

# Medical Diagnostics Department

## Selection Process Guide for Applicants

- Combined Laboratory and X-ray Technology
- Cytotechnology
- Medical Laboratory Technology
- Medical Radiologic Technology

Revised September 25, 2009

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The following Medical Diagnostic Programs have been designated as high demand programs and as such will have specific selection criteria in addition to specified admission requirements.

## Admission Requirements

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Click on program to view admission requirements.

- [Combined Laboratory and X-ray Technology](#)
- [Cytotechnology](#)
- [Medical Laboratory Technology](#)
- [Medical Radiologic Technology](#)

## Selection Criteria

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Selection criteria are used as the basis to rank eligible applicants where there are more applicants applying to a high-demand program than there are places available.

Applicants are scored against the selection criteria. Selection of applicants will occur in two phases as described below.

**Phase 1** - Average will be calculated based on high school subjects required for admission. (See Admission Requirements above.) To ensure your application is complete, please submit the SIAST application form and application fee **between October 1 and February 15**. All required documents for Phase 1 of the selection process must be received by February 28 to be considered.

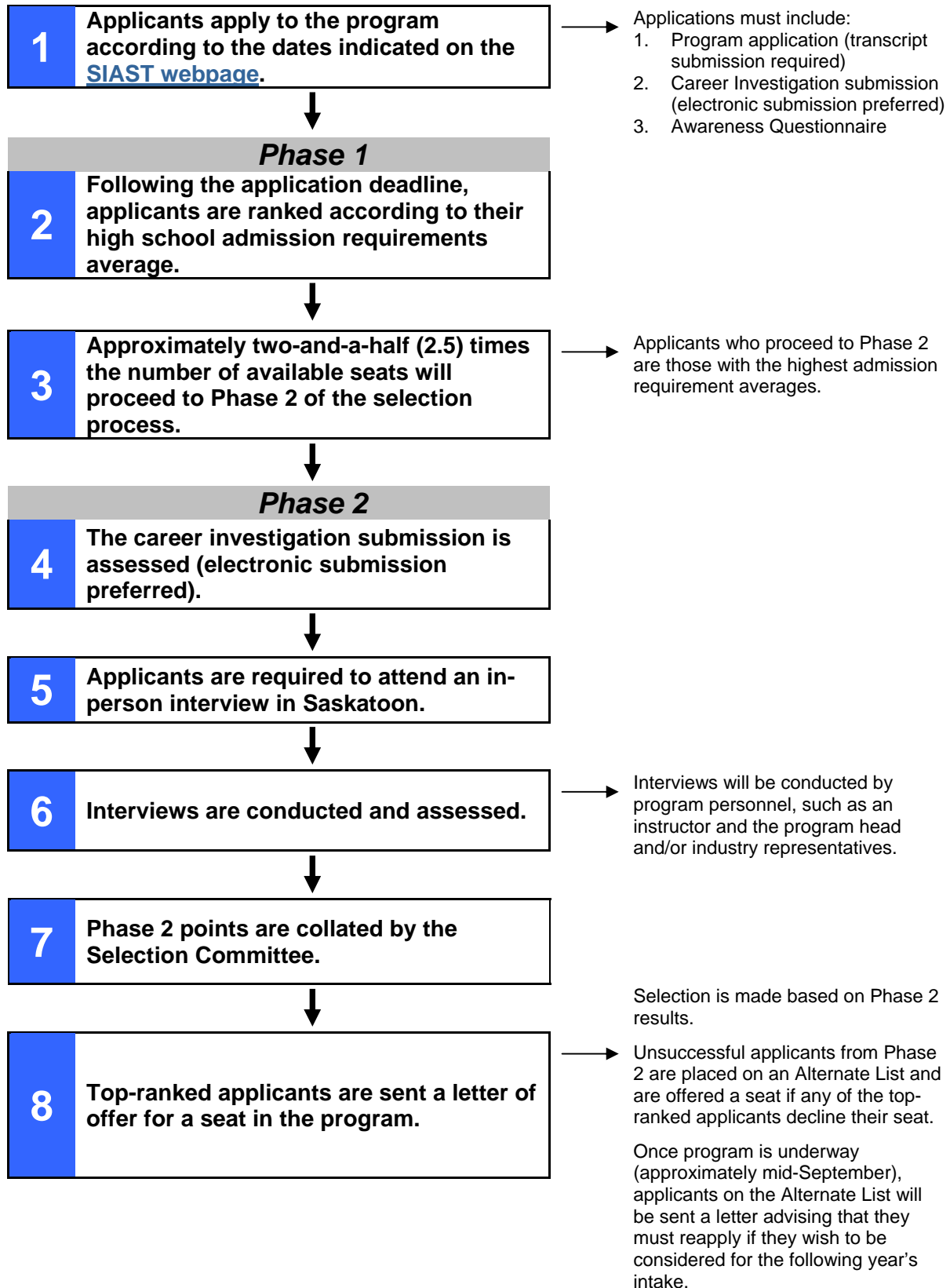
**Phase 2**- Additional selection criteria will be applied to applicants with the highest averages from Phase 1. Each component of the selection criteria is weighted as given below:

