



# Reading Hospital School of Health Sciences



## Medical Laboratory Science (MLS) Student Handbook

**Accreditation Agency:**

**National Accrediting Agency for Clinical Laboratory Sciences**

5600 N. River Rd. Suite 720 Rosemont, IL 60018-5119

ph: 773.714.8880 | fx: 773.714.8886 | [info@nacls.org](mailto:info@nacls.org) | <https://www.nacls.org/about.aspx>

**MLS Program Contact Information:**

**Ethan Kentzel – MLS ASCP<sup>cm</sup>**

**[Ethan.kentzel@towerhealth.org](mailto:Ethan.kentzel@towerhealth.org) | 484.628.7898**

*Reading Hospital School of Health Sciences reserves the right to make all necessary changes to the program, curriculum, costs, policies, procedures, and calendar. The school reserves the right to clarify any information printed on the website or in official school publications.*



# Reading Hospital School of Health Sciences

## Medical Laboratory Science Program

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To view all Reading Hospital School of Health Sciences Policies, please visit our website. The MLS program adopts and complies with these policies. Policies below are MLS program specific and are not to be intended for operation and governance of non-MLS programs at the RSHS.

# **Section I: Overview of RHSHS and the MLS Program**

## Section I: A. Program Overview:

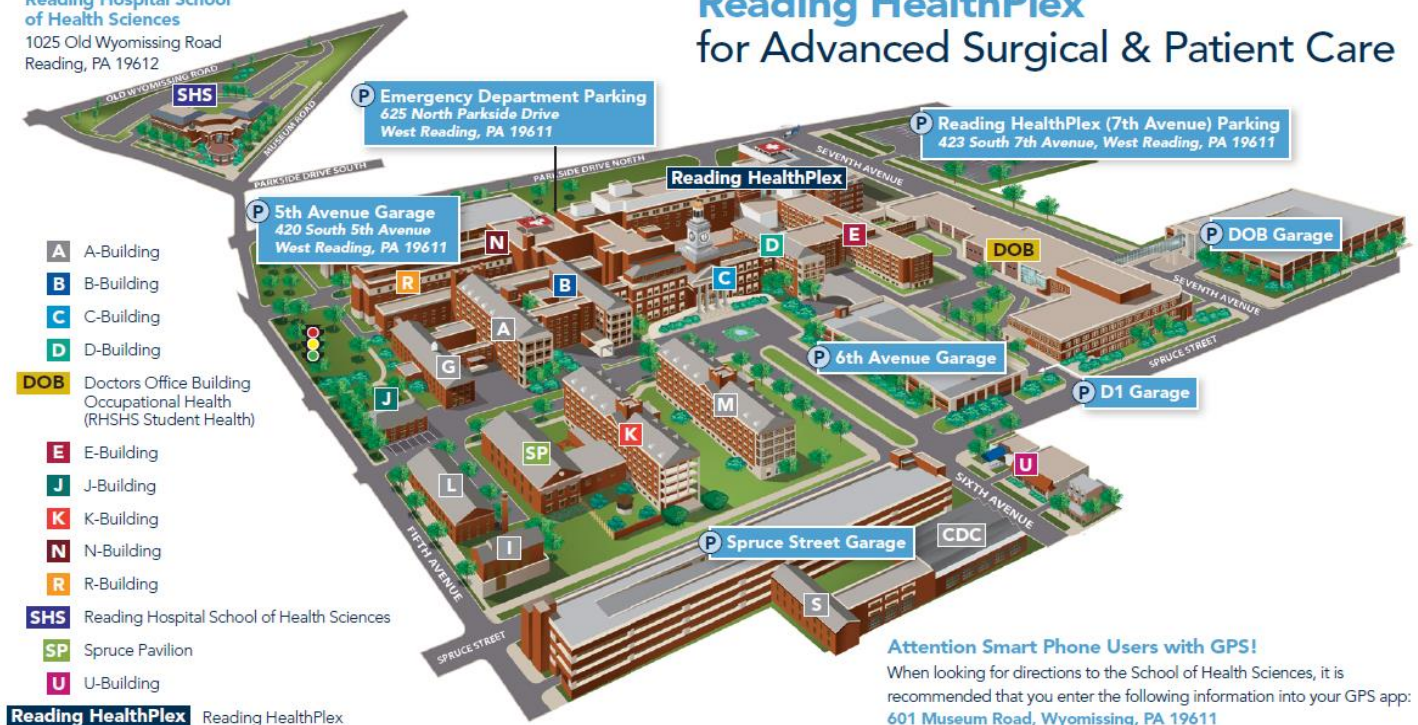
- The MLS program operates on a yearly academic calendar that is different from Reading Hospital School of Health Sciences (RHSHS). As such, the MLS program does not follow the academic calendar that other RHSHS programs may follow.
- An electronic version of the 2024-2025 academic year will be provided to you via Microsoft Outlook and Microsoft One Drive
- Tuition, Program Outcome/measurables, and other key items are publicly available on the [RHSHS MLS Program website](#). For more information, please contact the program director.

