

**WASHBURN UNIVERSITY  
SCHOOL OF APPLIED STUDIES  
APPLICATION PACKET**

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**CLINICAL LABORATORY SCIENCE PROGRAM  
Admissions Criteria**

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**ADMISSION REQUIREMENTS**

**Priority deadline for application is December 1.** All applications should be sent to the following address:

Clinical Laboratory Science Program  
Benton Hall room 108  
Washburn University  
1700 SW College Avenue  
Topeka KS 66621

For further information, contact:  
Kathy Hupp, BA  
785-670-1412  
[kathy.hupp@washburn.edu](mailto:kathy.hupp@washburn.edu)

To be considered for acceptance into the Clinical Laboratory Science Program (CLS) at Washburn University, the following criteria **must** be completed and submitted.

1. **Academic transcripts:**  
**Submitted directly** to the CLS program director.
  - If you are currently enrolled at Washburn, go to [MyWashburn](#) to print your transcript and submit.
  - If not currently enrolled at Washburn, please submit official transcripts from all colleges/universities attended.
2. **Washburn University Clinical Laboratory Science Application form (enclosed):**  
Acceptance to Washburn University does not constitute acceptance to the CLS Program.
3. **Washburn University CLS Program Letter of Intent:**  
Please provide a narrative describing your interest in the area of Clinical Laboratory Science, particularly stressing your professional career goals. (Instructions enclosed)
4. **Recommendations:**  
Two (2) letters of professional recommendation (1 Biology/Chemistry professor, 1 supervisor (work or volunteer))
5. **Personal Resume which includes:**
  - a. **Personal Information:**
    - Name:** Provide your legal name with any nickname or most frequently used name in parentheses.
    - Address:** Provide both a preferred mailing address and a permanent address (if different) complete with zip codes.
    - Telephone:** Provide telephone numbers with area codes for both preferred and permanent address.
    - E-mail:** Provide permanent e-mail address
  - b. **Academic Degrees/Professional Certifications**
  - c. **Employment:**  
Provide dates of employment, position, and short description of duties
  - d. **Volunteer Experiences:**  
List any organizations for which you have volunteered your time during the past five years. Provide the organization, the activity, the hours volunteered, and the dates.

**International Students:**

Link to [International Admissions](#)

**Academic criteria:**

- A cumulative grade point average of at least 2.5 on a 4-point scale.
- A science/mathematics grade point average of at least 2.5 on a 4-point scale.

Preclinical academic preparation is important in predicting student performance in the clinical program, so the preparation must reflect current information. The selection committee evaluates the college transcripts of each applicant. If an applicant completed academic prerequisites more than five years prior to admission, the committee will determine an acceptable means for the applicant to update the prerequisites.

**Nonacademic criteria:**

Each applicant is reviewed to identify the qualities predicting success in the profession of clinical laboratory science. Desirable qualities include personal integrity, interest and ability in science and mathematics, manual dexterity, attention to detail, leadership and communication skills, and the ability to work cooperatively with others.

Evaluation of these qualities is by:

- Personal interview with representatives from the affiliated programs.
- Letters of recommendation

**Mission:**

Upon completion of the clinical laboratory science (CLS) education program, the graduate will be the health care team professional responsible for providing laboratory information that is timely, cost-effective and of high quality. The laboratory professional will demonstrate a command of clinical laboratory science theory and application such that s/he develops, implements, and evaluates the total laboratory process to improve patient care outcomes.

**CLS PROGRAM GOALS:**

- Graduate technically competent practitioners, who interpret, assess validity and correlate clinical laboratory data.
- Instill the highest standards of performance and professional ethics in all graduates.
- Provide graduates with tools that promote sound, independent judgment, successful problem-solving abilities, and essential educational and administrative skills.
- Graduate professionals who are effective communicators with all members of the health care team, patients and the public (community).
- Support and mentor the development of professional responsibility to include lifelong learning activities, teamwork skills, and the ability to adapt to and facilitate change.
- Graduate professionals who actively educate others regarding the integral role of clinical laboratory scientists in delivering quality patient care.
- Prepare graduates to pass national certification examinations in order to enter professional practice.

