



Dear Applicant:

Thank you for applying to the Medical Laboratory Technology 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 48 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.

- Submit responses to the questions included in this document.
- Use the questionnaire as a guide to investigate both the program and career of Medical Laboratory Technology.
- Include as much relevant information as possible using ONLY this form.
- Do not submit resumes, reference letters or portfolios or any documents that are not requested.

It is important that those applying to the Medical Laboratory Technology 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 Technologist.

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 Technology program at SAIT at (403) 210-4210 or e-mail Donna.Lawrence@sait.ca. (Fax: 403.210.4295)

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 Student 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!

FOR REFERENCE ONLY



Last Name: _____	First Name: _____
Student ID: _____	Tel. Res. _____
EMAIL ADDRESS: _____	
<i>PROGRAM APPLICATION: MEDICAL LABORATORY TECHNOLOGY 2012-13</i>	

Document Checklist

- Career Investigation and Program Awareness to be completed
- Practicum Awareness Letter

Please mail the completed forms as soon as possible to be considered for early selection to:

SAIT, POLYTECHNIC
ATTENTION: DONNA LAWRENCE
ROOM R417, HEALTH & PUBLIC SAFETY
1301 16 AVENUE NW, CALGARY, ALBERTA, T2M 0L4

FAX: 1-403-210-4295
OR E-MAIL TO DONNA.LAWRENCE@SAIT.CA

Note: Applicants who provide a partial submission (one or more documents missing) will not move forward in the selection process until all documents are received.

FOR REFERENCE ONLY



The Selection Form is comprised of three parts:

Part 1: Completed Post-Secondary Education

Please submit your-self declared/anticipated grades for the admission requirement subjects that you are upgrading to our student services – advising@sait.ca or fax 1-877-284-7112 or phone 1-877-284-7248.

Fill in the following information.

			FOR OFFICE USE ONLY
Post Secondary	List the name and cumulative GPA of any degree or diploma you have completed in the right hand box		Education_____
			Interview_____

FOR REFERENCE



Part 2: Interview

Applicants who complete & return the selection package may be offered an interview depending on their prerequisite cumulative average.

A: Career Investigation: The following is a list of recommendations to assist you in your career investigation and to prepare you for the interview process.

- Attend SAIT Open House
- Review MLT Program information in the SAIT Academic Calendar/ Career and Program Guide website at <http://www.sait.ca/pages/cometosait/academic/diplomas /amlt.shtml>
- Review websites: Alberta College of Medical Laboratory Technologists (ACMLT), Canadian Society for Medical Laboratory Science (CSMLS), and Occupational Health Profile

- www.acmlt.org
- www.csmls.org
- www.alis.gov.ab.ca/occinfo

- Visit a medical laboratory in your area

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 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, updated immunization status and respiratory mask fit-testing?

Yes No

Are you willing to have a criminal record check done and immunizations and respiratory mask fit-testing completed prior to starting the clinical phase of training?

Yes No

I certify that I completed this form in my own words and the information is accurate to the best of my knowledge. I recognize that if I have plagiarized any part of this document, that I will forfeit my admission to the Medical Laboratory Technology Program.

Signature

Date



Part 3: Practicum Awareness

MLT practicum placements are extremely limited as outlined to you in SAIT’s Academic Calendar. Once you have been accepted into the program, you will be asked to number the practicum sites, in order of your preference. Your preference will be considered but **may not be able to be accommodated**. You may be sent to any hospital that is partnered with the SAIT Medical Laboratory Technology program for your practicum year.

Site Allocation

During the fall term of year one, you will be asked to indicate your desired clinical locations in order of preference. No location may be listed more than once. The number of students accepted or allocated to each clinical site may change from year to year and will be decided by SAIT faculty members and the clinical site administration.

The following is a list of the clinical locations that SAIT’s MLT program most frequently uses:

- Medicine Hat
- Lethbridge
- Calgary

The practicum placement procedure is outlined below:

1. Once the above information is collected, you will be placed on lists according to your first choice of placement(s). All students who have selected sites that have less than, or equal to, the posted quota, will be assigned their first choice.
2. If a site is over-selected, there will be a random draw to decide which students will be placed in their next available choice of clinical sites.
3. If a site is under-selected, there will be a random draw to decide which students will be placed in that clinical site.
4. Failure to sign this document may result in no clinical placement being offered to the student. Completion of the clinical component is required for graduation from the SAIT Medical Laboratory Technology Program.

Also Note:

- Practicum schedules will include weekdays, weekend, evening and night shifts.
- Detailed practicum schedules will not be announced until the third term (June)
- Practicum rotations may start as early as July in Year Two of the program.
- The schedules may be changed at the discretion of the clinical site.
- Travel between various sites will be required within your designated city. For example, if you are chosen to complete your practicum experience in Calgary, you are responsible for traveling to all hospitals and the Diagnostic Sciences Center.
- 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 _____ (print full name) understand and agree to the above information regarding the year two practicum. I will be informed of my practicum placement in the winter semester to allow time to arrange accommodation prior to practicum start dates. I will be responsible for all associated costs incurred on practicum.

_____ Signature

_____ Date

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