

2011-2012 Clinical Laboratory Assistant Program Fall Cohort

Thank you for your interest in the Clackamas Community College Clinical Laboratory Assistant Program. We are pleased that you are exploring clinical laboratory assisting as a profession.

The Clackamas Community College Clinical Laboratory Assistant Program offers a broad-based curriculum consisting of three terms of full-time study. The clinical laboratory assistant profession is a demanding discipline and the course of study is challenging as well as rewarding. We urge you to recognize the commitment that is essential if one is to be successful in this program.

Begin your application process as early as possible so that you have ample time to complete the packet. Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. If you have questions regarding the Clinical Laboratory Assistant Program contact the Clackamas Community College Allied Health Department at 503-594-0690. If you have questions regarding the application process contact our Admissions Specialist at 503-594-3379.

Helen Wand, MT (ASCP) SM
Clinical Laboratory Assistant Program Director
503-594-0694
helenw@clackamas.edu

Clinical laboratory assistant students must meet statutory mandates for healthcare providers. Anyone with a criminal record may not be allowed in a healthcare facility as a student. The aim of this legislation is to prevent abuse situations with vulnerable adults and children. All students in the Allied Health Department are required to have a criminal history background check and drug test.

CCC Admission Policy Statement

Clackamas Community College supports an open door policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Prospective students are eligible for admission if they are a high school graduate, have a GED, or are over 18 years of age. Admission to the College does not guarantee entrance to all programs. Students seeking to enter a special admit program must meet additional admission criteria.

Students under the age of 18 that have not yet graduated from high school or obtained their GED are not admitted but are allowed to enroll in selected courses under ORS 339.030. Specific enrollment permissions may be required.

Program

The Clinical Laboratory Assistant Program is accredited by Approved Status through the National Accrediting Agency for Clinical Laboratory Science (NAACLS) and is designed to prepare students for entry level positions in clinical laboratory settings, such as medical center clinical laboratories, reference laboratories, research laboratories, and physician office laboratories (POLs).

Trained in all aspects of medical laboratory support, including phlebotomy, specimen processing, quality control, and laboratory orientation and regulation, the clinical laboratory assistants serve a diverse ancillary role, assisting other laboratory personnel, physicians, and patients. Their duties may also include computer skills, laboratory billing practices, and the performance of assistant-level testing according to standard operating procedures. Students will participate in unpaid, supervised practicums in ambulatory or acute care laboratory settings.

Certification

Upon successful program completion, students are eligible to sit for the Clinical Laboratory Phlebotomist Examination offered through the new American Society for Clinical Pathology (ASCP) Board of Certification (BOC). For more information please visit the NCA website at <http://www.nca-info.org>.

They are also eligible to sit for the National American Medical Technologist's (AMT) - Certified Medical Laboratory Assistant (CLMA) examination. For more information please visit www.amt1.com.

Getting Started

- Download the application from the website: <http://depts.clackamas.edu/healthsciences>
- Review Clinical Laboratory Assistant admission and program requirements as indicated in this packet.
- Take placement exams in the Testing Center and gather necessary transcripts and supporting documents.
- Complete the Clinical Laboratory Assistant application and submit by the filing deadline of June 30, 2011 for optimal consideration.

Only completed applications will be accepted in the Registrar's Office located in Roger Rook Hall at the Oregon City campus.

Applications received after June 30, 2011 will be considered on a space-available basis at the discretion of both the Allied Health Department and the Registrar's Office.

Submitting an application does not guarantee that applicants have satisfied minimum criteria.

2011-2012 Certificate of Completion Clinical Laboratory Assistant Program — Fall Cohort

The following must be included with application packet:

- Completed 2011-2012 Clinical Laboratory Assistant Program application
- Competency in writing, math, and reading as measured by CCC placement assessment dated no earlier than 2002 or previous college coursework as documented on official college transcripts. Students must place into at least WR-101 or WR-121, MTH-050/60 or MTH-065, and RD-115 to be eligible to apply.
- Letter of recommendation (refer to the back page of this application for instructions)
- \$50 application fee (non-refundable)

If you plan to test at a school other than CCC, please contact the CCC Testing Center first for more information at 503-594-3283 or 503-594-0626.