**Program Costs:**

Link to [Tuition and Fees](#)

Textbooks approximate figure:	700.00
Housing in Omaha for 11wks:	varies
Criminal Background check:	50.00
Hepatitis B Vaccines: approximate cost	75.00
TB Test: approximate cost	5.00
Other required vaccinations	varies
Graduation Pin	15.00

### **Transportation and Housing:**

Students must have reliable transportation and are responsible for all costs incurred during travel to and from the Clinical Site and University of Nebraska Medical Center as well as housing costs incurred during the 11 weeks of classes in Omaha, NE.

### **Liability Insurance:**

Washburn University carries liability insurance on students during clinical education and during all clinical attendance.

### **Health Insurance:**

All students are required to have and maintain personal health insurance for the duration of the CLS program.

### **Financial Aid:**

Financial aid including loans, scholarships, grants and work-study is available for those who qualify.

Information can be obtained in the Financial Aid office or by going to [Washburn University Financial Aid](#).

### **Disability Services:**

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office MUST have appropriate documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailled materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately. Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

Location: Student Services, Morgan Hall Room 150

Phone: 785-670-1629 or TDD 785-670-1025

E-Mail: [student-services@washburn.edu](mailto:student-services@washburn.edu)

### **Required Health Documentation:**

The following tests will be performed at the student's expense.

- Hepatitis B Immunization**  
Students must be immunized for Hepatitis B. This immunization is administered in a 3-part series which consists of an initial injection followed by a 2<sup>nd</sup> dose one month later. The third dose is given 6 months following the first injection. A Hepatitis B titer is highly recommended.
- Tuberculin Skin Test**  
All students are required to have a recent TB skin test prior to admission to the CLS program. Skin tests are performed on a yearly basis, and the student is encouraged to wait until April to have the test in order for it to remain current throughout the program's duration.
- Chicken Pox (Varicella)**  
All students are required to present proof of date of vaccination, positive titer or history of varicella.
- Tetanus/Diphtheria/Pertussis**  
All students must show proof of receipt of Td or Tdap ( booster required every 7 years)
- Measles/Mumps/Rubella (MMR)**  
All students must show proof of 2 MMRs or positive titer.
- Polio**  
All students must present proof of the last date of vaccination series.
- General Health Examination**

### **Criminal Background Checks:**

Successful completion of the CLS program requires participation in clinical practicum courses. Students can only be placed in clinical practicum courses after a background check, **at their expense**, has been completed which discloses they do not present a criminal history of:

- Convictions of laws regulating controlled substances; \*
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law requiring registry;
- Conviction, at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

\* Exception: Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum if they have demonstrated, in the opinion of the program director, they have been sufficiently rehabilitated.

## **Essential Functions Clinical Laboratory Science Program Washburn University**

The Bachelor of Health Science degree in Clinical Laboratory Science is recognized as requiring the acquisition of general knowledge and basic technical performance skills in all areas of medical laboratory science, otherwise known as the medical technology or clinical laboratory science profession.

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### **Policy:**

The faculty in the Clinical Laboratory Science Program has a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the program, as well as for the welfare of students in the Program. To fulfill this responsibility, the program has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. Discrimination is prohibited on the basis of race, color, sex, national origin, age, disability, marital status, religion or veteran status.

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### **Program:**

Admission and retention decisions for the clinical laboratory science program are based not only on prior satisfactory academic achievement, but also on non-academic factors that serve to insure the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of each student at graduation.

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### **Essential Requirements:**

The Washburn University Clinical Laboratory Science Program curriculum requires essential abilities in **information acquisition**. The student must have the ability to master information presented in course work in the form of lectures, written materials and images. Additionally, the student must have the cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.

The student must be able to perform patient testing safely and accurately. He or she must be able to distinguish and identify objects both macroscopically and microscopically.

