



Medical Laboratory Assistant Selection Package

Important Points

Please ensure:

1. your transcripts have been submitted to student services
2. your contact information is kept up-to-date at all times.
3. use a non-Microsoft email as some applicants have had trouble receiving emails and/or attachments from SAIT.

Due to the large number of applications for this program, we are not able to follow up with individuals who were not selected. For an outline of the selection process please click on the link below:

<http://www.sait.ca/admissions/admission-and-selection/admission-requirements>

A link for the MLA Selection Package and your keyboard assessment instructions will be sent via email. A sample of the information required for the online selection package starts on page 2

Dear Applicant:

Thank you for applying to the Medical Laboratory Assistant Program at SAIT. We are pleased that you have considered SAIT School of Health and Public Safety as your provider of your career training. We receive more qualified applications than our quota of 32 seats in the program. In order to best select our students, we require further documentation from you to complete the selection process.

Please complete this online selection package which is comprised of five (5) parts:

1. Academic Achievement
2. Career and Program Investigation
3. Customer Service, Communication and Teamwork Skills
4. Keyboarding Skills (test must be completed through SAIT Testing centre)
5. Practicum Awareness

To qualify for the next round of selection:

- Complete the online selection package on or before the return date listed in the selection package link.
- Submit only responses to the questions included in this document.
- The online selection package will be scored electronically using a standardized scoring system.

Selection materials are part of a student's academic record, and therefore, subject to academic misconduct (e.g. plagiarism, falsifying data) procedures as outlined in the Student Code of Conduct and will be followed as outlined in policy AC.3.4.1.

SAIT will not be able to disclose any information about your ranking during the selection process. You can log onto <mySAIT check your admission decision status.

We wish you the best in the selection process!

Medical Laboratory Assistant Document Checklist

Name	SAIT ID Number (if available)
Telephone	Email

Program Application: Medical Laboratory Assistant

Use the following checklist to ensure you have included all of the information for the on-line selection package.

Upload your unofficial Post-Secondary Transcripts provided (photocopies or print-outs from the college/university website) as PDF, no screen shots. We do not require the high school admission transcripts you sent as part of your application. **Include your overall GPA if applicable.**

Customer service, communication and team skills.

Documentation of your Keyboarding Skills Assessment (email the highest passing results from the testing center to clinical.supportservices@sait.ca)

Career Investigation and Program Awareness

Practicum Awareness section completed. **Do not list four options within one city ie. Calgary or Edmonton practicum locations. There are limited practicum placements within larger centers and you may have to move outside of the city.**

IMPORTANT- If you have indicated that you are currently registered in courses or you are upgrading as required for admission to the MLA program, you need to provide Admissions with an Anticipated Grade form. You are required to provide a final grade by December 1st (winter intake) and August 1 (fall intake). If you receive an offer of admission and your final grades are not consistent with the anticipated final grades that you identified, your offer of admission can be withdrawn.

Applicants who complete the on-line selection package and who have obtained at minimum 30 words per minute net on their SAIT program-specific keyboarding skills assessment will be ranked.

For Reference Only

Part 1: Academic Achievements (50%)

The program is able to access your admission requirement grades such as Chemistry, Biology, Math and English from the SAIT database so there is no need to resubmit them with this selection package. If you have taken other post-secondary education or training, please complete the following information.

Have you completed a post-secondary diploma or degree?

Name of Degree or Diploma: _____

GPA for the Degree or Diploma: _____

- Provide a photocopy from the post-secondary website of your unofficial Post-Secondary Transcripts. You do not have to submit partial degrees or diplomas.
- Include a copy of your international assessment (e.g. IQAS) if you have an international credential.

Have you completed a course in customer service training? Yes No

If yes, state the name of the course and where you completed the course?

Part 2: Career & Program Investigation (10%)

It is important that those applying to the Medical Laboratory Assistant Program have a clear understanding of the expectations and workload of the program, as well as, the duties and responsibilities required of a Medical Laboratory Assistant.

The following is a list of recommended websites to assist you in your career and program investigation and to prepare you for completing the career and program knowledge questionnaire.

Attend SAIT Open House [sait.ca](http://www.sait.ca) and it is usually scheduled in October

Review MLA Program information in the SAIT Academic Calendar website at <http://www.sait.ca/programsand-courses/full-time-studies/certificates/medical-laboratory-assistant-course-overview.php> and the MLA Program video at <https://www.youtube.com/embed/sD3T4wG-d6Q?autoplay=1>

Review websites: College of Medical Laboratory Technologists of Alberta (CMLTA), Canadian Society for Medical Laboratory Science (CSMLS), Occupational Health Profile, Alberta Laboratory Services (Calgary Laboratory Services)

- www.cmlta.org
- www.csmls.org
- www.alis.gov.ab.ca/occinfo
- www.calgarylabservices.com/

Visit a medical laboratory or collection site in your area (if possible). Alberta Public Laboratories does not provide tours.