All application supporting documents are required regardless of age, educational background or experience.

Application and Admission

- Submit a complete application packet and all required supporting documents, including placement exam score report, letter of recommendation, official transcripts from previously attended colleges, and application fee to the CCC Registrar's Office located in Roger Rook Hall at the Oregon City campus by the filing deadline of June 30, 2011. **Only completed application packets will be processed.**
- Admissions personnel will evaluate each application and supporting documents for eligibility criteria.
- Eligibility for admission to the Clinical Laboratory Assistant Program will be based on meeting the stated criteria. Spaces are limited, therefore, eligibility does not guarantee admission to the program. **Applicants will be notified of admission decision within 30 days of the filing deadline.** Any application submitted after the deadline will be considered on a space-available basis at the discretion of both the Allied Health Department and the Registrar's Office.
- The Allied Health Department reserves the right to establish an alternate list. Students on the alternate list will be notified if space becomes available.
- Admission criteria are subject to change from year to year. It is the responsibility of the student to be informed. Please refer to the current CCC academic catalog for program requirements and changes.

Submitting an application does not guarantee that applicants have satisfied minimum criteria.

Upon Acceptance

- Prior to beginning classes in the fall, you must submit to the Allied Health Department the Health History form provided by CCC and completed by an MD, DO, ANP/FNP or PA *and* show evidence of:
 - A physical examination within the last year.
 - Immunity to measles, mumps, rubella, tetanus, varicella, diphtheria, and pertussis.
 - Tuberculin skin testing or chest x-ray.
 - Begin series of hepatitis B vaccinations or submit proof of completed series if within 7 years, or current titer results.

- Attend the mandatory orientation for clinical lab assistant students. Date to be announced.
- Prior to beginning the program, all students must provide the Registrar's Office and the program director proof of CPR certification and First Aid certification. **Only American Heart Association Healthcare Provider CPR certification and American Red Cross First Aid certification will be accepted.** These certifications must remain current throughout the program. More information will be provided at orientation.
- All students in the Clinical Laboratory Assistant Program are expected to achieve a "C" grade or better in all required courses each term prior to moving on to the next term. Core curriculum is sequential and may not be taken out of order. Core curriculum is intended to be completed in one academic year.
- Read and sign an Individual Professional Standards Acknowledgement form, a confidentiality statement, a hepatitis B vaccination form, and a risk form provided at orientation.
- Students must provide the Allied Health Department with a criminal history background check. Students who do not pass the Criminal History Check (CHC) may not be eligible to complete training at affiliated practicum sites, to sit for licensure or certification exams or be hired for some professional positions. If you believe that your past history may interfere with your ability to complete the program of study or to obtaining licensure or certification in your chosen field, you should contact the program director. Information will be distributed at orientation.
- All students in the Allied Health Department will submit a drug test prior to the start of their clinical practicum at their expense. Students will be notified when and where to have this test completed.

CERTIFICATE OF COMPLETION

Clinical Laboratory Assistant Program Requirements

FALL TERM

BI-055	Introduction to Human Biology	
	or BI-102 General Biology (prerequisite BI-101).....	3-4
CLA-100	Introduction to Healthcare.....	2
MA-115	Phlebotomy.....	1
MA-110	Medical Terminology.....	3
CLA-101	Clinical Laboratory Assistant Skills I.....	4
WR-101	Communication Skills: Occupational Writing	
	or WR-121 English Composition.....	3-4

WINTER TERM

CLA-102	Clinical Laboratory Assistant Skills II.....	4
CLA-115	Laboratory Administrative Skills.....	2
CLA-119	Phlebotomy/Laboratory Practicum I.....	3
MTH-050	Technical Mathematics I	
	or MTH-065 Algebra II.....	3-4
CS-120	Survey of Computing.....	4