The student must have sufficient upper body muscle coordination and adequate dexterity to handle body fluid specimens, biohazards, chemical hazards and instruments safely in order to prevent harm to self or others. He or she must be able to perform delicate manipulations on specimens, instruments and equipment (such as calibrated pipettes) sufficient to meet specifications for accuracy in diagnostic testing. He or she must be able to lift and move objects, e.g., load individual tubes in an analyzer and move test tube racks from one bench to another. He or she must have fine motor control skills to carry out technical procedures such as isolating bacteria by smoothly moving a loop (6-inch wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar. The student must have sufficient touch discrimination to discern veins in order to perform venipunctures.

The student must be able and willing to work with blood and with organisms that may be infectious. He or she must be able to work safely with a wide variety of chemical reagents.

Approximately 75 percent of each day is spent standing or walking and 25 percent is spent sitting in an indoor setting. Lifting of up to 50 pounds of equipment or supplies is required. Frequent interaction with computer terminals and laboratory equipment is necessary, requiring interpretation of visual presentation on screen, repetitive hand movements and fine manipulation.

The student must possess the emotional stability required for full utilization of his or her intellectual abilities. He or she must be able to work accurately and safely under stress, e.g., work under time constraints, read and record numbers accurately, perform repetitive tasks, concentrate in distracting situations, and make subjective evaluations and decisions where mistakes may have a high impact on patient care. He or she must be able to adapt to changing environments and be able to prioritize tasks.

The student must be able to communicate effectively in verbal and written English in order to obtain and transmit information to patients and members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervisory help and consultation in a timely manner.

The student must possess attributes that include integrity, responsibility and tolerance. He or she must show respect for self and others, work independently as well as with others, and project an image of professionalism.

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**Summary:**

These standards identify the requirements for admission, retention and graduation from the program. It is the responsibility of the student with disabilities to request those accommodations that he or she feels are reasonable and are needed to execute the essential functions described.

**WASHBURN UNIVERSITY OF TOPEKA  
APPLICATION: CLINICAL LABORATORY SCIENCE PROGRAM**

Application Date:		Application for class beginning May:	
<b>Name:</b> (Last)	(First)	(M)	(SSN )
Do you have educational materials under another name? yes__ no__		If so, please indicate name:	
<b>Preferred mailing Address</b>			
(street)	(city)	(state)	(zip)
<b>Permanent Mailing Address</b>			
(street)	(city)	(state)	(zip)
<b>Telephone:</b>			
<b>Cell Phone:</b>			
<b>Email Address:</b>			

**EDUCATIONAL INSTITUTIONS ATTENDED**

List all undergraduate Colleges Attended (list in chronological order starting with the most recent)

Name of Institution	City/State	Dates of Attendance	Hours Earned or Degree
		to	

List all Graduate or Professional Schools Attended

Name of Institution	City/State	Dates of Attendance	Hours Earned or Degree
		to	

## WORK IN PROGRESS

Instructions: Please list all courses currently in progress and those which you plan to complete prior to your enrollment in Washburn University's CLS Program.

1. CURRENT SEMESTER (Check one)		
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
Year _____		
Name of Institution		
Dept	Name of Course	Cr. Hrs.

2. FUTURE SEMESTER (Check one)		
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
Year _____		
Name of Institution		
Dept	Name of Course	Cr. Hrs.

## RECOMMENDATIONS

Three Clinical Laboratory Science Program Personal Recommendation forms are required to complete an application for admission consideration. Please list the names and addresses of the individuals who will provide your required letters of recommendation. **Your file will not be complete, nor can you be considered for admission unless the required recommendations are received by the application deadline.**

### RECOMMENDATION I

(First)	(Last)	(Degree)
(Employer)	(Title)	
(City)	(State)	(Zip)
(Telephone)		

### RECOMMENDATION II

(First)	(Last)	(Degree)
(Employer)	(Title)	
(City)	(State)	(Zip)
(Telephone)		

**APPLICANT:** Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater use in the assessment of a student's qualifications, abilities, and promise.

I do / I do not waive my right to review the content of my letters of recommendation.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

I certify that all the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I know and understand that any or all items contained herein may be subject to verification and I consent to the full release of all information concerning my capacity and fitness for the educational program by employers, educational institutions and other agencies. Furthermore, by submitting this application I agree to abide by the policies and procedures as established in the University catalog. A copy of which is available through the Admissions Office.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Recommendation Instructions  
Clinical Laboratory Science Program  
Washburn University**

**Applicant Instructions:**

**STUDENT: Please provide the following to each referent**

- Pre-addressed stamped envelope if applicable (use address listed below)
- A copy of this instruction page
- Copy of the **Personal Recommendation Form** with your name printed on the appropriate line.
- These forms may be sent electronically to the recommender.

