



# **SURGICAL TECHNOLOGY**

## **PROGRAM**





# OUR MISSION

## Reading Hospital

### MISSION STATEMENT

The mission of Reading Hospital is to provide compassionate, accessible, high quality, cost effective healthcare to the community; to promote health; to educate healthcare professionals; and to participate in appropriate clinical research.

## Reading Hospital School of Health Sciences

### MISSION STATEMENT

The mission of Reading Hospital School of Health Sciences is to provide educational programs that develop competent and compassionate professionals capable of providing high-quality healthcare services to individuals, families, and communities.

## Surgical Technology Program

### GOAL STATEMENT

The goal of the Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

At the conclusion of the program students will:

- Synthesize knowledge and skills essential to the successful practice of surgical technology.
- Utilize the problem-solving process effectively.
- Practice competently as an entry-level Surgical Technologist.
- Communicate effectively with all communities of interest.
- Practice surgical technology ethically and compassionately.
- Model ongoing professional growth and development.



*Thank you for inquiring about the Surgical Technology Program offered by Reading Hospital School of Health Sciences. This booklet is designed to provide information about this educational opportunity.*

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# GREETINGS FROM THE SCHOOL DIRECTOR



Welcome to Reading Hospital School of Health Sciences, home to excellent educational programs designed to develop competent and compassionate healthcare professionals. On behalf of the faculty, staff, and students in the school, I would like to thank you for your interest in our educational programs.

As hospital-based programs, we are committed to preparing individuals like you to become skilled professionals in a career such as Diagnostic Medical Sonography, Emergency Medical Services (EMT through Paramedic), Medical Laboratory Science, Medical Imaging, Nursing, Phlebotomy, or Surgical Technology. Our experienced classroom and clinical faculty is known for

their dedication to helping individuals achieve success, and are committed to providing classroom, laboratory, simulation, and clinical experiences that support excellence in teaching and learning.

RHSHS provides:

High quality, affordable education...

A starting path to a bachelor's degree...

*Your pathway to an exciting career in healthcare.*

This is your chance to make a difference and become a respected member of a healthcare profession. Our faculty, staff, and administrators are happy to meet students, families, alumni, or other visitors, and I hope to see you on campus soon.

Sincerely,

Dr. Debbie J. Rahn



# MOVING MEDICINE FORWARD

## Structured Clinical Experiences

Through structured clinical experiences, surgical technology students serve as first scrub, second scrub, and assistant circulator in a variety of surgical specialties. Reading Hospital contains one of the most technologically advanced surgical centers in the region.

Students will complete more than 900 hours of clinical experience in a variety of settings such as a Level I Trauma Center, Community Hospitals, and an Ambulatory Surgery Center. During their clinical experience, they will have the opportunity to participate in specialties such as General, Gynecology, Genitourinary, Plastic, Maxillofacial, Ophthalmic, ENT, Podiatry, Neuro, Open Heart, Vascular, Thoracic, Orthopedics, Endoscopy, Obstetrics, and Robotic Surgery.



*Surgical technologists are a critical member of the operative team. They assist in the conduct of the operation and facilitate the delivery of surgical care. As critical members of the surgical team, they have a very beneficial impact on the health of the community. Each time I work with surgical techs, a patient's outcome is improved.*

*– Uday Dasika, MD*

# WELCOME/ACCREDITATION

## About the Program

The Surgical Technology program at Reading Hospital School of Health Sciences, located in West Reading, PA, has been a presence in Berks County since 1969. We have been accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) since 1997.

Students in our program learn the various roles of a Surgical Technologist with the constant support of experienced instructors and preceptors. Students participate in classroom instruction, simulation in our state-of-the-art skills lab, and more than 900 hours of clinical practice during their internship.

Upon completion of our 20-month program, students graduate with an Associate Degree in Science and a Diploma in Surgical Technology. With the increased demand of robotic surgery, students will also earn DaVinci Robotic certification during our program!

## The Role of A Surgical Technologist

A surgical technologist is a critical member of the operating team. They are allied health professionals that make sure the operating room is ready for surgical procedures and ensure all equipment and instruments are ready for surgery. They are responsible for preparing the sterile field, handing instruments, and retracting tissue during the operation, as well as, counting surgical instruments and supplies. Surgical technologists are trained to provide the best care possible before, during, and after surgery.

A surgical technologist may be employed in a variety of settings including a hospital operating room, an ambulatory surgery center, a physician's office, or in some dental offices where outpatient surgery is performed. Surgical technologists may also find employment managing a central sterile processing department, working for an insurance company, or working for a surgical equipment firm as a sales representative for surgical supplies and equipment.

Employment of surgical technologists is projected to grow 7 percent between now and 2029. Reference: United States Department of Labor Bureau of Labor Statistics Job Outlook.

## Accreditation

Reading Hospital School of Health Sciences Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ([www.arcsta.org](http://www.arcsta.org)).

