



THE NEW PROFESSIONALS COMMITTEE E-NEWSLETTER

ISSUE 3 APRIL 2014

ASCLS: Get a Job, Find a Mentor, Learn to be a Leader *by Peregina Roberson*

As a new laboratory professional, you may be concerned with what the future holds. Where to get a job? Where to find a mentor? How to get involved in a professional organization? I understand these concerns because I had these questions when I graduated. After graduation, I was able to stay focused and succeed in my career thanks to hard work and the support I found in the American Society for Clinical Laboratory Science (ASCLS). I'd like to take a few moments to tell you about how ASCLS helped me find work, a mentor, and develop leadership skills.

Here is my story of how ASCLS helped me find a job. After graduation, I was planning on relocating from Alaska to Oregon. I felt nervous not having contacts in Oregon. During the National meeting, I approached ASCLS Oregon members and asked them about laboratories in their area. Even though some of them were retired they all gave me great suggestions of where to look for jobs. I was able to network during ASCLS events and become friends with some of the Oregon members. When I moved to Oregon I felt that I had professional contacts. As a student, I was the Region IX Representative and thanks to the relationships I formed with ASLCS members I was able to ask for a letter of recommendation. I believe that having a letter of recommendation from someone outside the university system was beneficial to me during the application process. I feel that having professional contacts and a great letter of recommendation gave me an advantage over other applicants.

ASCLS is composed of great people many of whom could be a great mentor to you. At past ASCLS events, I met members with different backgrounds from educators to lab managers. With the variety of professionals involved in ASCLS it's likely that you will find someone with similar interests and experiences. Also, you just might find someone whom inspires you to continue growing in your career. Having a mentor will help guide you in identifying and accomplishing your career goals. With the aid of their experience, tips, and guidance you may be able to identify and achieve your goals faster. Don't be afraid to approach people. ASCLS members are always willing to help new professionals.

One of the reasons I became involved in ASCLS was because I wanted to be surrounded by people that want our profession to have a Voice. Membership has many benefits, and I believe the most valuable benefit is that of volunteering which is how I gained leadership skills. ASLCS offers a variety of volunteering opportunities. You can choose how involved you want to be and at what level you want to volunteer whether it be State, Regional or the National level. By giving ASLCS some of your time, you will gain many skills.

Being a recent graduate can be intimidating. ASCLS can help you make the transition to a new professional smoother. ASCLS has many benefits for young professionals. So be proactive, find what you are passionate about, set goals and reach it.

Calendar of Events

**National Medical Laboratory Professionals Week
April 20-26 2014**

**Annual Meeting
July 29-August 2, 2014
Chicago, IL**

In this issue:

Mentors	1
Call for Nominees	2
Employers	3
Job Hunt	4-5
NPC Message	6

Call for Nominees *by Rachael Fowler*

It's that time of the year again! Soon we will be in Chicago for the Annual Meeting and beginning another awesome year of Voice, Value, and Vision for our profession. To accomplish this we need your help. There are many committees that could use your assistance and ideas. Listed below are the committees and what they are about. If you are a recent graduate or are new to ASCLS with a membership of 5 years or less, WE WANT YOUR IDEAS AND OPINIONS! Please contact one of the New Professional s Committee members at this link with your interest in any of these committees: <http://ascls.org/2013-11-06-17-39-45/new-professionals-committee> . Thank you so much for your continued support of our profession!

Awards Committee: Coordinates all activities on publication, description, nomination, selection and presentation of Societal awards.

Bylaws Committee: Receives the proposed changes to the Bylaws and Articles of Incorporation and prepares said Amendments for consideration. Also, Committee examines, considers, and approves appropriate proposed changes to the constitutional codes of constituent societies.

Government Affairs Committee: Assists ASCLS in achieving objectives of influencing the formulation of appropriate public (governmental) policy on health care issues vital to the profession and the public.

Leadership Development Committee: Cultivates members to encourage those individuals who have indicated a talent and interest in serving in a leadership position.

Membership Committee: Responsible for recruiting new members into ASCLS. Responsible for the retention of members and reactivation of lapsed members.