**To the referent:**

The Clinical Laboratory Science degree is recognized as requiring the acquisition of general knowledge and basic technical performance skills in all areas of medical laboratory science, otherwise known as the medical technology or clinical laboratory science profession.

In your letter of recommendation, please indicate your impression of this applicant with regard to the criteria listed on the recommendation form. Please feel free to add additional comments or impressions regarding the student in a separate letter.

If completing this form electronically, please print and sign the form before returning to student or mailing.

Thank you for your participation.

Kathy Hupp BA  
Director of CLS Student Affairs  
Washburn University  
785-670-1412  
kathy.hupp@washburn.edu

**RETURN THE LETTER TO: Candidate in sealed envelope with your signature across the flap, or to:**

**Clinical Laboratory Science Program  
Allied Health Department  
Washburn University  
1700 SW College Avenue  
Topeka KS 66621**

**WASHBURN UNIVERSITY OF TOPEKA  
SCHOOL OF APPLIED STUDIES  
CLINICAL LABORATORY SCIENCE PROGRAM**

**PERSONAL RECOMMENDATION**

**Name of Applicant:** \_\_\_\_\_

**TO THE RECOMMENDER:**

The person listed above is applying to Washburn University's Clinical Laboratory Science Program. Please read and complete the following Personal Recommendation form as honestly as possible.

How well do you know the candidate: \_\_\_Very well \_\_\_Fairly well \_\_\_Slightly

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please indicate your impression of this applicant with regard to each of the following factors by **checking** the appropriate rating.

FACTORS	Out standing	Above Average	Average	Below Average	Unable to Judge & Why
<b>Motivation:</b> genuineness & depth of commitment to profession					
<b>Maturity:</b> personal development, ability to cope with life situations.					
<b>Cultural Sensitivity:</b> exhibits respect for and sensitivity to individual differences					
<b>Interpersonal Relations:</b> ability to get along with others, rapport, cooperation; team building, attitudes toward supervision.					
<b>Critical Thinking:</b> ability to problem-solve, correlate and process information.					
<b>Reliability:</b> dependability, sense of responsibility, promptness, conscientiousness.					
<b>Oral Communication Skills:</b> clarity of expression, articulate					
<b>Written Communication Skills:</b> Writing fundamentals, construction					
<b>Self-Confidence:</b> assuredness, capacity to achieve with awareness of own strengths and weaknesses					
<b>Quality of Work:</b> accuracy, consistency, timeliness					

**Continued on back**

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Clinical Laboratory Science Program. Additional comments may be made on a separate page.

**Positive Attributes:**

**Opportunities for Improvement:**

- This applicant receives my highest recommendation.
- I recommend this applicant with confidence.
- I recommend this applicant.
- I recommend this applicant with some reservations.
- I would not recommend this candidate for admission.

**RECOMMENDER:**

Name (First)	(Last)	(Degree)
(Employer)	(Title)	(Telephone)
(City)	(State)	(Zip)
(Signature)	(Date)	

**RETURN TO: Candidate in sealed envelope with your signature across the flap, or to:  
Clinical Laboratory Science Program  
Allied Health Department  
Washburn University  
1700 College  
Topeka KS 66621**

**Letter of Intent  
Clinical Laboratory Science Program  
Washburn University**

**LETTER OF INTENT**

*Health Care professionals must possess good written communications skills. The letter of intent is evaluated for both content and grammar. **Submit the Letter of Intent along with all other application materials.***

On a separate piece of paper, please include the following:

Provide a narrative describing your interest in the area of Clinical Laboratory Science, any laboratory experience you might have, and your professional career goals.

**\* Please limit the content to no more than 1 typewritten page using 12 point font.**

At the end of the Letter of Intent, include the following:

**Applicant Name (print)** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_