CAAHEP is located at 9355 - 113th St. N, #7709, Seminole, FL 33775. Phone: 727-210-2350, Fax: 727-210-2354

# ESSENTIAL FUNCTIONS AND **TECHNICAL** **STANDARDS**

Essential Function	Technical Standard
<b>Critical Thinking</b>	1. Ability to apply critical, logical thinking to perform tasks such as, but not limited to: tracking supplies (counting instruments and sponges) and anticipation skills for intraoperative safe patient care.
	2. Ability to adapt and function under stressful conditions so as not to impair safety.
	3. Ability to develop a surgical conscience and follow strict aseptic procedures without exception.
<b>Interpersonal Skills</b>	1. Ability to exhibit positive interpersonal skills with patient, staff, and faculty interactions.
	2. Able to perform learned skills with minimal supervision.
	3. Able to interact appropriately and function as part of the surgical team.
	4. Able to accept differences in others (ex. cultural, religious) without judgment.
<b>Communication</b>	1. Ability to effectively interact with others in written and spoken English.
	2. Quickly and accurately understand and follow verbal instruction in English.
	3. Ability to read and understand the patient chart, computer screen, digital print outs, labels, and gauges.
<b>Physical Ability</b>	1. Ability to remain on task for several hours while standing, moving, lifting and/or bending with minimal or no breaks.
	2. Strength to turn, position, and transfer patients.
	3. Upper body strength great enough to lift 20 pounds while standing erect with arms extended away from the body for at least 30 seconds.
	4. Strong and agile enough to push litters, beds, and large pieces of equipment.
	5. Ability to stand for long periods of time, four to six hours or longer, without a break.
	6. Ability to control bladder for extended periods of time, four to six hours or longer.
	7. Ability to breathe effectively with a surgical or respirator mask on for extended periods of time, four to six hours or longer.
	8. Ability to tolerate smoke produced from electrical and laser surgery.

<b>Mobility</b>	1. Able to handle surgical instruments and equipment rapidly with both right and left hands.
	2. Has full range of motion, manual and finger dexterity, can supinate (hands palm side up) and pronate (hands palm side down).
	3. Gross and fine motor skills to assemble and pass instruments and equipment safely during surgical procedures.
	4. Hand-eye coordination.
	5. Able to position oneself in the clinical setting to provide patient care without obstructing other team members or equipment being used for patient safety.
<b>Hearing Acuity</b>	1. Ability to hear and detect alarms or emergency signals.
	2. Acute hearing to hear and understand words muffled by a mask.
	3. Acute enough to perceive vocalized words in an environment with high levels of background noise.
	4. Auditory processing sufficient to respond to and follow verbal instruction without receiving visual cues.
<b>Visual Ability</b>	1. Acute enough to read small print on medication labels, instruments, implants and guides.
	2. Acute enough to handle extremely fine thread surgeons sew with (suture).
	3. Able to visually adapt to varying levels of light and a surgical microscope.
<b>Tactile Ability</b>	1. Able to use sense of touch for physical examination and assessment of patient.
<b>Olfactory Ability</b>	1. Able to tolerate and distinguish smells essential to assess and/or maintain the patient's health status or safety.
<b>Professional Attitude</b>	1. Able to present a professional appearance.
	2. Maintain calm composure during emergency situations.
	3. Demonstrate flexibility and tolerance of the ideas of others.
	4. Show empathy and concern for others.



# CURRICULUM

## Overview

Reading Hospital School of Health Sciences' (RHSHS) 20-month Surgical Technology program leads to a diploma in Surgical Technology. The RHSHS Surgical Technology Program provides the opportunity for students to be dually enrolled at Alvernia University. In addition to earning a Diploma in Surgical Technology from RHSHS, students will also earn an Associate in Science Degree from Alvernia University. Upon completion of the RHSHS Surgical Technology Program, graduates are eligible to sit for the Surgical Technologist National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Qualified graduates will be eligible to receive the following credentials:

- Diploma in Surgical Technology
- Associate of Science Degree from Alvernia University

The Dual Enrollment Program is designed to provide theoretical knowledge and hands-on application through rigorous clinical experiences. Classes and clinical experiences are held Monday through Friday between 7 a.m. and 5 p.m. The liberal arts courses are taught by Alvernia University faculty. These courses provide students with a well-rounded background as well as meet the requirements for the Associate of Science degree from Alvernia University. This Surgical Technology Program is one of only a few programs nationwide in which you will earn a certificate in robotic surgery. Our faculty-to-student ratio is 1:5 in the skills laboratory and there are a significant number of hands-on clinical hours which enable you to experience a large number and type of surgical procedures.

## Complete Credit Breakdown

40 Surgical technology credits

30 General education credits

Total: 70 credits

## Advanced Placement

Due to the absence of standardized curriculum sequencing in surgical technology programs, advance placement in clinical courses is not offered.

## Promotion

In order to progress through the curriculum, a student must complete the Surgical Technology and University courses having achieved:

- A 75 percent or higher for the university courses
- An 80 percent or higher for surgical technology courses
- A satisfactory (S) on clinical performance evaluations
- Completion of all standardized tests for each course

The faculty reserves the right to request the withdrawal of any student at any time whose health, scholarship, clinical performance, or conduct does not meet the required standard.

## Graduation

To graduate, students must meet the following requirements:

- Successful completion of all required courses
- All financial obligations
- Return resident keys, ID badge, parking card, and any program, school, or hospital property issued for the course.

