

Dear Applicant:

Thank you for applying to the Medical Laboratory Assistant Program at SAIT. We are pleased that you have considered us to provide your relevant 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.

**It is very important that you submit the appropriate documentation and follow the proper procedure in order to qualify for this stage of the selection process.**

- Use the questionnaire as a guide to investigate both the program and career of Medical Laboratory Assistant.
- Submit responses to the questions included in this document.
- Include as much relevant information as possible using ONLY this form.
- Do not submit reference letters, portfolios or any documents not requested.
- Re-submit an unofficial copy of your transcripts with this form because Customer Services does not forward copies of your transcripts to the departments
- Complete a Keyboarding Skills Assessment
- Complete the practicum awareness section

This questionnaire will be used by the Selection Committee as part of the standardized selection process.

It is important that those applying to the Medical Laboratory Assistant Program have a clear understanding not only of what is entailed within the educational program, but also of the duties and responsibilities involved in the career of a Medical Laboratory Assistant.

### **Keyboarding Skills Assessment**

Applicants are required to complete a **Keyboarding Skills Assessment** as part of selection. The keyboarding assessment is a Pass/Fail exam - applicants who are unable to type at least 30 words per minute net or better will not be eligible to continue in the selection process. The Keyboarding Skills Assessment is offered at SAIT (403.210.4283) for a minimal fee or applicants out of town may arrange to have this assessment done at an alternate testing centre in your town/city.

If you have any further questions or wish to confirm our receipt of your documentation, please contact Donna Lawrence, Administration Assistant for the Medical Laboratory Assistant program at SAIT at (403) 210-4210 or email [donna.lawrence@sait.ca](mailto:donna.lawrence@sait.ca).

**Please note:** SAIT will not be able to disclose any information about your status or ranking during the selection process. Should you be offered a seat or placed on the wait list, the Customer Services Office will contact you either by letter or by telephone.

We look forward to receiving your documents and wish you the best in the selection process!

<b>Last Name:</b> _____	<b>First Name:</b> _____
<b>Student ID:</b> _____	<b>Tel. Res.</b> _____
<b>EMAIL ADDRESS</b> _____	
<i>PROGRAM APPLICATION: MEDICAL LABORATORY ASSISTANT 201003</i>	

## Document Checklist

- Unofficial Post Secondary Transcripts provided (photocopies or print outs from the college/university website). You do not have to submit partial degrees or diplomas.
- Work / Volunteer Experience Form completed or resume submitted (if applicable)
- Keyboarding Skills Assessment completed (submit documentation with this completed Selection Package)
- Career Investigation and Program Awareness completed
- Practicum Awareness form completed

Please fax, mail or email the completed form by **"DUE DATE"**.

SAIT, POLYTECHNIC  
ATTENTION: DONNA LAWRENCE  
ROOM R417, HEALTH & PUBLIC SAFETY  
1301 16 AVENUE NW, CALGARY, ALBERTA, T2M 0L4  
FAX: 403.210.4295  
EMAIL: DONNA.LAWRENCE@SAIT.CA

*For office use only*

\_\_\_\_\_ Educational Background /50  
\_\_\_\_\_ Work/volunteer Experience /25  
\_\_\_\_\_ Keyboarding Skills /25

## Selection Form

The Selection Form is comprised of five parts.

Please contact Student Services at 1-877-284-7248 or email them at [advising@sait.ca](mailto:advising@sait.ca) if you are self declaring marks regarding subjects that you are upgrading. (worth 50%)

### Part 1: Completed Post-Secondary Education/Training (for our records)

Fill in the following information – type or print clearly.

<p><b>Post Secondary</b></p>	<ul style="list-style-type: none"> <li>• List the name and cumulative GPA of your degree or diploma in the right hand box</li> <li>• Provide unofficial copies of transcripts for completed degree or diploma</li> <li>• For applicants with foreign credentials, please include a copy of your international assessment (e.g. IQAS) as well.</li> </ul>	
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**Have you had customer service training?**

Yes

No

If so, where?

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Name of course:

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**Part 2: Related Work/Volunteer Experience (worth 25%)**

As part of the selection process we look for demonstrated experience working with the public or as part of teams. Please provide in chronological order, a list of your work/volunteer experience or extracurricular activities for the last 5 years. **Please ensure that this form is filled out completely and thoroughly.**

Do you have any previous work or volunteer experience?

Yes  No

If yes, please complete the Work/Volunteer Experience section or submit a resume.

Work/Volunteer Experience				
Start & End Dates	Length of time in that position	Full time Part time or Volunteer	Organization Name & Telephone Number	Duties
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		

Work/Volunteer Experience				
Start & End Dates	Length of time in that position	Full time Part time or Volunteer	Organization Name & Telephone Number	Duties
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		
		<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Vol.		

