

**Medical Laboratory Science Program (MLS)**

To Prospective Medical Laboratory Science Students

Dear Students:

Thank you for your interest in Monmouth Medical Center's Medical Laboratory Science Program (MLS). The RWJBH MLS program at Monmouth Medical Center (MMC) is a comprehensive experiential learning program. The MLS curriculum includes six (6) consecutive months of didactic instruction by clinical educators, resident and staff physicians, and technologists. Many hold graduate degrees in their specialty, and all have a sincere desire to teach and develop competent medical laboratory scientists. The remainder of the academic year is devoted to clinical laboratory rotations with primarily one:one instruction. The additional professional skills included in the MLS program will emphasize business management, computer operations, and interpersonal communications, essential for job security. To help with this, the MLS program emphasizes a positive attitude, networking, and job- acquisition skills.

The MLS Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

A career in Medical Laboratory Science offers openings in many areas including hospitals, independent clinical and reference laboratories, industry, and sales. Changes in national healthcare offers MLS graduates - with certification and a few years' experience - opportunities to become supervisors and managers of laboratories well into the 21st century.

We encourage active student membership in professional societies: ASCP, ASCLS, AACC, ASM, and others. Continuing education is critical for all of us in the Clinical Sciences. This entails keeping abreast of current research and advances in laboratory techniques and operations. We will work together to develop competent and confident Medical Laboratory Scientists ready to accept the challenges of Diagnostic Medicine in the 21st Century.

The MMC location boasts convenient and quick access to New Jersey transit (1 block from Long Branch train station) and two blocks from the Atlantic Ocean. North of MMC is the PNC Arts Center (17 miles) and New York City (55 miles). South is Atlantic City (83 miles) and Philadelphia (75 miles southwest).


I look forward to reading your application and working with you to become a Medical Laboratory Scientist and join others in this rewarding profession.

Sincerely,



Diane Ciancimino-Bordelon, MS-CLS, BSMT (ASCP), PMP  
Program Director and Education Coordinator of Pathology  
Diane.Ciancimino-Bordelon@rwjbh.org  
732-923-7367



**Monmouth Medical Center**  
**Medical Laboratory Science Program**  
**Department of Pathology**  
**300 Second Avenue, Long Branch, NJ 07740**  
**Attn: Diane Cianciminio-Bordelon**  
 [Diane.Cianciminio-Bordelon@rwjbh.org](mailto:Diane.Cianciminio-Bordelon@rwjbh.org)

**Application for Admission to session beginning August 20\_\_\_\_(Year)**

Application Packet includes:

- Application (pg. 2-6)
- Statement of Interest (pg. 5)
- Letter of recommendation form (pg. 7-9). Note: 3 letters of recommendation are required
- Additional requirement – Official transcript(s) for all academic institutions attended

Instructions for packet submission (pg. 6)

Last Name:	First Name:	Middle Name/Initial
Address:	Phone# & Email address	
American Citizen (please check one): Yes _____  No _____	If not US citizen, permanent visa/proof of residency? Yes _____  No _____	
Current Status (please check one):		
<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <li>• Enrolled in MLS/MT program: _____</li> </ul> </div> <div>           Univ./College Name: _____             Academic Advisor Name: _____             Advisor Contact Info: _____         </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <li>• Earned or will earn a baccalaureate degree prior to MMC's MLS internship program: _____</li> </ul> </div> <div>           Univ./College Name: _____             Date earned: _____         </div> </div>		

**Academic History** (please list all):

University/College	Major	Graduation	Degree

**Listing of Current and Planned Academic Program**

For applicants currently enrolled or plan to enroll and complete prior to Monmouth Medical Center's School of Medical Laboratory Science program, list current and future courses lists in the table below. \*

Semester	Course List
Current	
Future	

\*Provide course grades at semester's end.

**Employment/Volunteer Record:** (current position first)

Name & Address	Title of Position	Type of Work	Date Employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Have you had any previous laboratory or hospital experience?** *Yes* \_\_\_\_\_ *No* \_\_\_\_\_

If yes, explain below

\_\_\_\_\_

**References: provide three references** (at least two from a science instructor or advisor).

Name	Title	Contact Information

## Statement of Interest

In the space below, submit a statement of your interest in Medical Laboratory Science (feel free to attach an additional sheet if necessary).

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**I hereby apply to Monmouth Medical Center School of Medical Laboratory Science and certify that the above statements are true to the best of my knowledge. If accepted, I agree to comply with and be governed by any and all MMC policies, procedures, rules and regulations.**

**Date**

**Signature**

**Submission Instructions:**

<b>Submission Requirements:</b>	<b>Submitted to MMC Program Director by:</b>
Application Form	Applicant - should email directly to Program Director
Letter/Statement of Interest	Applicant - should email directly to Program Director
Letters of Recommendation	Evaluator - email directly to Program Director (see email below)
All Transcript(s)	Academic Institution (electronically – see instructions below)*

\*Request the official transcript sent electronically to [Diane.Cianciminio-Bordelon@rwjbh.org](mailto:Diane.Cianciminio-Bordelon@rwjbh.org). If must be mailed, have it sent directly to Program Director at Monmouth Medical Center (see US Mail Address below).

**US Mail Address (Use only for documents that cannot be emailed/electronically sent:**

Monmouth Medical Center  
 Medical Laboratory Science Program  
 Department of Pathology  
 300 Second Avenue  
 Long Branch, NJ 07740  
 Attn: Diane Cianciminio-Bordelon

**Questions?**

Contact: Diane Cianciminio-Bordelon  
 Program Director and Education Coordinator of Pathology  
 Email: [Diane.Cianciminio-Bordelon@rwjbh.org](mailto:Diane.Cianciminio-Bordelon@rwjbh.org)  
 732-923-7367

**Note:** Prior to submission of this application, confirm you have read MMC Medical Laboratory Science Program's *Essential Standards* (link on website) and believe you are capable of successfully fulfilling these requirements with or without corrective devices and/or reasonable accommodations.