## Certification

The student will sit for the national certification examination in surgical technology at the end of the final semester. RHSHS is an official testing center for this exam.

# CURRICULUM PLAN

In order to maintain enrollment in the program, students must pass each general education course with a 75 percent or higher and maintain an overall average of 80 percent or higher for each surgical technology course.

## YEAR ONE

### SEMESTER I; FALL (AUGUST/DECEMBER)

16 weeks

COURSE	CREDIT	THEORY	LAB	CLINICAL EXPERIENCE
BIO 107/117	4	45	30	
COM 101	3	45		
PSY 101	3	45		
THE 210	3	45		
<b>Subtotal</b>	<b>13</b>	<b>180</b>	<b>30</b>	

## YEAR ONE (cont.)

### SEMESTER II; SPRING (JANUARY/APRIL)

16 weeks

COURSE	CREDIT	THEORY	LAB	CLINICAL EXPERIENCE
BIO 108/118	4	45	30	
BIO 220	4	45	45	
LAE 2 Creative Expressions Elective	3	45		
PHI 105	3	45		
<b>Subtotal</b>	<b>14</b>	<b>180</b>	<b>75</b>	

### SEMESTER III; SUMMER (MAY/AUGUST)

12 weeks

COURSE	CREDIT	THEORY	LAB	CLINICAL EXPERIENCE
ST 150	13	126	117	83
LAE 1 Communication Elective	3	45		
<b>Subtotal</b>	<b>16</b>	<b>171</b>	<b>117</b>	
<b>Year One Total</b>	<b>43</b>	<b>531</b>	<b>192</b>	<b>83</b>

## YEAR TWO

### SEMESTER IV; FALL (AUGUST/DECEMBER)

16 weeks

COURSE	CREDIT	THEORY	LAB	CLINICAL EXPERIENCE
ST 200	15	128	78	320
<b>Subtotal</b>	<b>15</b>	<b>128</b>	<b>78</b>	<b>320</b>

### SEMESTER V; SPRING (JANUARY/APRIL)

16 weeks

COURSE	CREDIT	THEORY	LAB	CLINICAL EXPERIENCE
ST 201	12	74		536
<b>Subtotal</b>	<b>12</b>	<b>74</b>		<b>536</b>
<b>Year Two Total</b>	<b>27</b>	<b>202</b>	<b>78</b>	<b>856</b>

# SURGICAL TECHNOLOGY PROGRAM

# COURSE DESCRIPTIONS

## **BIO 107 Human Anatomy and Physiology (3.0 credits)**

Homeostatic mechanisms of the human body with emphasis on structure and function are studied. Gross and microscopic structures are correlated with function of cells, tissues, organs, and systems of the body. Major topics include: skeletal, muscular, and nervous systems. Three hours of lecture per week.

**Co-requisite:** BIO 117

## **BIO 108 Anatomy and Physiology II (3.0 credits)**

Emphasis is on structure and function of endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems. Gross and microscopic structures are correlated with functions of cells, tissues, organs, and systems of the body.

**Prerequisites:** BIO 107/117, **Co-requisite:** BIO 118

## **BIO 117 Human Anatomy and Physiology Lab I (1.0 credit)**

Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture.

## **BIO 118 Human Anatomy and Physiology Lab II (1.0 credit)**

Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture.

**Prerequisites:** BIO 107/117, **Co-requisite:** BIO 108

## **BIO 220 Clinical Microbiology (4.0 credits)**

Study of the morphological and physiological nature of microorganisms and their relationship to humans in both the normal and diseased states. Emphasis on bacteriological techniques such as cultivation, staining, identification, and other techniques important in a clinical setting. Integrates laboratory and classroom work.

## **COM 101 Composition and Research (3.0 credits)**

Core writing requirement, reviews fundamental principles of rhetoric, grammar, punctuation, and spelling. Requirements include a research paper using MLA documentation guidelines and several expository papers.

## **LAE 1 Communication Elective (3.0 credits)**

The Liberal Arts Elective 1 requirement can be satisfied by successful completion of COM 213 or a similar COM course. Historically, COM 213 has been offered in the curricula on RHSHS campus, but the school reserves the right to provide a course substitution. Students must receive approval from both RHSHS and Alvernia University for transfer credit.

### **LAE 2 Creative Expressions Elective (3.0 credits)**

The Liberal Arts Elective 2 requirement can be satisfied by successful completion of MUS or a similar creative expressions course. Historically, MUS has been offered in the curricula on RHSHS campus, but the school reserves the right to provide a course substitution. Students must receive approval from both RHSHS and Alvernia University for transfer credit.

### **PHI 105 Introduction to Philosophy (3.0 credits)**

Historical introduction to fundamental problems and methods of philosophy based on readings in ancient, medieval, and modern literature.

### **PSY 101 Introductory Psychology (3.0 credits)**

Introduction to major concepts and findings in psychology with emphasis on basic processes underlying human behavior.