SPRING TERM

CLA-103	Clinical Laboratory Assistant Skills III.....	4
SP-100	Basic Speech Communication	
	or SP-218 Interpersonal Communication.....	3-4
PSY-101	Human Relations.....	3
CLA-120	Phlebotomy/Laboratory Practicum II.....	4
CLA-125	Introduction to Clinical Research.....	2

Minimum credits required for certificate..... 48-52

2011-2012 CCC Clinical Laboratory Assistant Application for Admission – Fall Cohort

Date: _____ Social Security # **or** CCC Student I.D.# _____

Indicate the term you are applying for: Fall 2011

Providing your Social Security Number (SSN) is voluntary. If you provide it, the college will use your SSN for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your Social Security Number means that you consent to the use of the number in the manner described.

Birthdate* _____ * If you're under 18, additional permissions may be required before you can register for classes.
MM DD YYYY

Formal Name _____
Last First (i.e. Anthony) Middle Preferred (i.e. Tony)

Mailing address _____
Address City State County Zip

Telephone _____ Email address _____
Home Cell Work

Residency/Student Type

Required for tuition purposes

- In State** (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)
 Immigrant Refugee Other
- Out of State:**
 US citizen and permanent resident outside of Oregon, CA, ID, WA, or NV
 International visitor (B, J, H or other nonstudent Visa)
 International student (requires I-20)

CCC would appreciate your response to the following:

Gender Male Female

High School/GED Completion

Received High School Diploma _____
Name of School Location Graduation Date

I certify that I have graduated from high school or passed the GED exam.

Previous Colleges Attended

Name of School	Dates	Location	Award
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____

Clackamas is required by the U.S. Federal Government to ask the following:

Ethnicity

- Hispanic or Latino
 Not Hispanic or Latino

Race

- (Choose all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White

What will you be studying?

cc.clinlabasst

Program Title

Please note: You must be certificate/degree seeking in order to be eligible for financial aid. Social Security Number is required in order to receive financial aid.

Educational Goals

- Earn a degree/certificate
 Transfer classes
 Learn job skills
 Update job skills
 High school completion/GED
 Explore career/academics
 Reading/writing/math skills
 Learn English language
 Personal interest
 Other _____

CCC releases student "directory information" which includes enrollment status, verification of certificate or degree award, residency status, major and athletic participation. If you do not want information released, please contact the Registrar's Office and request the Restrict Directory Information form.

Please answer the following questions: (For statistical purposes only)

- Are you the first person in your family to attend college? Yes No
- What is your household income? \$0-\$15,000 \$15,000-\$30,000 \$30,000-\$50,000 \$50,000+
- What is your employment status?
 Employed 35 hrs/week or more Retired
 Employed less than 35 hrs/week Not employed
- Are you a veteran of the U.S. Military Yes No
or do you have a family member who is a veteran? Yes No

Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law. The college's commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the college.

Certification of application information and academic standards policies.

I have read and understand the admission criteria for the Clackamas Community College Clinical Laboratory Assistant program. I verify that all statements on this application are complete and true. I accept and agree that I will be required to sign an Individual Professional Standards Acknowledgement form prior to my entry into the program. Further, I certify that I am aware that I must have physical and mental abilities necessary to provide safe client care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), and endurance to be successful in the program. I will complete and submit the Health History form prior to the start of classes.

Signature Date

Print Name
 CLACKAMAS COMMUNITY COLLEGE, REGISTRAR'S OFFICE, 19600 MOLALLA AVENUE, OREGON CITY, OR 97045-7998

Certificate of Completion
Clinical Laboratory Assistant Program
Letter of Recommendation Instructions

- A letter of recommendation must be included in the application packet. Preferably, the letter should come from a healthcare or academic professional with whom you are well acquainted. This letter will address the likelihood of your success within your chosen field of study. This letter should be written on letterhead, signed by the originator, and addressed to the program director.

Questions may be directed to:

Helen Wand, Clinical Laboratory Assistant Program Director, helenw@clackamas.edu
Patty White, Admissions Specialist, pattyw@clackamas.edu
Academic Advising, advising@clackamas.edu