Political Action Committee: Works with the Government Affairs Committee to monitor legislation at the local, state and federal level dealing with clinical laboratory issues. Raises funds to support lobbying efforts. Members chosen from each ASCLS Region and approved by the ASCLS BOD.

P.A.C.E.® (Professional Acknowledgment for Continuing Education) Committee: Serves to accomplish the goal of the P.A.C.E. program which is to create a combined provider approval and education documentation system for creating educational programs for interested allied health professionals.

Patient Safety Committee: Serves to promote member understanding of the laboratory professional's role in patient safety and provides tools, resources and educational materials to improve safety for all patients served.

Product Development Committee: Coordinates the development and maintenance of current publications/products, as well as facilitates the creation of new publications/products.

Promotion of the Profession Committee: This Committee serves to provide the face for the profession in areas of activity that include public relations, image management, and marketing. It provides resources to improve the image of the Society and the profession.

How to Request Time off for ASCLS to Employers

by *Jasmin Davis*

So we're new to the workforce and we'd like to attend some of the fruitful meetings of ASCLS. But how do we ask for time off? What about seniority? I certainly don't want to use all of my paid time off. These are probably some of the thoughts running through your mind, but don't worry because they are running through all of our minds. My best advice to you is to notify your manager, supervisor, or director as soon as possible when you know you want to attend one of the ASCLS meetings. The further you give your notice, the more likely you won't be blocked by another employee taking off those same days, and the sooner you'll know if they will be able to assist you. Below is a drafted template, one I have been using and modifying for the past three years, to help aid you in formally inquiring to your employer for time off for ASCLS activities.

To whom it may concern,

I am writing as a member of the American Society for Clinical Laboratory Science (ASCLS), and an employee of (your employer). I am the (Here elaborate on any of your ASCLS National, Regional, or State positions. This is a good time to brag!)

Every year ASCLS sponsors three national conferences: the Clinical Laboratory Educators' Conference (CLEC), the Annual Meeting, and the Legislative Symposium. The (current year) Legislative Symposium will be March (current dates) in Washington, D.C. It is here that we meet our Representatives and Senators on Capitol Hill as a unified front. We learn about Federal legislative issues that impact clinical laboratories and our profession, such as Medicare reimbursement cuts and how they'll affect the clinical laboratory along with co-pays for lab services by Medicare patients. We also learn the how-to's of lobbying to be able to better put forth our case to legislators and ask their support for our cause. We leave with first-hand knowledge of the political system in action and confidence that we can make a difference. The (current year) Annual Meeting will be held July (current dates) in (current location). In addition to numerous continuing education sessions, the Clinical Lab Expo, the largest clinical lab exhibit in the world, provides the opportunity to view the latest laboratory products and technology at over 2,000 vendor booths.

Attending these ASCLS conferences creates value for (your employer) in that smarter, more skilled employees enhance the bottom line. Education facilitates the acquisition of new skills and knowledge that increase productivity. These conferences provide valuable professional growth and networking opportunities. I'm asking that I may attend these meetings (whichever meetings you are requesting) as a representative employee of (your employer), and as such that (your employer) consider providing me with paid education time in lieu of using my paid time off (This has been my specifically my only request. You may try for travel and accommodations, registration fees ect.). In exchange I am willing to provide and or present any information deemed valuable upon my return.

Thank you for your consideration,
(Sign with credentials)

So go ahead and send that email already! Time is ticking. Need a roommate? Get in touch with the NPC or your Regional Directors and you'll have one in no time. All you can do is ask, worst case scenario is they say no, but you have to put it out there. If you have any further questions or general inquiries don't hesitate to contact me at jdavis8@stlukeshealth.org ! We are here to serve you.

Preparing for the Job Hunt *by Lacey Campbell*



As we all know, finding a position is not as easy as it was for our parent's generation. Back then, you could type up a resume and dress in your most professional attire, show up at Human Resources with a firm handshake, a great smile, and the proper education and almost be assured a position. However, we know with the age of technology we currently live in, obtaining a position is not quite that easy. Here are a few tips I believe are a great start to finding that perfect position.