### **ST 150 Foundations of Surgical Technology and Patient Care Concepts (13.0 credits)**

This course will provide the student with essential fundamental information and skills related to surgical technology and patient care. Theoretical knowledge is complemented with simulated experiences in an operating room skills laboratory to reinforce surgical technology fundamentals and patient care concepts. Acquisition of basic surgical technologist skills and patient care concepts prepares the student to deliver safe and appropriate patient care and provides essential information for success in clinical practice. This course includes didactic instruction, directed and self-directed skills laboratory simulation, and supervised clinical practice experiences in the second scrub and assistant circulator roles.

**Prerequisites:** BIO 107/117, BIO 108/118, BIO 220, COM 101, LAE 2, PHI 105, PSY 101, THE 210

### **ST 200 Surgical Specialties I (15.0 credits)**

This course builds upon the previously learned cognitive, psychomotor, and affective content from ST 150. This course concentrates on surgical specialties with attention to associated pathophysiology, patient considerations, surgical procedures, and correlated content. Didactic content is provided to assist the student to prepare for the surgical technologist certification exam. Student will gain supervised clinical experience during surgical specialty rotations. This course includes didactic instruction, directed and self-directed skills laboratory simulation, mock surgery simulation, and supervised clinical practice experiences in the first scrub, second scrub, and assistant circulator roles.

**Prerequisites:** ST 150, LAE 1

### **ST 201 Surgical Specialties II (12.0 credits)**

This course builds upon the previously learned cognitive, psychomotor, and affective content from ST 200. This course reinforces previously learned surgical specialty didactic content in a supervised clinical setting during surgical specialty rotations. Didactic content is provided to assist the student to prepare for the surgical technologist certification exam. Students will complete a group research project using evidence-based content related to surgical technology to model communication skills, collaboration, and professional growth and development. Students will participate in professional development activities to prepare them to transition to employment. This course includes didactic instruction and supervised clinical practice experiences in the first scrub, second scrub, and assistant circulator roles.

**Prerequisites:** ST 200

### **THE 210 Medical Moral Theology (3.0 credits)**

Investigation of moral problems which can arise in the area of bioethics. Introductory survey of the basic Christian principles of morality is followed by treatment of various medical moral situations. A natural law methodology is applied throughout the course.

# ADMISSION POLICY/PROCEDURE

The Office of Admissions is committed to addressing future students needs, whether the applicant is a first-time student or a working adult seeking a new career. Staff members are eager to assist future students throughout the admissions process—from the first inquiry to preparation to attend orientation prior to the start of the admission class.

We offer the following admission activities on campus:

- Program Discovery open house events
- Admission visits and tours
- Shadow program

The application with all required materials deadline is June 1 for August enrollment, or when qualified student capacity has been reached. To start the application process, go to <https://reading.towerhealth.org/health-sciences/admissions/application-process/online/> or call to request a hard copy.

Applicants must document a minimum GPA of 2.5. The most recent college or high school GPA is used in the decision process. Admission is competitive with specific academic standards for each program of study and the School of Health Sciences. Selection of students will be based on academic ability, references, interview performance, aptitude tests, writing samples, and previous healthcare experience according to program-specific requirements. The school reserves the right to deny admission or readmission or to revoke admission, to any applicant

if, in the opinion of the school, his/her admission is not in the best interest of the student or the school. For additional details about the admissions process, please refer to the school's webpage for the Selective Admissions Policy at <https://reading.towerhealth.org/health-sciences/school-policies/>.

Reading Hospital School of Health Sciences reserves the right to make necessary changes to the program, curriculum, costs, policies, procedures, and calendar. Reading Hospital School of Health Sciences complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Reading Hospital School of Health Sciences does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

## **A. General Admission Procedures**

### **1. What makes me eligible for an interview?**

- Completed ST admission application
- Official high school and all post-secondary transcripts
- Two references

### **2. Overview of Criteria**

- Applicants must be citizens of the United States or provide documentation of permanent residency or working status.
- All applicants must have a high school diploma or state-authorized examination (e.g., General Educational Development Certificate (GED), High School Equivalency Test (HiSET), and the Test Assessing Secondary Completion (TASC)). Home-schooled students must have a diploma from an accredited home school association, or have met requirements for the GED or other state-authorized examination. The school does not admit applicants based upon the ability-to-benefit testing process. Cumulative grade point average (GPA) of 2.5 or greater in high school or postsecondary coursework is required for all applicants and candidates for admission consideration. The most recent post-secondary GPA will be used in the admission decision.
- Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for admission consideration. The most recent post-secondary GPA will be used in the admission decision.
- Applicants may be required to take post-secondary coursework to meet the academic requirements of the individual program.
- Potential students must submit two reference forms from teachers, guidance counselors, employers, supervisors, or others. Healthcare professionals must submit one reference from the current or most recent healthcare employer.

### **3. Technical Standards for All Applicants**

Successful completion of a School of Health Sciences Program necessitates mental and physical health essential to meet the objectives of the curriculum, as well as other skills necessary for success in the classroom and clinical components of the program. Based on these criteria, applicants must:

- Be able to read, write, and speak the English language, and communicate in an understandable manner.
- Possess the emotional health necessary to fulfill the educational requirements of the program.
- Demonstrate a history of personal integrity, compassion, motivation, and the ability to function in stressful situations.
- Be able to walk, stand, move, and sit for long periods of time.
- Possess auditory, visual, and tactile abilities sufficient to assess and monitor health needs and provide safe care.
- Possess interpersonal abilities sufficient to interact with individuals with various backgrounds.

