the clinical internship. Auburn University affiliated medical laboratory science students (MEDT majors) are granted 22 credits for the internship and are granted a baccalaureate degree upon completion of the clinical internship.

Granting of the baccalaureate degree from Auburn University or Troy University is not contingent upon passing any type of external certifying or licensure examination. Granting of partial academic credit for affiliate student clinical work shall only be allowed upon mutual agreement of the University and Baptist Medical Center South and shall not be granted unless the student has completed at least six months of the twelve-month clinical curriculum.

Bachelor's Degree Route:
Students who enter under the Bachelor's Degree Route (see Admission Criteria) earn a certificate upon completion of the internship. Granting of the certificate is not contingent upon passing any type of external certifying or licensure examination. Bachelor's Degree Route students earn no academic credits and receive no partial credit for an incomplete internship.

National Certifying Examinations – Students who graduate from the internship program are eligible for national professional certification exams. Graduates who pass the Board of Certification exam offered by the American Society for Clinical Pathology (ASCP) earn the professional designation for medical laboratory scientist MLS(ASCP)^{CM}

III. INTERNSHIP CURRICULUM

A. Course Descriptions

Courses consist of lectures and applied education (clinical) assignments. Lectures cover principles and theory of clinical functions, normal and abnormal states, and analytical methods. Clinical rotations consist of one-on-one training in automated and manual procedures. The focus of these courses is on clinical decisions, based on pre-analytical, analytical, and post-analytical variables. Course objectives, checklists, study questions, and review materials are provided to students.

Clinical Chemistry	Lectures cover principles and interpretation of biochemical analytical methods, clinical calculations, and theory of instrumentation. Clinical rotation includes use of sophisticated clinical instruments to test metabolic processes and therapeutic drug monitoring.
Clinical Hematology	Lectures cover cell maturation, normal and abnormal cell morphology, cell functions, hematological disease states, hemostasis, and coagulation disorders. Clinical rotation includes complete blood counts, differential cell counts, and coagulation studies.

Clinical Microbiology/ Parasitology	Lectures cover detection, isolation, and identification of clinically significant microorganisms. Clinical rotation includes isolation and identification of organisms, and sensitivity to antibiotics.
Clinical Serology	Lectures cover principles and interpretation of immune mechanisms, antigen-antibody studies, and molecular testing. Clinical rotation includes performance and interpretation of immunology tests, using a variety of serological techniques.
Clinical Urinalysis/ Body Fluids	Lectures cover anatomy and physiology of the kidney, renal function, and analysis of urine and other body fluids. Clinical rotation includes physical, chemical, and microscopic analysis of body fluids.
Immunohematology	Lectures cover blood donation and component processing, clinically significant blood group systems, antibody studies, and the effects of transfusion. Clinical rotation includes ABO/Rh typing, antibody detection and identification, antigen typing, crossmatches, and preparation of blood components for adults and newborns.
Laboratory Operations	Lectures cover laboratory processes, including quality assurance, quality control, and decision algorithms; management principles and practices, stewardship of financial and human resources, inspection standards and education techniques. Applied education assignments include proficiency in phlebotomy and individual or group projects.

Course Objectives and Reviews – Course objectives, checklists, and study questions are provided to students for each course. Students have access to review material to use for preparation for program exams and national certification exams. An overview of these materials is presented to students during orientation to the internship.

Grading System - The grading system for the internship is as follows:

A = 93 – 100
B = 84 – 92
C = 76 – 83
Failing = <76

Grades of 70–75 are reported to Auburn or Troy University as a D for the university transcript, but any grade less than 76 is considered a failing grade within the internship.