Part 3: Customer Service, Communication and Team Work (15%)

The skills required of a medical laboratory assistant include: teamwork, customer service, professional, communication, conflict management, computers and typing. You will be given three questions in the area of customer service, communication and teamwork to answer in your own words. In addition to content, your answers will be graded on grammar, punctuation and sentence structure.

I certify that I completed this form in my own words. I recognize that if I have plagiarized any part of this document, that I will forfeit my admission to the Medical Laboratory Assistant Program.

Signature

Date

Part 4: Keyboarding Skills Assessment (25%)

You are required to complete a SAIT program-specific keyboarding skills assessment. The keyboarding assessment is a Pass/Fail exam and you must be able to type at least 30 words per minute net or better to be eligible to continue in the selection process.

The assessment for MLA is a medical discharge summary. This is not a general typing test. It requires a net speed of 30 wpm, with an accuracy of 75% to pass. Students are allotted 30 minutes to practice and receive 5 tries at 5 minutes each to pass, and we take the best score of the five if they pass multiple.

The program-specific keyboarding skills assessment is offered at SAIT in the Stan Grad Centre MC221. To book your assessment, contact the Testing center at testing@sait.ca indicate that it is for the MLA Keyboarding Assessment. There is a \$50 fee (subject to change).

Out of town applicants may arrange to have this SAIT program-specific assessment at an alternate testing centre in their city or town. Please contact the testing center at testing@sait.ca for more information. There is a SAIT \$50 fee (subject to change) and there may be an additional fee at the alternative testing centre. You must submit proof of your completed keyboarding skills assessment by email.

To help you prepare for your keyboard assessment, there are three keyboard websites you can practice with:

- <https://www.typing.com/>
- <http://app.typrx.com/>
- <http://www.meditype.org/> (select practice and select "start").

Another tip, is practice by typing a page of postal codes as you will be using different key strokes. As an assistant, you will be typing in patient information in practicum and in your career.

Part 5: Practicum Awareness

Name: _____ (please print)

MLA practicum placements are extremely limited as outlined to you in the SAIT's Academic Calendar. Your preference will be considered but may not be able to be accommodated. Please review the following list and make a selection from the drop down menu. Please select a different site for each choice- failure to do so will result in deductions from your selection package score.

Lethbridge	High River
Medicine Hat	Red Deer
Calgary	Didsbury
Strathmore	Other

If other – state the name and location of the possible practicum placement: _____

***Do not list four options within one city ie. Calgary or Edmonton practicum locations.
There are limited practicum placements within larger centers and you may have to move outside of the city.***

I ***understand and agree to*** the above information regarding the practicum. I will be informed of my practicum placement after the program start and no later than one month prior to the practicum start date to allow time to arrange accommodation prior to practicum. I will be responsible for all associated costs incurred on practicum. Candidates who do not acknowledge this practicum section will forfeit continuation in the selection process.

Acknowledgments

You will require access to a personal computer and the Internet to facilitate completion of required courses through electronic delivery. Yes No

This is a very learning-intensive program and you can expect to have up to 8 hours of classes and 3-5 hours of studying per day. Yes No

You will be learning to collect blood and obtaining electrocardiogram (ECG) tracings as part of the program. You will be practicing first on an artificial arm and then collecting blood and doing ECG's from your classmates. Your classmates will also be collecting blood from you. For ECG's this requires you to undress from the waist up. You will be provided with a gown. Yes No

There may be a time lapse between completing the didactic portion of your program and starting your practicum. There may be break periods during the practicum when you are not scheduled to a clinical site. It may take up to 11 weeks to complete the 7 week practicum due to scheduling within the clinical site. Yes No

You may be required to train totally, or in part, outside of Calgary for your practicum and you are responsible for relocation costs. Yes No

SAIT's MLA program most frequently places students in Calgary, Lethbridge and Medicine Hat but you may be placed in any hospital or laboratory across Canada that is partnered with the SAIT MLA program. Yes No

You will be notified of your practicum placement during the first 6 to 8 weeks of the program. Yes No

The practicum placement procedures will allow you to indicate your preference of placement but if sites are over selected a random draw will be done to determine which student gets their preferred placement. No special consideration will be given to individual circumstances. Yes No

Travel between various sites will be required within your designated city. For example if you are placed in Calgary, you are responsible for traveling to all hospitals, the Diagnostic and Scientific Centre, and Patient Service Centres. Yes No

You will be responsible for all costs associated with practicum; such as, travel, parking and relocation as required. Yes No

You may be required to work different shifts (e.g. evening shifts, night shifts or weekends) while training at a clinical site during the practicum. Yes No

Employment in this field requires a police information check with vulnerable sector check, updated immunization status and respiratory mask fit-testing. Yes No

You need to have a police information check done and immunizations and respiratory mask fit-testing completed prior to starting the practicum. Yes No

A high level of English proficiency, above that of the current accepted benchmark, is typically required to successfully complete the medical laboratory assistant program. Yes No

As a student, and while working as an MLA you will be required to work with individuals of all genders and sexual orientations, cultures, religions and economic status. Yes No

While strict safety standards are adhered to, in the program and in industry, there is a potential risk of chemical and biohazard exposure. Yes No

For Reference Only