In programs requiring physical skill and dexterity:

- Be able to lift and move patients and equipment.
- Have fine motor movement to complete tasks in a safe and effective manner.

The school makes every effort to accommodate students and applicants with disabilities. Any applicant with a documented disability can request special accommodations by notifying the Admissions Office in writing at the time of application.

#### **4. Pre-Admission Information**

All materials that are submitted to the Admissions Office become the property of the School of Health Sciences and cannot be returned or forwarded unless the applicant makes a formal request in writing to the school.

Any misrepresentation or omission of facts or essential documents during the application process and/or after acceptance into the program will result in a delay, denial, or revocation of admission. As deemed appropriate, the Admissions Committee reserves the right to waive admission requirements after reviewing an applicant's completed record. All applications must be completed by the deadline described under the program-specific requirements. A completed application file must contain:

- A completed application and an application fee.
- Proof of permanent residency or working status, if applicable.
- An official high school transcript or GED.
- All official post-secondary transcripts, if applicable.
- A copy of Practical Nursing license, if applicable.
- Aptitude test scores, as required.
- Two references.

#### **5. Additional Program Specific Requirements**

The Surgical Technology program admits classes in August. Admission to the Surgical Technology program is highly competitive. The application deadline is June 1 for August enrollment or when qualified student capacity has been reached.



Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for admission consideration. The most recent post-secondary GPA will be used in the admission decision.

Current high school student applicants must submit a final official transcript reflecting the required cumulative GPA of 2.5 after graduation. A decline in current cumulative minimum required high school GPA will result in cancellation of your enrollment in the program.

An earned grade of "C" or better in the subjects listed below.

- English: 4 units
- Social Studies: 3 units
- Mathematics: 3 units including Algebra I
- Science: 3 units including Biology

## **B. Transfer Credits and General Education Courses**

### **1. Transfer Credits Policy**

Official transcripts must be received from all educational programs previously attended. Course outline, description, or syllabus may also be required.

Transfer credits will be applied prior to the August startup date. Courses taken after enrollment in the Surgical Technology program may not be considered for transfer credit. To review the transfer credits policy and procedure for awarding credit, please go to <https://readingtowerhealthorg/app/files/public/3906/304-Transfer-Dual-Enrollment-Programs.pdf>.

### **2. General Education Courses**

Applicants who have completed one or more general college level course with a grade of "C" or better may be offered transfer credit if the courses are similar in length and content with courses provided by your program curriculum. Transfer credit will be documented on the student's permanent record after all criteria has been met.

Courses must cover all required content and credit in order to be considered for transfer. Students are strongly encouraged to seek advisement from admissions before registering for courses. Failure to do so may result in paying for and completing courses that do not satisfy academic requirements. Consultation with a Financial Aid Officer is highly recommended prior to making a decision to CLEP or transfer a course. Special note: Transfer credit decisions for dually enrolled students are subject to the established evaluation of both institutions (RHSHS and Alvernia University). Transfer credit decisions will supersede all college vendor decisions that warrant credit.

- Communications, Music, Philosophy, Psychology, and Theology have no expiration.
- The course titled "THE 210" satisfies a Medical Ethics requirement for

the RHSHS ST diploma, the RHSHS MI certificate, and also satisfies the Philosophy/Theology requirement for the Alvernia University Associate of Science degree. Students may elect (prior to enrollment in your program) to take an equivalent Medical Ethics course in place of THE 210 which will satisfy both the individual program requirement and the AU Philosophy/Theology requirement. It is highly suggested that the student meet with the RHSHS admissions staff to verify course transferability prior to enrolling in a substitute course.

- In alignment with our collegiate vendor, Alvernia University, Reading Hospital School of Health Sciences does not grant credit for online courses in laboratory science for major science courses, including Anatomy and Physiology I, Anatomy and Physiology II, Microbiology, and Physics. This policy prohibits transfer of biology/science credits for all courses (didactic and laboratory) that are not delivered face to face in a classroom with a teaching professor present. Online courses may be labeled by a college in a variety of terms including, but not limited to, "online", "distance education", "asynchronous", "synchronous", or "hybrid" formats, all of which are nontransferable.

Transfer credit decisions will be made cooperatively with dual enrollment collaboration. In order to receive transfer credit for Anatomy and Physiology, the course must meet the following criteria:

- be taken no longer than 12 months prior to enrollment in the surgical technology program
- in-person didactic and laboratory component

In order to receive transfer credit for Microbiology, the course must meet the following criteria:

- be taken no longer than five years prior to enrollment in the surgical technology program
- in-person didactic and laboratory component

### **3. Credit by Examination**

Individuals who have successfully completed and passed the College Level Examination Program (CLEP) and the College Board Advanced Placement (AP) Examinations may receive credit for specific courses. Awarding of credit through CLEP or AP is determined by the following:

- Equivalency course(s) to course(s) in curriculum
- Validation of credit on a college/university transcript
- Completion of credit by examination and forwarding an official transcript or score report with a required minimum score of the following:
  - AP:3
  - CLEP: 50/C

### **4. Surgical Technology Courses**

Surgical Technology courses from other programs are not transferable.

