

FVCC Medical Laboratory Technology Application

Flathead Valley Community College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its educational programs or activities. See Mont. Code Ann. § 49-2-307

INCOMPLETE AND/OR UNSIGNED APPLICATION PACKETS WILL NOT BE PROCESSED.

PLEASE PRINT OR TYPE

PERSONAL INFORMATION			
Last Name	First Name	Other	MI
Home Address: Number & Street, Apt. #		City	State Zip Code
FVCC Email Address		Personal Email Address	
Primary Phone Number		Alternate Phone Number	

Date of Birth	
Student Identification Number	

*EDUCATION – Must send official transcripts to college and copy to program.			
Institution	City/State	Dates (month/year)	Degree Awarded

* If official copies of transcripts are on file in the FVCC Admission Office, photocopies are acceptable to include with this application. *(These are available to download and print from your student portal.)*

CERTIFICATES			
Institution	City/State	Dates (month/year)	Type

If you have been employed as a healthcare worker (CLA, PHB, MA, CNA, etc.) fill in the information below.			
Position	Dates	Employer	Supervisor's Name

I certify that all statements in this application and all of the documents submitted with this application are true and accurate to the best of my knowledge.

Student Signature

Date

FVCC Medical Laboratory Technology Program Essential Functions Verification Signature Form

Student Printed Name: _____

Instructions:

- Carefully review the Essential Functions on the following pages.
- After reviewing the Essential Functions complete this form. The signature can be an electronic signature.

I acknowledge that I have carefully reviewed the Medical Laboratory Technician Program Essential Functions. I am placing an "X" in front of the statement which reflects my ability to meet them.

Yes **No** I can meet the technical standards and essential functions of the FVCC MLT Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

If you answered **No** to the question above:

I require the following reasonable accommodation(s) to meet the technical standards and essential functions standard as specified:

Student Signature

Date

Accommodations for persons with disabilities can be provided upon request by calling the Office of Disability Support Services for Students, at (406) 756-3880. Any qualified student with a disability who believes that an auxiliary aid is necessary for participation in any course activity or degree program is strongly urged to indicate a need for services to the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the academic semester. This will provide sufficient time to assess student need and obtain any necessary auxiliary aid. For more information, please call (406) 756-3880 (voice or TTY).

Inquiries concerning Title VI, Title IX and Section 504 may be referred to: Vice President of Academic and Student Affairs, Blake Hall, Rm. 114, 777 Grandview Drive, Kalispell, MT 59901, (406) 756-4326; or the Montana Human Rights Commission, 1236 Sixth Avenue, P.O. Box 1728, Helena, MT 59624, (406) 444-2884/1- 800-542-0807

ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY TECHNICIAN

Medical Laboratory Technician (MLT) programs establish 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. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following technical standards and essential functions requirements, with or without reasonable accommodations. If you are uncertain as to your ability to perform any of these essential functions, please consult with the MLT Program director or faculty advisor.

Please read carefully and document that you have read and understand these on the “Essential Functions Verification” form that follows.

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information requires 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 in order 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/staff, and members of the healthcare team.
 - g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
4. **Intellectual** - Ability to collect, interpret and integrate information and make decisions.
 - a. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
 - b. Be able to exercise sufficient judgment to recognize and correct performance deviations.
 - c. 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. Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
 - c. Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
 - d. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
 - e. Be able to 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).
 - f. Be flexible and creative and adapt to professional and technical change.
 - g. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
 - h. Adapt to working with unpleasant biological specimens.
 - i. Support and promote the activities of fellow students and health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, & patient care.
 - j. Be honest, compassionate, ethical and responsible and accept responsibility and accountability for one's own actions.
 - k. Be forthright about errors or uncertainty.
 - l. 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.