

## **MT School: Application Policies & Procedures** (12/2010)

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### **3+1 Applicants**

Applications to the School of Medical Technology, 3+1 option, will be considered after the applicant has completed the required number of hours at Mississippi State University or William Carey University and has courses in progress that will fulfill the baccalaureate degree requirements of the college and the prerequisites for the Medical Technology Clinical Program. Students who will be transferring hours from MBMC to Mississippi State University or William Carey University to complete the Medical Technology Degree must obtain written approval from the Medical Technology Academic Advisor to enroll in the 3+1 clinical program. Prior to entering the clinical program, a statement must be sent to the Program Director confirming the student's eligibility for a degree upon satisfactory completion of the clinical program. All required courses, including correspondence courses, must be completed prior to admission.

### **4+1 Applicants**

Applicants from non-affiliated schools who have completed a degree and fulfilled prerequisites for the Medical Technology Program (4+1 option) will also be considered. The 4+1 students from non-affiliated colleges must complete the baccalaureate degree and all School of Medical Technology prerequisites before admission to the clinical program.

### **International Applicants**

For applicants with foreign education, a transcript evaluation from one of the evaluation agencies listed by the ASCP Board of Certification must be submitted with the foreign transcript.

If the applicant's native language is not English, the applicant is required to take the TOEFL examination and provide a score report for the Medical Technology Program Director. Each applicant's ability to communicate in the English language will be considered on the basis of TOEFL scores as well as fluency in spoken English during the interview and score on the Graduate Record Exam indicating verbal ability & comprehension.

In addition, all foreign applicants must present a green card at the time of the interview to prove there are no restrictions that might interfere with the year of clinical training.

### **Advanced Placement**

Advanced placement is not offered at MBMC.

### **Graduate Record Exam**

The Graduate Record Exam (GRE) is required to determine the applicant's academic ability. Scores must be obtained within the last seven years. Minimum acceptable scores include a combined score of 850 on the Verbal & Quantitative sections and at least a 3.0 on the Analytical writing section. Students should mail a copy of their score report to the MT Program Director.

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**Required Coursework**

Applicants must complete:

- 16 semester hours (24 quarter hours) of Chemistry courses
  - Organic Chemistry is required
  - Biochemistry is recommended.
- 16 semester hours (24 quarter hours) of Biology courses
  - Microbiology & Immunology are required
  - Genetics, Parasitology & Molecular science courses are recommended
- One course in Mathematics is required. Minimum requirements are met by courses recognized as prerequisites for Physics courses.
  - Courses in Statistics, Physics & Computer science are recommended.

**Updating Coursework**

Applicants who have met the minimum educational requirements seven or more years prior to application must have additional academic work in Chemistry and/or Biology approved before qualifying.

<b>POLICY FOR UPDATING COURSE WORK</b>
Due to rapidly changing technology, applicants who have met the minimum program requirements <b>seven</b> or more years before application should update their academic preparation to assure competence in their scientific knowledge. Criteria utilized in reviewing the candidates' credentials include: <ol style="list-style-type: none"><li>1. Degree status</li><li>2. Time frame since last academic COURSE WORK</li><li>3. GPA in pre-requisite science courses</li><li>4. GRE scores obtained within the past <b>seven</b> years</li></ol>
Options for satisfying "updated COURSE WORK" include, but are not limited to: <ol style="list-style-type: none"><li>A. Formal updated college courses applicable to Medical Technology (such as Chemistry, Microbiology, Immunology) with a minimum grade of "B".</li><li>B. Challenge examinations resulting in academic credit.</li><li>C. Relevant/recent experience in the field of content pre-requisites in which the candidate may be using skills that will satisfy "update" requirements.</li></ol>
<b>Updated COURSE WORK must be approved by the Medical Technology Program Director prior to admission.</b>

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**Student Health & Essential Functions**

Documentation of good physical and mental health will be required. Due to the nature of hospital work, students admitted to the Medical Technology Program must be in good health at the time of entry and must satisfactorily meet the mental and physical health requirements for a Medical Technology position. The student must be able to master the following essential functions to participate in the MBMC program.

The essential functions of a Medical Technologist include the ability to read and write effectively, to sit and stand with freedom of movement for extended periods of time, including lifting up to ten pounds, to reach over and bend around instruments, to perform repetitive motions, to demonstrate good hand-eye coordination and near visual acuity, to see through a microscope, to hear intercom and instrument alarms, to discriminate color reactions of special stains and other laboratory procedures, to possess necessary manual dexterity, to effectively communicate verbally and in writing with patients and staff, to wear personal protective equipment and be aware of potential exposure to contagious diseases and chemical irritants.