## 5. Enrollment

Classes for this program begin in August.

### C. Additional Requirements for Foreign-Educated Students

The school is not approved to issue or accept student visas. Applicants must show proof of permanent residency or working status.

Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service (ETS), Princeton, New Jersey, may be required. The school may require the following documentation to determine eligibility for admission.

- Satisfactory score on TOEFL. Testing must have occurred within two years of the application submission.
- An evaluation of foreign transcripts by the World Education Service (WES) or other approved agency is required.
- Certificate of Preliminary Education (CPE) from the Department of Education.
- General Education Development (GED).
- General Report from the Commission on Graduate Foreign Nursing Schools (CGFNS).
- Evidence of completion of required high school or post-secondary coursework.
- TOEFL Essential scores will be considered on an individual basis. Paper-based score of 560 or internet-based score of 83.

### Decision Letters

Decisions regarding admission will be communicated in writing to applicants by the Admissions Office. If accepted, an applicant will receive an accepted student packet that will include specific details regarding post-acceptance requirements, deadlines, and forms.

### Post-Acceptance Requirements

Acceptance is contingent upon submitting these post-acceptance documents and fees in accordance with established deadlines.

- A non-refundable confirmation of enrollment fee of \$300 is due two weeks from the date of acceptance letter.
- Receipt of all official transcripts reflecting required GPA for program admission.  
**Please note:** Current high school student applicants must submit a final official transcript reflecting the required cumulative GPA of 2.5 after graduation. A decline in current cumulative minimum required high school GPA, will result in cancellation of your enrollment in the program. Refer to the minimum admission requirements on page 15.
- Completed and approved Criminal Record Check and FBI Fingerprint.
- Completed and approved Pennsylvania Child Abuse History Clearance.
- Completed and approved National Healthcare Fraud and Abuse Check prior to admission and monthly during enrollment.



- Valid two-year BLS for Healthcare Provider CPR certification.
- Documentation of health insurance, including hospitalization benefits. This must be maintained throughout your course of study.
- Healthcare provider confirmation of required health screenings, tests, and immunizations including a negative finding on urine drug screening (see RSHS policy #313 at <https://reading.towerhealth.org/app/files/public/104/313-substance-abuse-shs-11122009.pdf>).
- Copy of photo identification, as requested (i.e., valid driver's license, school or employer identification, permanent residency card).
- Necessary paperwork used to verify official name or name changes.

### **Wait-List**

Qualified applicants may be wait-listed when the program's clinical and facility capacities have reached maximum levels. Wait-listed applicants will be notified if space becomes available. When offered admission, these applicants must meet the post-acceptance requirements outlined above.

### **Cancellation**

Applicants whose files are canceled by either their own efforts or the efforts of the Admissions Committee can reapply to a program at a later date.

# COST AND EXPENSES

## Tuition and Fees

A current copy of the tuition and fee structure for the Surgical Technology program is located at <https://reading.towerhealth.org/health-sciences/financial-information/tuition-and-fees/>.

## Billing and Payment

Student billing, payments, and receipts are processed by the Student Accounts Office (SAO) located on the ground floor of Reading Hospital's School of Health Sciences (RSHS) building.

**Tuition:** Approximately 30 days prior to each semester, all students will receive an electronic notice to their school email account letting them know that new charges have been posted to their WebConnect account.

**Payments:** Students are expected to pay their tuition bills in full or sign-up for the RSHS Payment Plan Option (PPO) at least one week prior to the start of each new semester. Students can make their tuition payments at the SAO, online via their WebConnect account, and by mail. The SAO accepts personal checks, money orders, and cash. WebConnect accepts all major credit/debit cards. Checks or money orders should be made payable to RSHS and mailed to:

RSHS Student Accounts Office  
P.O. Box 16052  
Reading, PA 19612-6052

More information regarding billing and payments can be found at <https://reading.towerhealth.org/health-sciences/financial-information/student-accounts/>.

## Financial Aid

Financial aid packages for RSHS Surgical Technology Program are not offered at this time. However, our Financial Aid Office can advise students on how to identify other financial resources and funding options. Payment plans are available. For information on tuition and fees, please go to <https://reading.towerhealth.org/health-sciences/financial-information/student-accounts/>.

# STUDENT SERVICES

## Orientation Program

All new students are required to attend new student orientation. Orientation for all new students will be held at the end of August, prior to the start of class.

## Residence Life Program

The Delta Apartments are located about one mile from the hospital campus. Resident students commute to and from campus via the free hospital shuttle bus. If residing in the Delta Apartments, students will be expected to abide by all the rules and regulations of the Residence Life Program. The Residence Life program has a diverse set of standards that are meant to meet the diverse needs of the residents and to enhance each student's academic and residence life experiences. It is each student's responsibility to respect the rights of all resident community members regardless of backgrounds, beliefs, values, and attitudes.

## Tutor Program

The tutor program is designed to assist those students who may be facing academic challenges while enrolled. Peer tutors are available to help other students study and prepare for tests.