Applicants accepted into MMC's MLS Program, will be provided the Essential Functions form to complete. Receipt of the signed document confirms understanding and ability to fulfill these requirements.

**MEDICAL LABORATORY SCIENCE**  
**PROGRAM LETTER OF RECOMMENDATION**

\_\_\_\_\_ has applied to our Medical Laboratory Science Program. In order to facilitate our decision for his/her acceptance, please complete the enclosed form and provide appropriate comments in the space below. Your assessment of this applicant will greatly assist the Admissions Committee in its decision. The recommendations are an important part of the application process and your time in furnishing this information is greatly appreciated.

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**CANDIDATE EVALUATION FORM**

Please check the appropriate numeric value corresponding to the applicant's level of qualification. If you are an educator, please rate the applicant in comparison to all the students you have known

<b>Rating Scale:</b>	<b>5</b>	Exceptional (Top 5%)	<b>2</b>	Average- Competent and acceptable proficiency (Second quartile)
	<b>4</b>	Excellent- Exceeds requirements (Top 10%)	<b>1</b>	Below Average- Does not meet requirements (Bottom 50%)
	<b>3</b>	Above average- Competent and acceptable proficiency (Top quartile)	<b>N/A</b>	Unable to determine or not applicable to the candidate

	RATING					
	5	4	3	2	1	N/A
<b>Intellectual ability:</b> Able to efficiently assimilate and recall large amounts of information; able to grasp and understand complex concepts.						
<b>Problem-solving ability:</b> Able to identify, analyze and solve problems						
<b>Originality &amp; Imagination:</b> Able to see and define new perspectives and approaches; able to develop innovative and creative solutions						
<b>Independence &amp; Resourcefulness:</b> Able to use resources at hand and develop new ones as needed; works on task without direct supervision; able to effectively engage in self-study						
<b>Industriousness &amp; Self Discipline:</b> Demonstrates perseverance, diligence, and determination in performing a task; possesses focus and a strong work ethic; takes pride in producing high-quality work						
<b>Motivation &amp; Positivity:</b> Keen, enthusiastic, and intense learner; volunteers for extra work and demanding assignments; displays an energizing optimism						
<b>Resilience &amp; Adaptability:</b> Demonstrates tolerance of stressful environments, including the ability to handle heavy academic workloads; able to adapt effectively to changing situations; recovers from setbacks; copes with pressures and tensions						

	RATING					
	5	4	3	2	1	N/A
<b>Ethical Responsibility:</b> Behaves in an honest manner; cultivates personal and academic integrity; adheres to principles resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways						
<b>Reliability &amp; Maturity:</b> Fulfills assignments/ projects in a timely and satisfactory manner; takes responsibility for personal actions and performance						
<b>Capacity for improvement:</b> Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.						
<b>Teamwork:</b> Works collaboratively and harmoniously with others to achieve shared goals; shares information and knowledge with others; builds a climate of trust and productive learning						
<b>Communication skills:</b> Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.						
<b>Motivation for the Medical Technology Profession</b>						

Please summarize your recommendation of this applicant by choosing one of the following statements. (Place an X in the box to the left of your choice):

	<b>Outstanding:</b> I feel that this applicant is an <u>outstanding</u> candidate for the MMC-MLS program. This applicant has the strong capacity for performing at the honors level; and will not only excel in, but also be an asset to the program. I expect this individual to pass the National Board Certification Exam with great success and become an exceptional laboratory technologist. <b>****Note: this category is reserved for only the best of the best students (top 2% of all students)</b>
	<b>Excellent:</b> I feel that this applicant is an <u>excellent</u> candidate for the MMC-MLS program. I expect the applicant to do very well in the program, pass the National Board Certification Exam, and become an excellent laboratory technologist.
	<b>Good:</b> I feel that this applicant is a <u>good</u> candidate for the MMC-MLS program. I believe this applicant can succeed in the program and pass the National Board Certification Exam with a positive attitude, persistence, and extra work. I believe this applicant has the capacity to become a good laboratory technologist.
	<b>Reservations:</b> I have <u>reservations</u> about this applicant. I believe this applicant is likely to experience problems in the MMC-MLT/MLS program and/or passing the National Board Certification Exam and/or becoming a laboratory technologist. (Please explain on next page.)
	<b>Not Recommended:</b> (Please explain on next page.)



Please comment on the suitability of the applicant for the MMC MLS Program. Elaborate on any of your preceding checklist ratings. We are particularly interested in the applicant's character, maturity, independence, values, and any special talent or quality that the applicant possesses specifically related to a career in healthcare and the medical laboratory profession. Please comment also on the student's potential for achievement, which has not yet been realized, and on possible weaknesses or limitations. You may use this page or attach a letter. If you attach a letter of recommendation, please also include your signature on both the letter and on this form.

Under what circumstances have you been associated with the applicant?	
How long have you known the applicant?	
Evaluator's Name:	
Title:	
Academic Institution/Business:	
Contact information:	
Email:	Phone:
Evaluator's Signature:	
Date:	

**Please return completed letter of recommendation preferably via email to Diane.Cianciminio-Bordelon@rwjbh.org** or by US mail to: Medical Laboratory Science Program, Department of Clinical Pathology, Monmouth Medical Center  
300 Second Ave; Long Branch, NJ 07740  
Attn: Diane Cianciminio-Bordelon