<b>Component A:</b> Admission Requirements Average	30%
<b>Component B:</b> Career Investigation	30%
<b>Component C:</b> Interview	40%
<b>Total:</b>	<b>100%</b>

## Application & Selection Process

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**\*IMPORTANT:** Applicants who fail to submit **Component B: Career investigation** by the application deadline (Step 1) will be excluded from the selection process.



## Phase 2 Scoring Model (Maximum Possible Score = 100 points)

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Scores will be allocated as follows:

**Component A:** Admission Requirements Average (Maximum = 30 points)

**Component B:** Career Investigation (Maximum = 30 points)

**Component C:** Interview (Maximum = 40 points)

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**Total:** **Maximum = 100 points**

<b>Component A: Admission Requirements Average (Maximum = 30 points)</b>
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Points are awarded as follows:

$$\frac{\text{Admission Average}}{100} \times 30\% = \text{Admission Requirements Average Points (Maximum 30)}$$

## **Component B: Career Investigation (Maximum = 30 points)**

A thorough **career investigation** of the chosen program is a component of the selection criteria. The career investigation component provides information that will convince the Selection Committee that the applicant has a thorough understanding of the program and the profession.

The career investigation (electronic submission preferred) must be submitted prior to the application deadline date. The career investigation consists of two parts:

- Career Investigation Report (Guidelines see below)
- [Awareness Questionnaire](#) (*non-weighted*)

### **Career Investigation – Applicant’s Guidelines for Composition**

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Applicants will compose a Career Investigation Report using information gained through the career investigation (utilizing resources which should include, but are not limited to, internet searches, program material, interviews with professionals presently working in the field and job shadowing activities.)

Applicants will submit a report of (approximately 2 pages) which must address the following:

**Describe the attributes you possess and how they would make you an asset to the profession.**

The submission should include information about, and a thorough understanding of:

- the training program
  - the work that graduates of this program are trained to do
  - the types of facilities in which graduates of this program are employed
  - hours/shifts worked
  - wages received in Saskatchewan
  - physical and mental stresses experienced
  - workplace hazards and safety considerations
  - other professionals they interact with
  - Continuing Education requirements – post diplomas
  - Professional and/or licensing requirements in Canada and Saskatchewan
- 

Submissions shall:

- include a cover page identifying: **Applicant Name, Address and Program of Interest**
- be 2, 8½” x 11” pages in length (not including the cover page and reference page)
- be double spaced
- be formatted in Tahoma font, size 11
- have 1” margins
- provide references used in researching the Career Investigation Report on a separate page
- be saved in Microsoft Word format
- **Submit by email** as an attachment to: [ReqServ.Kelsey@siast.sk.ca](mailto:ReqServ.Kelsey@siast.sk.ca)

OR

Mail to the following address:

**SIAST Kelsey Campus  
Registration Services  
P.O. Box 1520  
Saskatoon SK S7K 3R5**

Note: Applicants should refer to the [Career Investigation Report Scoring Rubric](#) in preparing the Career Investigation Report. The information contained in this document makes explicit the expectations and associated criteria used to determine the overall score. This information is provided in order to assist applicants in developing their report in a manner that meets or exceeds the standards that the Selection Committee has established.

**The Selection Committee will review the applicant's submission (Career Investigation Report and Awareness Questionnaire) to assess understanding in the following areas:**

**Knowledge of the Profession**

- Understands responsibilities (i.e. required to physically touch people, communicate patient instructions)
- Salary in Saskatchewan
- Hours of work
- Future employment outlook
- Awareness of potential workplace hazards
- Continuing education requirements – post diploma
- Professional and/or licensing requirements in the province of Saskatchewan

**Academic Potential**

- Communication Skills (Written)

**Physical Requirements of the Profession**

- Dexterity
- Physical stamina (awareness of the nature of the work)
- Personal hygiene
- General health

The applicant should use as many resources as possible to gather information about the program and the profession. In the Career Investigation Report, the applicant needs to clearly demonstrate the knowledge gained through the investigation. The following methods are suggested:

- Job shadowing in clinical facilities (Print a **Job Shadow Form and Objectives** form). If you are able to complete the job shadowing activity, please submit documentation with your application.