B. Clinical Rotation Schedule

Orientation	1 week
Phlebotomy Training	1 week plus additional 6 week practical training
Serology/Molecular	2 weeks
Microbiology	9 weeks
Blood Bank	6 weeks
Urinalysis/Coagulation	4 weeks
Clinical Chemistry	11 weeks
Hematology	8 weeks
Special Project	1 week
Rotation Review	3-4 weeks

C. Clinical Rotation Facilities

BMCS School of Medical Laboratory Science utilizes two of the laboratories within the Baptist Health System for clinical training. Baptist Medical Center South Laboratory provides clinical training in hematology, urinalysis/ coagulation, chemistry, microbiology, serology/molecular, and blood bank departments. Baptist Medical Center East provides clinical training for hematology and blood bank departments. Student clinical placement is determined by the Program Director or Education Coordinator at the beginning of each semester.

D. Clinical And Didactic Faculty

The following laboratory staff serves as faculty for the School of Medical Laboratory Science.

UAB Pathologists
Dr. Walter C. Bell– Chief Pathologist and Medical Director
Dr. Samuel G. Borak
Dr. Carrie Reid
Dr. Eric Bixby

Laboratory Administrators
Tracy Camara, MBA, MLS(ASCP)^{cm}, System Director of Laboratory Services
Amy Bohannon, MLS(ASCP)^{cm}, BMCS Facility Laboratory Manager
Kristen Terrell, MLS(ASCP)^{cm}, PBH Facility Laboratory Manager
James Foley, MLS(ASCP)^{cm}, BMCE Facility Laboratory Manager
Kiwanda Smith, MLS(ASCP)^{cm}- Laboratory Outreach Manager
Lindsey Raney, MS, MLS(ASCP)^{CM}, Laboratory Education Manager

Program Director
Lindsey Raney, MS, MLS(ASCP)^{CM}

Laboratory Education Coordinators
Margaret Allen, MS, MLS(ASCP)^{CM}
Emily Shepard, MLS(ASCP)^{CM}

Baptist Medical Center East Clinical Liaison
Alecia Crook, MLS(ASCP)^{CM}

Blood Bank Department
Jordy Cheney, MLS(ASCP)^{CM} -Team Lead
Rachel Marks Christensen, MLS(ASCP)^{CM}
Bhargavi Patel, MLS(ASCP)^{CM}
Richard White, MLS(ASCP)
Alecia Crook, MLS(ASCP)^{CM}-BMCE Team Lead

Chemistry Department
Janet Bender, MLS(ASCP) – Team Lead
Raegan Shelton, MLS(ASCP) ^{CM}
Michelle Strand, MLS(ASCP)
Haley Nelson, MLS(ASCP)
Blayne Taylor, MLS(ASCP)
Madison Lowery, MLS(ASCP)
Andrew Caro, MLS(ASCP)^{CM}- BMCE Team Lead

Hematology Department
Spencer Nall, MLS(ASCP)^{CM}- Team Lead
Seth Israel, MLS(ASCP)
Belle Swanner, MLS(ASCP)
Monique Shealey, MLS(ASCP)
Holly Goodwin, MLS(ASCP)
Demerryce Molake, MLS(ASCP)^{CM}-BMCE Team Lead

Microbiology/Serology/Molecular Department
Beverly Wheat, MLS(ASCP) – Team Lead
Pat Sellers, MLS(ASCP)
Dan Hu, MLS(ASCP)^{CM}
Tina Quave, MLS(ASCP)
Kim Ford, MLS(ASCP)
Cassidy Skelton, M(ASCP)
Nan Murchison, MLS(ASCP)^{CM}- BMCE Team Lead

BH Laboratory Coordinators and Other Team Leaders
Sheila Groves, MLS(ASCP)– IS/ Quality Coordinator
Aretha Walker- Phlebotomy Team Leader
Allie Porter, MLS(ASCP)^{CM}- Point of Care Coordinator
Shakeya Dennis, MLS(ASCP)^{CM}- Point of Care Coordinator

IV. ACADEMIC ADMISSION CRITERIA

A. Prerequisite Courses Required

Applicants must have completed a minimum of 16 semester hours in biological sciences and 16 semester hours in chemistry. The chemistry and biological science courses must be acceptable toward a major in these fields of study. Remedial or survey courses are not acceptable.