## Americans with Disabilities Act

The School of Health Sciences is committed to providing equal access for individuals with disabilities to the school and hospital community. The school's Surgical Technology Program makes every effort to accommodate applicants/students with disabilities. Any applicant with a documented disability can request special accommodations by notifying the Surgical Technology Program in writing at the time of acceptance into the program.

## Student Lounge

A lounge, study rooms, Subway, and vending machines are available for student use. The student lounge is located on the ground level and is available seven days a week.

## Student Activities

The Surgical Technology program seeks to provide a variety of social and recreational activities to enhance the personal growth of the student. Students participate in leadership roles and in planning activities such as picnics, seasonal parties, and organizational functions. A Student Government Association exists to provide opportunities for students to develop leadership skills and to facilitate communication between the student and the Surgical Technology program. The

campus is within walking distance of Penn Avenue, where students can visit art galleries, coffee shops, and quaint novelty shops. Students are invited to take part in Alvernia University's cultural and recreational activities as well.

## Health Services

Health screening is required for all surgical technology students. Students must complete all health records, immunizations, lab results, urine drug screen (UDS), and required forms provided and requested by Reading Hospital School of Health Sciences.

The physical examination and immunization record must have been completed and signed by a physician or nurse practitioner within one year of the date of entrance into the program. All students are required to get an annual seasonal influenza vaccination.

Hospital rules and regulations require each enrolled student to have an annual tuberculosis screening test. Required immunizations include annual influenza vaccination and full COVID-19 vaccines. All new students must be fully vaccinated or have an approved exemption on file by the start of the program, class, and clinical.

Surgical technology students who have physical restrictions and are under the care of a physician need to update the Surgical Technology Program as to the status of these restrictions as necessary. Following the lifting of physical restrictions, a written clearance from the physician is required in order for the student to attend the clinical component of the curriculum.

Occupational Health Services Department at Reading Hospital is available to the student for consultation in the event of a physical illness.

The student is responsible for all medical charges for treatment of an illness or accident. Health insurance must be current throughout a student's course of study.

## Residence Life Program Immunization

It is the policy of the School of Health Sciences to require all resident students to be vaccinated against meningococcal disease prior to move-in day. Students must provide documentation of immunization (Menactra) to Occupational Health Services.

# FACILITIES AND RESOURCES

## The Program

Facilities include classrooms, science laboratories, computer resource room, simulation laboratory, and faculty and administrative offices.

## Simulation Laboratory

The Surgical Technology Simulation Laboratory provides the student with a simulated clinical setting in which to practice operating room skills and procedures. This setting enables the student to become efficient in basic to advanced skills through the use of state-of-the-art equipment, clinical simulation, interactive learning, and instruction by experienced faculty. This learning environment reinforces classroom instruction and helps to prepare students for clinical patient care assignments. The lab is available to students from 8 a.m. to 4 p.m. by appointment.

## Computer Resource Room

The computer resource room provides computer-assisted instruction which helps the student to learn and apply theory in an interactive learning medium. The student can learn at a self-directed pace and can practice problem solving, critical thinking, and decision making in a nonthreatening environment.

## Library

The library is located in B-Building of Reading Hospital. The student can utilize the library to complete research projects, study, access internet and email, and read various professional journals associated with nursing, medicine, and other allied health subjects. Students also have access to Alvernia University's library and other student services.

## Fitness Center

The fitness center is open to all employees and students at no charge. It is conveniently located adjacent to G-Building.

## Parking and Transportation

Parking is limited on the school campus. The majority of students will be assigned parking at an off-site location and utilize the hospital shuttle service. The school does not assume liability for any events related to transportation.



# CONSUMER INFORMATION DISCLOSURE

**Federal Regulations** stipulate that prospective or current students have the opportunity to access various types of consumer information. To comply with these regulations, the following information is provided based on the most recent graduate follow-up statistics.

## School Information and Policies

To access our current information and policies please go to: <https://reading.towerhealth.org/health-sciences/school-policies/>.

## Substance Abuse

Our policy states that no employee or student shall possess any alcoholic beverage or controlled substance (illicit drugs) on hospital property, school property, in the Delta Apartments, or as any part of any school activity, whether for personal consumption or distribution to any other person. Any infraction of this policy constitutes grounds for disciplinary action up to and including expulsion for students and immediate dismissal for employees, as well as referral for prosecution, where appropriate.

## Campus Security

It is the intent of Reading Hospital School of Health Sciences to provide a healthful, safe, and secure environment for all patients, students, employees, and guests. It is the responsibility of the hospital's security staff to safeguard all parties mentioned above as well as hospital and school property, including student housing offered through the Delta Apartments.

If you wish to obtain a copy of the Campus Crime Report, please contact the Office of Admissions. This report is published annually, and includes information about substance abuse and campus security policies, procedures, practices, and statistics.

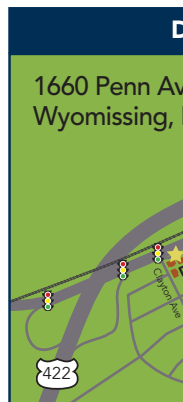
## Family Educational Rights and Family Act of 1974

Reading Hospital School of Health Sciences maintains student education records on a confidential basis in accordance with the Family Educational Rights and Privacy Act of 1974.