**Job Shadow Forms and Objectives Forms** (choose appropriate program-pdf document)

- [Combined Laboratory and X-ray Technology](#)
- [Cytotechnology](#)
- [Medical Laboratory Technology](#)
- [Medical Radiologic Technology](#)
- Speaking with professionals presently working in the field
- Clinical site tours
- Internet searches
- Program information
- Additional resources

## **Awareness Questionnaires**

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Completing the Awareness Questionnaire is a process of providing information about one's thoughts, feelings, past experiences, and future plans. This questionnaire is concerned with the extent you are aware of and are prepared to meet the challenges and demands of the program and profession. The Awareness Questionnaire will not be scored, but is integral to the selection process.

**Important:** If any portion of the Awareness Questionnaire form is incomplete, the career investigation will be considered incomplete and you will be **excluded from the selection process**.

Click on the appropriate program below and complete the Awareness Questionnaire.

- [Combined Laboratory and X-ray Technology](#)
- [Cytotechnology](#)
- [Medical Laboratory Technology](#)
- [Medical Radiologic Technology](#)

## Combined Laboratory and X-Ray Technology Program (CLXT) Awareness Questionnaire

Completing the Awareness Questionnaire is a process of providing information about one's thoughts, feelings, past experiences, and future plans. This questionnaire is concerned with the extent you are aware of and are prepared to meet the challenges and demands of the program and profession. The Awareness Questionnaire will not be scored, but is integral to the selection process.

Please click on the link below to complete and submit the Awareness Questionnaire **online**:

[CLXT Awareness Questionnaire](#)

Or you may **print this page and mail** the completed form to the following address:

**SIAST Kelsey Campus  
Registration Services  
P.O. Box 1520  
Saskatoon SK S7K 3R5**

**Important:** If any portion of the form is incomplete, the career investigation will be considered incomplete and you will be **excluded from the selection process**.

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1. I am aware that during the clinical practicum I may have to relocate. I am familiar with the related costs and will be responsible for them.  
 Yes                       No
2. I am aware that I will **NOT** be able to change my clinical practicum placement.  
 Yes                       No
3. During the clinical practicum, students may be scheduled for evening shifts. I am aware of this clinical practicum schedule and will be able to manage this.  
 Yes                       No
4. I am aware of the emotional, mental and physical demands of the program and occupation and I foresee no difficulty/limitation in learning and/or performing the duties of the technologist.  
 Yes                       No
5.        

<b>True</b>	<b>False</b>	
<input type="checkbox"/>	<input type="checkbox"/>	I have the mental and physical stamina to learn and perform the duties of a technologist.
6.        

<input type="checkbox"/>	<input type="checkbox"/>	I have no previous injury or condition that will put me at risk for training and/or working in this profession.
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7.        

<input type="checkbox"/>	<input type="checkbox"/>	I can sustain standing for the majority of an 8 hour shift in the clinical setting.
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8.        

<input type="checkbox"/>	<input type="checkbox"/>	I can assist in patient transfers.
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9.        

<input type="checkbox"/>	<input type="checkbox"/>	I can manipulate very heavy equipment.
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10.       

<input type="checkbox"/>	<input type="checkbox"/>	I can lift accessory equipment weighing up to 10 kg.
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11.       

<input type="checkbox"/>	<input type="checkbox"/>	I am able to wear a 5-8 pound lead apron for extended periods of time.
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**Attention Applicant:**

If you answered FALSE to any of the questions #5-11 it is important you talk to a SIAST counsellor (1-866-467-4278) to discuss whether this program/profession is suitable for you.

I, \_\_\_\_\_, acknowledge that by submission of this questionnaire, that I have read and understand the implications in the above statements.

Should you need further information or have questions, please feel free to contact the Medical Diagnostics Programs at:  
**1-866-goSIAST (1-866-467-4278)**  
**1-306-659-4090**

## Cytotechnology Program Awareness Questionnaire

Completing the Awareness Questionnaire is a process of providing information about one's thoughts, feelings, past experiences, and future plans. This questionnaire is concerned with the extent you are aware of and are prepared to meet the challenges and demands of the program and profession. The Awareness Questionnaire will not be scored, but is integral to the selection process.