Summary of Prerequisites

The following required prerequisites are to have been taken within 5 years prior to the start of the internship, with a grade of C or better:

1) At least 1 course in basic microbiology (lecture and laboratory); and
2) 1 course in immunology

.

The following required prerequisites are to have been taken within 7 years prior to the start of the internship, with a grade of C or better:

1) 1 course in genetics
2) 1 course in anatomy and physiology; and
3) 1 course in statistics; and
4) Organic chemistry I & II
5) Biochemistry I or II
6) Hematology

Additional useful chemistry courses include clinical instrumentation and clinical biochemistry.

Additional useful biology courses include mycology, parasitology, medical/clinical microbiology, and immunohematology.

B. Updating Coursework

Applicants who did not meet the minimum requirements within the time limits prior to their application date will be required to update their academic preparation.

However, some applicants may be changing career paths and may have years of experience in any of the following courses: microbiology, immunology, genetics, anatomy and physiology, statistics, organic chemistry, and biochemistry. This situation could allow the applicant to be exempt from updating a portion of the coursework. **These situations are handled on a case-by-case basis and there is no guarantee that an exemption will take place**.

C. Routes of Admission

Applicants may qualify to compete for admission under one of two routes: university affiliation or bachelor's degree.

University Affiliation Route

The School of Medical Laboratory Science is affiliated with medical laboratory science programs at Auburn University in Auburn, Alabama and Troy University in Troy, Alabama. The applicant must be a Medical Laboratory Science major at Auburn University or a Medical Laboratory Science Concentration major at Troy University. The student completes academic coursework at the University, fulfilling the prerequisite courses required for the program (outlined above), and spends the final year in the BMCS School of Medical Laboratory Science. Certification of forthcoming receipt of a bachelor's degree from the affiliated university is a requirement for admission to BMCS School.

After successful completion of the program, the affiliated university awards the Bachelor's degree. Academic credits are awarded by the affiliated university and not by BMCS School of Medical Laboratory Science. Awarding of the degree is not contingent upon passing a national certification exam. Students who enter through the university affiliation program are responsible for compliance with tuition, fees, graduation requirements, withdrawal policies, etc. required by the affiliate university.

Affiliate students from Auburn University or Troy University may apply and interview while completing their university coursework, with approval from the Medical Laboratory Science Advisor of the affiliate university. Affiliate students may be accepted contingent upon completion of all requirements for graduation from their university and all prerequisites for the internship. All university courses must be completed prior to the starting date of the internship. These students must present an official updated transcript to the Program Director within 10 school days after the internship start date.

If a student needs assistance at any time, the student can contact the Program Director of the Baptist Medical Center South, School of Medical Laboratory Science for guidance. In addition, the student is to contact their advisor at the affiliated school to ensure proper classes are taken to be eligible for the clinical internship.

Bachelor's Degree Route

All prerequisite courses for internship must be completed and the Bachelor's degree awarded prior to being considered for the program. Applicants must present a transcript showing completion of a Bachelor's degree from an accredited college or university with a minimum of 16 semester hours in biological sciences and 16 semester hours in chemistry. Chemistry and biological science courses must be acceptable toward a major in these fields of study. Remedial or survey courses are not acceptable. See "Prerequisite Courses Required" section for details. For students who enter the internship via a bachelor degree, BMCS School of Medical Laboratory Science does not issue academic credit for courses taken during the clinical internship.
If a student needs assistance at any time, the student can contact the Program Director of the Baptist Medical Center South, School of Medical Laboratory Science for guidance. In addition, the student is to contact their advisor at their school to ensure proper classes are taken to be eligible for the clinical internship.