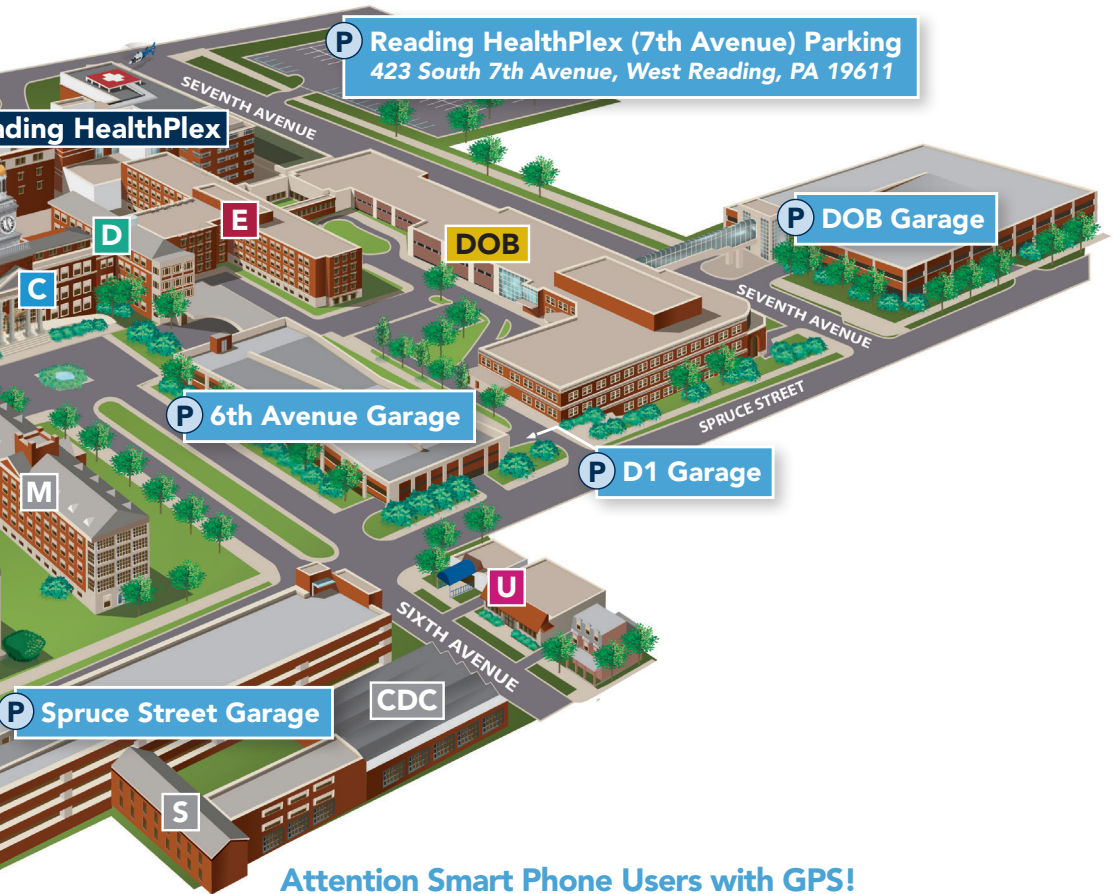


### Other Buildings

- CDC** Child Development Center
- G** G-Building  
Photo ID Badges
- I** I-Building
- L** L-Building
- M** M-Building
- S** S-Building

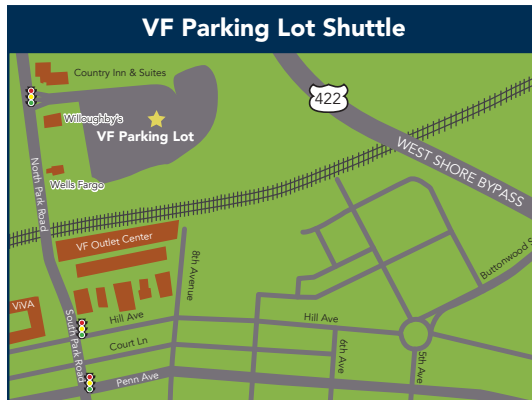
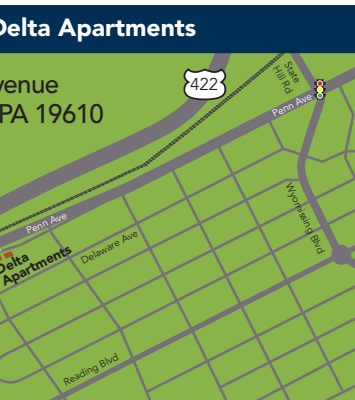


# CAMPUS MAP



## Attention Smart Phone Users with GPS!

When looking for directions to the School of Health Sciences, it is recommended that you enter the following information into your GPS app:  
**601 Museum Road, Wyomissing, PA 19611**





Reading Hospital  
School of Health Sciences

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[RHSchoolofHealthSciences.org](http://RHSchoolofHealthSciences.org)