Mental aptitude of the Medical Technologist includes frequent periods of concentration requiring close attention to many integrated processes and details with frequent interruptions. Independent judgment is required.

**Fees & Withdrawal**

An activity fee of \$1000 is charged for the clinical year at MBMC. Of this fee, \$500 is due upon the student's acceptance of a place in the program. The remaining \$500 is due during the first week of class. The entire fee is non-refundable. Students wishing to withdraw from the program after being admitted must submit a written notice to the Program Director.

**Student Application & Acceptance**

Applicants interested in the MBMC Medical Technology Clinical Program should tour the laboratory facility and discuss the Medical Technology career choice with faculty prior to making application. All application materials should be submitted by January 1 for the following fall class; the program generally begins in August. Action will not be taken on applications until all requested materials have been received. Since there may be some delay in obtaining transcripts and references, it is recommended that applicants allow adequate time for these to be supplied before the interview is scheduled.

The application deadline may be extended should the class not be filled. A maximum of twelve students per year may be accepted. There is no set number of students accepted from each affiliate. Students are accepted according to the student selection criteria given in this policy. Contact the Program Director for more information regarding admission policies.

If a student desires not to have his/her application acted upon, the student should promptly notify the Medical Technology Program Director. Students receiving acceptance letters from MBMC are allowed approximately two weeks to reply. If the student does not respond in this time period, the position may be offered to another student. Selections are made without regard to race, national origin, sex, age or marital status.

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**Completing the Application Process**

The following steps are required to complete the application process. The application form, reference evaluation forms, official transcripts, GRE scores & TOEFL scores should all be submitted by January 1 for the following fall class.

1. A **completed application form** should be submitted to the Program Director.
2. Three **references** should be listed on the application form. Two college science instructors and one other reference are required. Applicants should provide references with a "Reference Evaluation Form" and instruct them to return the completed form directly to the Program Director.
3. An **official transcript** from all colleges attended should be mailed directly from the college Registrar to the MBMC Medical Technology Program Director. If course work is not complete, request that courses in progress be listed and attached to the transcript. For students in affiliated colleges, the transcript should be requested at the completion of the fall semester of the junior year.
4. **Graduate Record Exam (GRE) scores** and **TOEFL** exam scores (if required) must be obtained within the last seven years. A copy of the score report should be mailed to the MT Program Director, as the Educational Testing Service will not automatically do so.
5. **Personal interviews** will be conducted by the MBMC School of Medical Technology Admissions Committee. Applicants will be notified concerning the date and time set for interview following completion of the application.

**Student Selection Criteria**

Qualified applicants are ranked for admission by the Admissions Committee according to an objective scoring system. The following components of the application are scored:

- ◆ Cumulative Grade Point Average: Minimum of 2.70 required
- ◆ Senior College Grade Point Average: Minimum of 2.70 required
- ◆ Math/Science Grade Point Average: Minimum of 2.70 required
- ◆ Number of semester hours earned at affiliated university
- ◆ Three references
- ◆ Interview questionnaires by the Admissions Committee
- ◆ Scores on the Graduate Record Exam & TOEFL
- ◆ Reapplication
- ◆ Additional Considerations:
  - Preference is given to students who have established Mississippi residency
  - Negative points are assigned for each course failure, or for repeating a course more than once.
  - Only two course withdrawals are accepted without penalty.

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**Evaluating Applicants**

Application requirements will be evaluated through observation, physical history, satisfactory completion of application procedures, performance on the Graduate Record Exam & TOEFL (if required), performance on interview and physical exam. A physical exam is performed upon admission to the program, including a color discrimination test, prescribed laboratory tests, TB skin test, and drug screen. Physical exam requirements should be completed within three weeks of admission. If an applicant does not meet the essential mental and physical requirements of a Medical Technologist, the applicant will not be allowed to remain in the program.

**Contact Information**

Program officials will be glad to answer any questions or concerns regarding mental and physical requirements for a successful career in Medical Technology.

Official transcripts, completed applications and reference evaluation forms should be mailed directly to:

Jennifer Knight, Program Director  
School of Medical Technology  
Mississippi Baptist Medical Center  
1225 North State Street  
Jackson, Mississippi 39202

FAX: (601) 974-6286  
Telephone: (601) 968-3070  
email: [jknight@mbhs.org](mailto:jknight@mbhs.org)