Grade Point Average (GPA) for Admission

Minimum GPA 2.5 for applicants with two or more of the following medical laboratory science courses, with a grade of C or better, taken within 5 years prior to the start of the internship: Parasitology, Immunohematology, Clinical Microbiology, Clinical Chemistry, Urinalysis-Body Fluids OR Minimum GPA 2.8 for applicants with 0-2 medical laboratory science courses, with a grade of C or better, taken within 5 years prior to the start of the internship

Medical Laboratory Science courses are preferred but not required for application to the program.

Foreign Transcripts

Foreign transcripts must be evaluated for U.S. equivalency prior to application to the program. The evaluation agency must be a member of the National Association of Credential Evaluation Services, Inc.

English as a Second Language

Students for whom English is a second language are required to submit as part of their application an official report of one recent (within the last three years) Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score.

You must provide the original TOEFL or IELTS score report (a report copy will only be accepted if it is made and signed by a notary public who authenticates the photocopy from the original document) with your application. Any fees related to these exams are the responsibility of the student.

Applicants must obtain the following scores or better to be considered eligible for the Baptist Medical Center South School of Medical Laboratory Science.

TOEFL Total Score Minimum

iBT (Internet Based Test)	61
PBT (Paper Based Test)	500
Computer Based	173

IELTS Score Minimum

Listening	5.0

Reading	5.0
Writing	5.0
Speaking	5.0
Total Score	**5.5**

Advanced Standing

Due to the structure of the program curriculum, the program is unable to waive courses or grant advanced standing for previous experience. Survey courses do not qualify as fulfillment of chemistry and biological science prerequisites.

V. NON-ACADEMIC ADMISSION REQUIREMENTS

In addition to academic requirements, applicants must also meet non-academic requirements:

A. Essential Functions

For consideration for admission, applicants must be able to meet the following essential functions:

Frequent prolonged standing/walking; occasional lifting of supplies/equipment up to 25 pounds; continuously exhibiting manual dexterity and mobility; frequently reaching, bending, stooping, kneeling, and crouching; continuous ability to see clearly at 20 inches or less, to judge distances and space relationships; to bring objects into focus; continuous ability to clearly hear, speak, read, write, and communicate in English in person and on the telephone at the pace required for training and for evaluation and communication of laboratory results.

Note: In terms of an 8-hour day, "Occasionally" means activity/condition exists up to 1/3 of the time, "Frequently" means activity/condition exists 1/3 to 2/3 of the time; and "Continuously" means activity/condition exists 2/3 or more of the time.

B. Work History

Work experience prior to application is preferred but not required. All work history is considered, especially work experience in a hospital laboratory, reference laboratory, or blood donation center.

C. Communication Skills

Applicants must speak and hear clearly in English for accurate communication in person and on the telephone at the pace required for training and clear reporting of laboratory results. Applicants must read and write clearly in English to take notes in English at the pace required for lectures and to interpret written and computerized information. Applicants must communicate in a professional manner consistent with entry-level medical laboratory science.

D. Residency Requirement

Applicants must be U.S. citizens *or* possess a permanent visa (green card) *or* have an affiliated university-sponsored student visa as student enrolled full time in the medical laboratory science affiliated program at Auburn University or Troy University.

Applicants who are not U.S. citizens must include with their application a copy of their visa and documentation of their Legal Right to Work in the United States as a medical laboratory scientist.

It is the responsibility of the applicant to meet current Homeland Security regulations and other applicable laws. Applications will not be considered if there are any questions about the residency status, right-to-work documentation, or eligibility of the applicant.

E. Letters of Recommendation

Two letters of recommendation are required from university science instructors. Applicants with work experience are encouraged to have a third letter of recommendation from a current or recent employer.

F. Interviews

A limited number of positions are available in each class (see Class Size). Interviews are offered to University Affiliation Route applicants in medical laboratory science programs at Auburn University and Troy University and to Bachelor's Degree Route applicants whose composite history grade point average, science and medical laboratory science courses taken, work experience, and recommendations suggest that they will be strong candidates for an internship.