*The SAIT MLA Selection committee reserves the right to contact any organizations listed above. False information will result in removal from the selection process.*

### **Part 3: Keyboarding Skills Assessment (worth 25%)**

Applicants are required to complete a Keyboarding Skills Assessment. The keyboarding assessment is a Pass/Fail exam - applicants who are unable to type at least 30 words per minutes net or better will not be eligible to continue in the selection process. The Keyboarding Skills Assessment is offered at SAIT (403.210.4283) for a minimal fee or applicants. Out of town may arrange to have this assessment at an alternate testing centre in their city or town.

Please **submit proof of your completed keyboarding skills assessment** by either including documentation with the return of this selection package or faxing a copy to:

ATTENTION: DONNA LAWRENCE

FAX: (403) 210.4295

### **Part 4: Career Investigation**

Applicants who complete and return all five (6) parts of the selection package and who have obtained at least 30 words per minute net on their keyboarding skills assessment will be ranked. Those applicants with a composite score of 75% or above will be offered a seat in the program until the program is full. Those with scores below 75% will remain in selection until April 1, 2010 for the fall intake and until December 1, 2010 for the winter intake.

Starting April 1 or December 1, the remaining applicants who ranked at less than 75% will be considered for positions in the program based on highest composite score. All other qualified applicants will be placed on a waitlist and contacted if a seat becomes available.

**A: Career Investigation:** The following is a list of recommendations to assist you in your career investigation.

- Attend SAIT Open House (October and February – [www.sait.ca](http://www.sait.ca))
- Review MLA Program information in the SAIT Academic Calendar/ Career and Program Guide/website at <http://www.sait.ca/pages/cometosait/academic/certificates/amla.shtml>
- Review websites: Alberta College of Medical Laboratory Technologists (ACMLT), Canadian Society for Medical Laboratory Science (CSMLS), Occupational Health Profile, Calgary Laboratory Services

[www.acmlt.org](http://www.acmlt.org)

[www.csmls.org](http://www.csmls.org)

[www.alis.gov.ab.ca/occinfo](http://www.alis.gov.ab.ca/occinfo)

<http://www.calgarylabservices.com/>

- Visit a medical laboratory or collection site in your area (if possible)

**B: Program Investigation**

Are you aware that you will require access to a personal computer and the Internet to facilitate completion of required courses through electronic delivery?

Yes  No

Are you aware that as part of your didactic training, you will be taking blood and obtaining electrocardiogram (ECG) tracings from your classmates? (For ECGs, this requires you to undress from the waist up but you will be provided with a gown)

Yes  No

Are you aware that there may be a time lapse between completing the didactic portion of your program and starting your practicum? Or there may be break periods during the practicum when you are not scheduled to a clinical site? (In other words, it may take you up to 11 weeks to complete the 7 week practicum due to scheduling within the clinical site).

Yes  No

Are you aware that you may be required to train totally, or in part, outside of Calgary for your practicum and that you are responsible for relocation costs?

Yes  No

Are you aware that you may be required to work different shifts (e.g. evening shifts) while training at a clinical site during the practicum?

Yes  No

Are you aware that employment in this field requires a criminal record check and updated immunization status?

Yes  No

Are you willing to have a criminal record check done prior to starting the clinical phase of training?

Yes  No

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 5: Practicum Awareness**

**Practicum Awareness**

Name: \_\_\_\_\_ (please print)

MLA practicum placements are extremely limited as outlined to you in the SAIT's Academic Calendar. Number the practicum sites, in order of your preference with number 1 indicating your first choice. Your preference will be considered but may not be able to be accommodated.

<input type="checkbox"/> Lethbridge	<input type="checkbox"/> High River
<input type="checkbox"/> Medicine Hat	<input type="checkbox"/> Red Deer
<input type="checkbox"/> Calgary	<input type="checkbox"/> Didsbury
<input type="checkbox"/> Strathmore	<input type="checkbox"/> Other: Please specify _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Practicum schedules will include weekdays, weekend, evening and night shifts.
- The schedules may be changed at the discretion of the clinical site.
- Travel between various sites will be required within your designated city.
- You will be responsible for all costs associated with practicum and relocation for it.

Please be advised that signing this agreement communicates that you are aware of the practicum requirements and willing to go to the site where you are placed.

I \_\_\_\_\_ understand and agree to the above information regarding the practicum. I will be informed of my practicum placement after the program start to allow time to arrange accommodation prior to practicum start dates. I will be responsible for all associated costs incurred on practicum.

Candidates who do not sign and return this practicum awareness letter will forfeit continuation in the selection process.

Signing this document does not guarantee a seat in the program, however should a seat become available you will be offered a seat in the program according to our ranked waitlist.