Jackson State Community College

Medical Laboratory Technician Program
Observation Instructions

In order to begin the observation process, you must follow these steps:

1. If interested in observing at JMCGH you must have internet and printer access to complete the required process for observation.
   a. Go to [http://www.wth.org/body.cfm?id=2179](http://www.wth.org/body.cfm?id=2179) and follow the directions for job shadowing.
   b. You must follow the directions as stated on the website prior to scheduling the observation time.
   c. Students are only required to perform four (4) hours of observation at JMCGH.
   d. Due to limitations in the number of students who can perform observation at a time at JMCGH, the observation should be scheduled prior to May if at all possible or you may not have an opportunity to observe there.
   e. Contact Medical Center Laboratory at JMCGH at (731) 541-6044, Debbie Tibbs, to schedule the observation.

2. If interested in observing at any of the Program’s clinical affiliate hospitals, call the Laboratory of that hospital to arrange for scheduling the observation requirement. Other clinical affiliations and the person of contact include:
   - Regional Hospital of Jackson
     o Amy Pigg at 731-661-2070
   - Henry County Medical Center, Paris, Tennessee
     o Dixie Lovett at 731-644-8549
   - Baptist Memorial Hospital – Union City, Tennessee
     o Felecia Kirk at 731-884-8540
   - Maury Regional Hospital, Columbia, Tennessee
     o Glenda Davis at 931-540-4300 (ext 1413)

3. Regardless of where the observation occurs, students must wear khaki pants and a polo type shirt without logos. No perfume or cologne is permitted. Students will be sent home if not dressed appropriately.

4. The attached observation form must be completed and included when submitting the application for admission to the program by the May 15 deadline. Four (4) hours of observation are required in order to be considered as a qualified applicant.
As a part of the requirements for application to the Medical Laboratory Technician (MLT) Program, students are required to spend four (4) hours of observation/volunteer time in a clinical laboratory.

Clinical Laboratory Facility ______________________________________________________
Total time of observation at this facility ________________________________
Technical or procedural performances observed ____________________________

Comments ________________________________________________________________

Signature of Manager or Supervisor: ________________________________
Date: ____________________