Please click on the link below to complete and submit the Awareness Questionnaire **online**:  
[Cytotechnology Awareness Questionnaire](#)

Or you may **print this page and mail** the completed form to the following address:

**SIAST Kelsey Campus  
Registration Services  
P.O. Box 1520  
Saskatoon SK S7K 3R5**

**Important:** If any portion of the form is incomplete, the career investigation will be considered incomplete and you will be **excluded from the selection process**.

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1. I am aware that during the clinical practicum I may have to relocate. I am familiar with the related costs and will be responsible for them.  
 Yes                       No
  
2. I am aware of the emotional, mental and physical demands of the program and occupation and I foresee no difficulty/limitation in learning and/or performing the duties of the technologist.  
 Yes                       No
  

	<b>True</b>	<b>False</b>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	I have the mental and physical stamina to learn and perform the duties of a technologist.
4.	<input type="checkbox"/>	<input type="checkbox"/>	I have no previous injury or condition that will put me at risk for training and/or working in this profession.
5.	<input type="checkbox"/>	<input type="checkbox"/>	I can sustain sitting at a microscope for the majority of an 8 hour shift in the clinical setting.

**Attention Applicant:**

If you answered FALSE to any of the questions #3-5 it is important you talk to a SIAST counsellor (1-866-467-4278) to discuss whether this program/profession is suitable for you.

I, \_\_\_\_\_, acknowledge that by submission of this questionnaire, that I have read and understand the implications in the above statements.

Should you need further information or have questions, please feel free to contact the Medical Diagnostics Programs at:  
**1-866-goSIAST (1-866-467-4278)**  
**1-306-659-4090**

## Medical Laboratory Technology Program (MLT) Awareness Questionnaire

Completing the Awareness Questionnaire is a process of providing information about one's thoughts, feelings, past experiences, and future plans. This questionnaire is concerned with the extent you are aware of and are prepared to meet the challenges and demands of the program and profession. The Awareness Questionnaire will not be scored, but is integral to the selection process.

Please click on the link below to complete and submit the Awareness Questionnaire **online**:  
[MLT Awareness Questionnaire](#)

Or you may **print this page and mail** the completed form to the following address:

**SIAST Kelsey Campus  
Registration Services  
P.O. Box 1520  
Saskatoon SK S7K 3R5**

**Important:** If any portion of the form is incomplete, the career investigation will be considered incomplete and you will be **excluded from the selection process**.

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1. I am aware that during the clinical practicum I may have to relocate. I am familiar with the related costs and will be responsible for them.  
 Yes                       No
  
2. I am aware that I will **NOT** be able to change my clinical practicum placement.  
 Yes                       No
  
3. I am aware of the emotional, mental and physical demands of the program and occupation and I foresee no difficulty/limitation in learning and /or performing the duties of the technologist.  
 Yes                       No
  

	<b>True</b>	<b>False</b>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	I have the mental and physical stamina to learn and perform the duties of a technologist.
5.	<input type="checkbox"/>	<input type="checkbox"/>	I have no previous injury or condition that will put me at risk for training and/or working in this profession.
6.	<input type="checkbox"/>	<input type="checkbox"/>	I can sustain standing for the majority of an 8 hour shift in the clinical setting.

**Attention Applicant:**

If you answered FALSE to any of the questions #4-6 it is important you talk to a SIAST counsellor (1-866-467-4278) to discuss whether this program/profession is suitable for you.

I, \_\_\_\_\_, acknowledge that by submission of this questionnaire, that I have read and understand the implications in the above statements.

Should you need further information or have questions, please feel free to contact the Medical Diagnostics Programs at:  
**1-866-goSIAST (1-866-467-4278)**  
**1-306-659-4090**

## Medical Radiologic Technology Program (MRT) Awareness Questionnaire

Completing the Awareness Questionnaire is a process of providing information about one's thoughts, feelings, past experiences, and future plans. This questionnaire is concerned with the extent you are aware of and are prepared to meet the challenges and demands of the program and profession. The Awareness Questionnaire will not be scored, but is integral to the selection process.

Please click on the link below to complete and submit the Awareness Questionnaire **online**:

[MRT Awareness Questionnaire](#)

Or you may **print this page and mail** the completed form to the following address:

**SIAST Kelsey Campus  
Registration Services  
P.O. Box 1520  
Saskatoon SK S7K 3R5**

**Important:** If any portion of the form is incomplete, the career investigation will be considered incomplete and you will be **excluded from the selection process**.

