Austin State Hospital Medical Laboratory Science Program Application

Instructions:

1. Complete **all** areas of the application on the following pages.
2. Save this file as ASH MLS application **with your name at the end of the file name**.
3. Send this completed application and other required documents to ASHMLSProgram@hhsc.state.tx.us

The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Personal Information

Full Name: _____

Full Mailing Address: _____
_____
_____

Home Telephone Number: _____

Cellular Telephone Number: _____

PERSONAL Email Address, not school: _____

Social Security Number: _____
Preferred Pronoun: _____

U.S. Citizen? ☐ Yes ☐ No
If "**No**", state the type of visa you have: _____
Note: You must provide a copy of your visa with your application.

Student Classification

_____ 3+1 - will receive a bachelor's degree in Medical Laboratory Science from an academic INSTITUTION officially affiliated with the ASH MLS program upon completion of the ASH program.

Important: You must have your academic advisor provide a letter confirming your estimated graduation date.

OR

_____ 4+1 - will hold a bachelor's degree prior to the start date of the program.

INSTITUTION Name & State: _____

Date or expected date of graduations (month & year): _____

Type of degree: _____

Important: If you have not graduated you must have your academic advisor provide a letter confirming your estimated graduation date.

Membership in a Medical Laboratory Science student organization:

_____ Yes _____ No

If "yes", role in the organization: _____

Required Coursework

The following courses must be completed no later than the spring Semester/Year of the year accepted into the program. Please check the appropriate box which indicates the status of each of the following courses.
Immunology, Human Anatomy and/or Physiology, Genetics and/or Molecular Biology and Microbiology will be used to meet the 16-hour biology requirement.

IMPORTANT: If you indicate "No" for any of the courses, state the Semester/Year you will complete the course.

16 hours of **CHEMISTRY**: ____ **Yes** ____ **No**
Semester/Year you will complete the required hours: _____

16 hours of **BIOLOGY** which must include the following courses: ☐ **Yes** ☐ **No**
Semester/Year you will complete the required hours: _____

- **IMMUNOLOGY:** ____ Yes ____ No
  Grade: _____
  Institution: _____
  OR Semester/Year you will complete this course: _____

- **HUMAN ANATOMY AND/OR PHYSIOLOGY:** ____ **Yes** ____ **No**
  Grade: _____
  Institution: _____
  OR Semester/Year you will complete this course: _____

- **GENETICS AND/OR MOLECULAR BIOLOGY**: ____ **Yes** ____ **No**
  Grade: _____
  Institution: _____
  OR Semester/Year you will complete this course: _____

- **MICROBIOLOGY:** ____ **Yes** ____ **No**
  Grade: _____
  Institution: _____
  OR Semester/Year you will complete this course: _____

- **STATISTICS:** ____ **Yes** ____ **No**
  Grade: _____
  Institution: _____
  OR Semester/Year you will complete this course: _____

Education

Please list the names and addresses of ALL colleges and universities attended. You must have an official transcript sent electronically from **EACH** academic institution to ASHMLSProgram@hhsc.state.tx.us.

If an electronic copy is not possible have the institution mail the transcript to:

Medical Laboratory Science Program
Austin State Hospital Laboratory
4110 Guadalupe St. Bldg. 635
Austin, TX 78751

Coursework earned in another country must be evaluated by one of the agencies listed in the "Application Packet Instructions". The evaluation must be submitted with your application materials.

1. Name, city, state of **INSTITUTION** attended: _____
   Dates Attended: _____
   Number of Hours: _____
   Overall GPA: _____ Science GPA: _____
   Graduation Month/Year: _____
   Degree Awarded: _____
2. Name, city, state of **INSTITUTION** attended: _____
   Dates Attended: _____
   Number of Hours: _____
   Overall GPA: _____ Science GPA: _____
   Graduation Month/Year: _____
   Degree Awarded: _____
3. Name, city, state of **INSTITUTION** attended: _____
   Dates Attended: _____
   Number of Hours: _____
   Overall GPA: _____ Science GPA: _____
   Graduation Month/Year: _____
   Degree Awarded: _____
4. Name, city, state of **INSTITUTION** attended: _____
   Dates Attended: _____
   Number of Hours: _____
   Overall GPA: _____ Science GPA: _____
   Graduation Month/Year: _____
   Degree Awarded: _____

LICENSE/CERTIFICATION (Nurse, PHB, CLA, MLT, other)
Type: _____ Date Issued: _____ Date Expires: _____
Title: _____ Issued by: _____
License #: _____

LICENSE/CERTIFICATION (Nurse, PHB, CLA, MLT, other)
Type: _____ Date Issued: _____ Date Expires: _____
Title: _____ Issued by: _____
License #: _____

Special Training/Skills/Qualifications: List all relevant job-related training, internships, or skills (especially laboratory skills) you possess and machines or office equipment, computer equipment, types of software and hardware.

_____
_____
_____
_____
_____

1. Approximately how many words per minute do you type? _____
2. Do you speak a language other than English? _____
   a. If "yes", what languages do you speak? _____
   b. How fluently? _____ Fair _____ Good _____ Excellent

Acknowledgement of Ability to Meet Essential Functions Signature Page

Name (Print): _____

Review the Essential Functions on the following pages.

I acknowledge that I have carefully reviewed the Medical Laboratory Science Program Essential functions. I am checking the box in front of the statement which reflects my ability to meet them.

_☐_ Yes, I can meet all the Essential Functions required.

OR

_☐_Yes, I can meet all the Essential Functions with reasonable accommodations. If you need reasonable accommodations to meet the Essential Functions, please contact the Program Director at ASMMLSProgram@hhsc.state.tx.us with the relevant details.

_☐_ No, I am unable to meet all the Essential Functions. Please contact the Program Director.

Note: The Health and Human Services Commission is an Equal Opportunity Employer.

_____

Signature (electronic or handwritten)

_____

Date

Essential Functions

The Medical Laboratory Science (MLS) program establishes technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions as indicated below with or without reasonable accommodations. Satisfactory completion of the MLS Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLS Program Director.

1. **Observational -** Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information require functional use of visual, auditory, and somatic sensations.
   a. Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
   b. Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
   c. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
   d. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

2. **Movement -** Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.
   a. Move freely and safely about a laboratory.
   b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
   c. Travel to numerous clinical laboratory sites for practical experience.
   d. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
   e. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
   f. Possess finger and manual dexterity necessary to control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.

g. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

3. **Communication -** Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families, and all members of the healthcare team.
   a. Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
   b. Follow verbal and written instructions to correctly and independently perform laboratory test procedures.
   c. Clearly instruct patients prior to specimen collection.
   d. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
   e. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
   f. Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.
   g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical and course examinations.

4. **Intellectual -** Ability to collect, interpret and integrate information and make decisions.
   h. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
   i. Can exercise sufficient judgment to recognize and correct performance deviations.
   j. Apply knowledge to new situations and to problem solving scenarios.

5. **Behavioral -** Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with faculty, fellow students, clinical instructors, patients, and other members of the healthcare team.
   a. Manage heavy academic schedules and deadlines.
   b. Can manage the use of time and be able to systemize actions to complete professional and technical tasks within realistic constraints.

c. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
d. Can provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., "stat" test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
e. Be flexible and creative, as well as adapt to professional and technical change.
f. Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize risk of injury to patients, self, and nearby individuals.
g. Adapt to working with unpleasant biologicals.
h. Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
i. Be honest, compassionate, ethical, and responsible. Accept responsibility and accountability for one’s own actions. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
j. Works within environments of cultural diversity. Works well with men and women and with a variety of ethnic, social, or educational backgrounds.