Interviews are scheduled for February-March for the July class and August-September for the January class. The interview consists of a verbal component and tour of the laboratory. The Program Director will review applications in February and August for upcoming classes and will contact applicants who are selected for interviews.

The completion of an application and submission of transcripts and letters of recommendation in no way guarantees the applicant that he or she will receive an interview or any other further consideration for admittance into the BMCS School of Medical Laboratory Science.

G. Additional Requirements - Students who are offered and accept a position must meet additional requirements to remain eligible for internship:

1. Pass Criminal Background Check and Complete Employee Health Onboarding Requirements – completed by Baptist Health prior to the start of the internship

2. Present Right-to-Work Documentation to Baptist Health Human Resources (HR) – Appropriate documentation is required by the HR Department, for example, Social Security card and driver's license or photo ID for U.S. citizens. (For non-U.S. citizens, see Residency Requirements under "Non-Academic Admission Requirements")

3. Affiliate Students Present a Current Transcript at Start of Program – Affiliation Route students from Auburn University or Troy University who are accepted on a contingency basis while they complete academic coursework must present an official updated transcript within 10 school days of the start of the internship. Updated transcripts must show completion of academic coursework required by the affiliate university and completion of prerequisite courses required for the program.

   Bachelor's Route students must send transcripts showing completed prerequisites and a Bachelor's degree at the time of application.

VI. SELECTION OF STUDENTS

A. Selection Criteria

Students are selected based on quantitative and qualitative criteria. Quantitative selection criteria include grade point average and academic coursework in chemistry, biological sciences, and medical laboratory science.

Qualitative selection criteria include interview, recommendations, work experience, written and verbal communication skills, career goals in medical laboratory science, ability to perform essential functions, personal initiative, individual responsibility and independent decisions, and aptitude for medical laboratory science training in a hospital setting.

Applicants must meet standards for employment for Baptist Health and pass criminal background checks, employment reference verification, and other requirements by Baptist Health to remain eligible for an internship. Baptist Health does not discriminate against any applicant based on race, color, sex, religion, age, national origin, or disability.

B. Notification of Status

Students are notified of their acceptance status in March for the July class and in September for the January class.

If a student is not selected for the class for which they applied, they are welcome to reapply for the next class. Acceptance to the program on the second attempt is not guaranteed and no clinical assignment is provided to the student if they are not accepted into the program.

VII. HOW TO APPLY

A. Application Paperwork

Application, critical analysis passage, transcripts, letters of recommendation, and student evaluation form must be postmarked by August 15 for the January class and February 15 for the July class. Applications may be sent by e-mail.

1. **Application Form**: Mail or e-mail a completed Application Form to the Program Director.

2. **Official Transcripts**: Submit official transcripts from **all** colleges and universities attended. Transcripts can be emailed from the university.

Recommendations: Two letters of recommendation from university science instructors must be submitted and a third letter from a current or recent employer may also be submitted. E-mail or verbal recommendations will not meet the requirement. In addition, the instructor must complete and submit a student evaluation form with the letter of recommendation.

3. Letters are written, signed, hard copies and mailed or emailed directly to:

Lindsey Raney, MS, MLS(ASCP)^{CM}
Program Director
Laboratory Education Manager
School of Medical Laboratory Science
Baptist Medical Center South Laboratory
2105 East South Boulevard

Montgomery, AL 36116
334-747-2897
LRRaney@baptistfirst.org

4. **Right-to-Work Documents and copy of permanent residency status (Visa)** must accompany the application of non-U.S. citizens.

B. Deadlines

Applications, transcripts, and letters of recommendation must be postmarked by February 15 for the July class and August 15 for the January class. Applicants who do not meet these deadlines may be considered for the next entrance date, provided the applicant notifies the Program Director of his or her interest in the next class.

All applications, documents, recommendations, transcripts, and other items submitted and/or generated during the selection process are the property of Baptist Medical Center South School of Medical Laboratory Science and Baptist Health.