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1. I am aware that during the clinical practicum I may have to relocate. I am familiar with the related costs and will be responsible for them.  
 Yes                       No
2. I am aware that I will **NOT** be able to change my clinical practicum placement.  
 Yes                       No
3. During the clinical practicum students will be scheduled for evening shifts. I am aware of this clinical practicum schedule and will be able to manage                      this.  
 Yes                       No
4. I am aware of the emotional, mental and physical demands of the program and occupation and I foresee no difficulty/limitation in learning and /or performing the duties of the technologist.  
 Yes                       No
- |  | <b>True</b> | <b>False</b> |  |
|--|-------------|--------------|--|
|--|-------------|--------------|--|

**Attention Applicant:**

If you answered FALSE to any of the questions #5-11 it is important you talk to a SIAST counsellor (1-866-467-4278) to discuss whether this program/profession is suitable for you.

I, \_\_\_\_\_, acknowledge that by submission of this questionnaire, that I have read and understand the implications in the above statements.

Should you need further information or have questions, please feel free to contact the Medical Diagnostics Programs at:  
**1-866-goSIAST (1-866-467-4278)**  
**1-306-659-4090**

## Career Investigation Report Scoring Rubric

The following rubric will be used to determine the score for your Career Investigation Report. Use this rubric to clearly understand the expectations of your Career Investigation Report. The maximum number of points you can receive for the Content criteria is 10 points and each of the four remaining criteria the maximum is 5 points. The maximum number of points possible for the Career Investigation Report is 30 points.

<b>Goal: To articulate knowledge and understanding of the profession.</b>			
<b>Criteria</b>	<b>Exceeds Expectations 5 Points</b>	<b>Meets Expectations 3 Points</b>	<b>Below Expectations 1 Points</b>
Content  10	Writer provides accurate and complete explanation of roles and responsibilities of the profession as well as scope of practice. Writer clearly understands why he/she wants to enter the profession.	For the most part, explanations of roles and responsibilities of the profession and scope of practice are accurate and complete. Writer expresses some understanding of the profession.	Explanation of roles and responsibilities and scope of practice are inaccurate or incomplete. Writer does not express an understanding of the profession.
Format  5	All presentation of content directions were followed: <ul style="list-style-type: none"> <li>• 500 words,</li> <li>• double spaced,</li> <li>• 1" margins,</li> <li>• Tahoma font, size 11</li> <li>• All resources are clearly referenced</li> <li>• Microsoft Word format</li> </ul>	Majority (3 – 5) of presentation of content directions were followed: <ul style="list-style-type: none"> <li>• 500 words,</li> <li>• double spaced,</li> <li>• 1" margins,</li> <li>• Tahoma font, size 11</li> <li>• Most resources are referenced.</li> <li>• Microsoft Word format</li> </ul>	Majority of presentation of content directions were <b>not</b> followed (<3): <ul style="list-style-type: none"> <li>• 500 words,</li> <li>• double spaced,</li> <li>• 1" margins,</li> <li>• Tahoma font, size 11</li> <li>• Resources are not referenced.</li> <li>• Microsoft Word format</li> </ul>
Organization  5	Seamless pattern of organization. Arrangement of points and evidence flows naturally and smoothly. Understanding builds throughout the report.	Development and organization are satisfactory.	Report lacks focus. Arrangement of points and evidence needs improvement. Difficult to follow.
Delivery and Clarity  5	Wide vocabulary use correctly. Varied sentence structure. Clear expressive language.	Appropriate vocabulary. Smooth flow of ideas with few disruptions.	Limited vocabulary. Simple sentence structure. Unconnected wandering ideas.
Grammar and spelling  5	No errors in spelling, punctuation or grammar.	Minimal (<5) spelling, punctuation and/or grammatical errors. Errors do not interfere with meaning.	Significant errors in spelling, punctuation and/or grammar that create awkward sentence structures and interfere with meaning.

Adapted from: Fenwick, T & Parsons, J. (2000) *The Art of Evaluation: A Handbook for Educators and Trainers*. Toronto, ON: Thompson Education Publishing Inc.

\*Can mark from 1-5

## Component C: Interview Process (Maximum = 40 points)

Phase Two:

Applicants are required to attend an in-person interview as the final component of the Selection Process.

Interviews will be approximately 30 (45 minutes maximum). Interview questions are based on a pre-determined set of criteria. The applicant's career investigation is reviewed prior to interview and any areas that may require clarification will be addressed during the interview.