Know where your passions lie. During your clinical internships, learn your skills and interests in order to determine which type of field you would be most successful. If you really enjoy the large hospital laboratories, working in Hematology, Chemistry, Immunology, Blood Bank, and/or Microbiology might be for you. If you are seeking more patient interaction, you might be geared towards a smaller hospital where you are required to draw the patient's blood and then return to the lab to run the patient's tests. If you are skilled in Information Technology, working in a position where you monitor the Laboratory Information System might be for you. There are so many different directions we can go with our CLS degree including: teaching, molecular diagnostics, traveling technologist, consulting, and much more.

Make your resume speak for you. Human Resource employees have such a burdensome job of finding the perfect candidate for the positions available at their organization. With a possibility of thousands of applicants, you have to ensure that you stand out on paper! Make your resume layout with the idea of highlighting your strong points. If you have a great G.P.A., put it near the top of your resume and make it stand out. If you have a lot of volunteer and community service, make your resume spotlight that service. Complete your resume with a font that is clear and easy to read and demonstrate a layout that has a mixture of bold and non-bold text that catches the reader's eye and provides fluidity throughout. Without that opportunity to go meet the Human Resources employees before an interview is scheduled, you have to stand out on paper and let your resume speak for you.

Seek employment multiple ways. The internet makes job hunting so much easier than it used to be. In the old days, job openings were only posted in the newspaper and on job boards. Now, there are copious employment websites such as Glassdoor, Indeed, and Monster. Signing up for these websites allows you to compare multiple positions in varying cities close to you all at once. In addition, a much easier way to secure a position at a certain hospital/clinic is to do your clinical internship or volunteer your time at that site. This time spent there really serves as an extended job interview as there are always employees, managers, and directors monitoring your work ethic, punctuality, and attitude.

Build a professional portfolio. One of the most important job seeking tools I was taught during school was to build a professional portfolio highlighting your academic achievements. This portfolio could be in the form of a leather bound notebook or a nice briefcase, perfect for carting along to your interviews. Construct your portfolio with copies of your diploma, official transcripts from each institution you attended, certificates of merit from any professional organization, national honor society, national honor roll, or community service activity you completed. Also include letters of recommendation from your professors highlighting your perseverance and dedication to the field of clinical laboratory science. If you were involved in any research during your undergraduate or graduate degree, include your grant approval, methods of study, and clinical findings of your study. Complete your portfolio with extra copies of your resume and professional business cards with your contact information.

Brush up on your lab skills and knowledge. You will be shocked to realize how quickly you forget the information you learned in clinicals by the time your first interview comes around. You don't want to be surprised with questions such as, "What instruments or lab equipment were you trained on during your clinicals?" You already have so many other things running through your mind during your interview and the last thing you want to be faced with are detailed questions that you can't recall. So, during your time preparing for your interview, take a few extra moments to write down the tests you ran during your clinical internship, study your PowerPoint reviews from each department, the instruments your lab was staffed with, and the amount of time you spent in each department of the lab.

Practice your interview skills. In addition to recalling your laboratory skills and knowledge, above all, practice for your general interview questions. It's not all about practicing what your answers will be to each question, but rather about how poised you will be and how you will take a breath and fully absorb each question before beginning to answer the question. But, make sure you are ready for the general questions such as, "Tell me a little about yourself," "What are your strengths and weaknesses," and "Why did you chose to enter the clinical laboratory science field." But also, be able to think outside of the box when answering their questions. Have a game plan to win them over in your interview, but be flexible and agile when they throw you curve balls.

Overall, you know what your strengths and weaknesses are, how well you are prepared or unprepared for a professional interview, but most importantly how much you want that position. Your number one goal is to convey your passion for your profession as well as your knowledge and skill set to those who are interviewing you. I hope you find these tools useful as you embark on the journey to landing your dream job!



New Professionals Committee Message

The New Professionals Committee provides a forum where professional leaders can clarify the needs and wants of the newest generation within our profession, and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible.

Check us out on the web!
www.ascls.org/NPC