**The Interview will access the applicant's aptitudes in the following areas:**

### Personal Skills

- Accountability
- Compassion /empathy
- Positive attitude
- Ethics/trustworthiness
- Teamwork

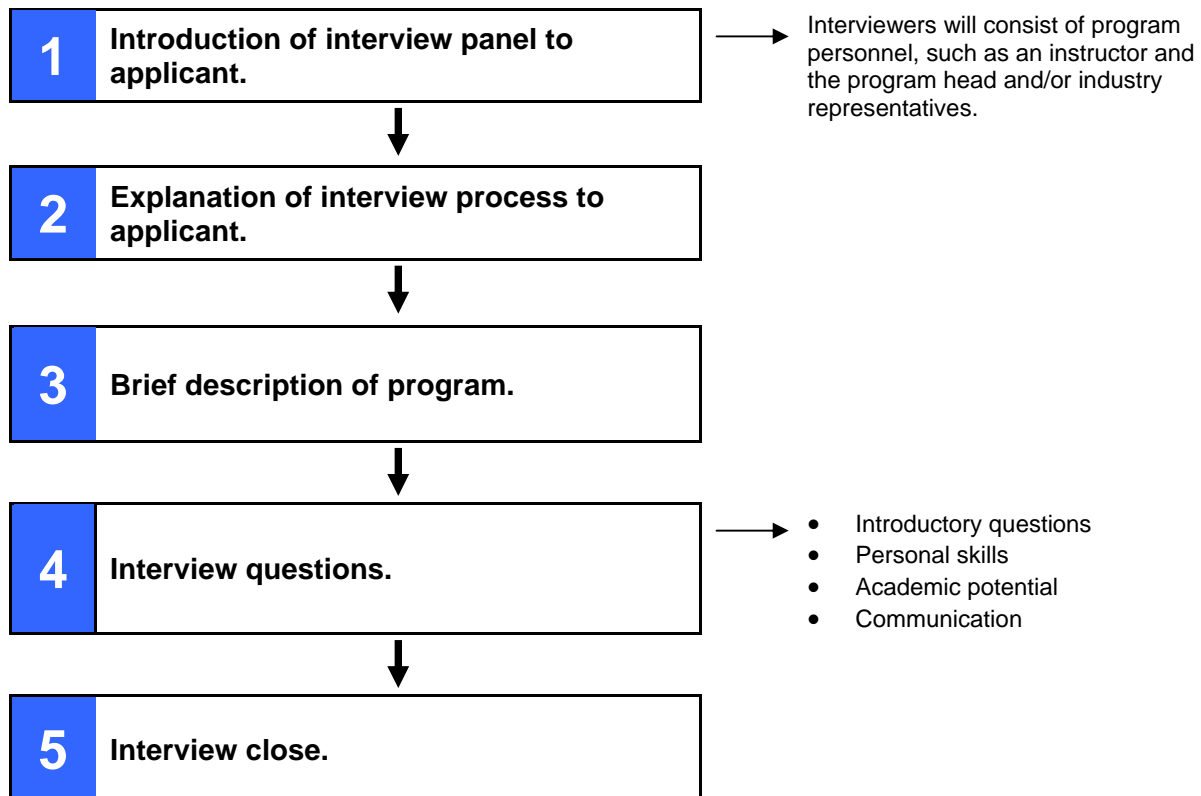
### Academic Potential

- Problem solving/critical thinking skills
- Time management /effective study skills
- Stress coping skills

### Communication

- Oral

## Interview Process



## Applicant's Checklist

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In order for your application to be processed all of the following must be completed and submitted:

- Complete the SIAST application form
- Submit a completed Career Investigation Report to Registration Services before application deadline. (electronic submission preferred).
- Submit an Awareness Questionnaire to Registration Services before application deadline (electronic submission preferred).
- Enclose the SIAST application fee with the application

All transcripts submitted in support of your application must be sent directly from the institution to Registration Services prior to the Phase 1 deadline date.

**Refer to the SIAST website for application deadlines.**

**If you are emailing the Career Investigation Report,**  
send as an attachment to: [RegServ.Kelsey@siast.sk.ca](mailto:RegServ.Kelsey@siast.sk.ca)

**If you are mailing the Career Investigation and Awareness Questionnaire,**  
send to following address:

**SIAST Kelsey Campus  
Registration Services  
P.O. Box 1520  
Saskatoon SK S7K 3R5**

**IMPORTANT:** Applicants must ensure the Career Investigation Report and Awareness Questionnaire submitted by mail or email clearly identifies the applicant and the program they applied for.