### Hours of Operation:

- The MLS Program starts July 15<sup>th</sup>, 2024 and ends June 13<sup>th</sup>, 2025.
- The MLS program operates Monday through Friday from 7am to 330pm. Individual days may vary based on academic calendar. Students are expected to be available and attend all MLS events and learning activities during those dates and times of MLS program operations. Any activity or event outside of normal operating hours is considered optional/supplemental.
  - This does NOT include educational / symposium events sponsored by ASCLS, ASM, or Lab Leadership Events. These required events are provided months in advance and students are expected to attend and make alternate schedules. If students cannot attend, they must notify the MLS program director (PD) immediately.
- The MLS program is divided into 4 unevenly distributed quarters:
  - Quarter I – preparatory period (12 weeks)
  - Quarter II – Clinical rotations I (11 weeks)
  - Quarter III – Clinical rotations II (18 weeks)
  - Quarter IV – ASCP MLS BOC Review (4 weeks)

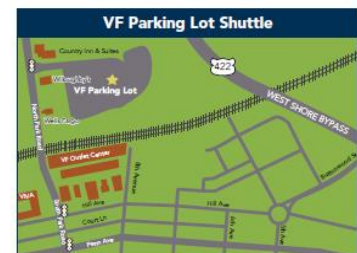
Reading Hospital School of Health Sciences  
1025 Old Wyomissing Road  
Reading, PA 19612

## Reading HealthPlex for Advanced Surgical & Patient Care

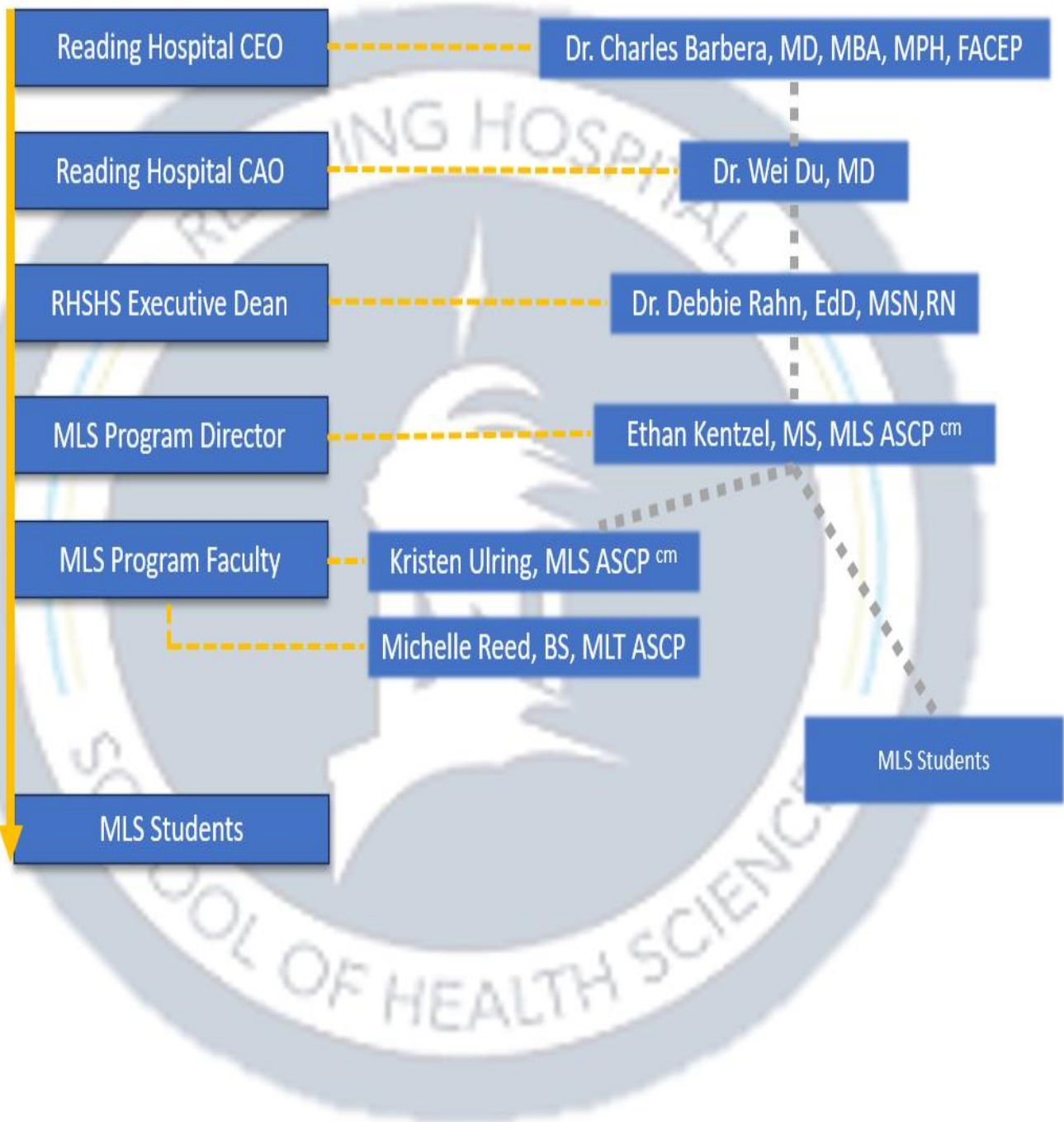


- A** A-Building
  - B** B-Building
  - C** C-Building
  - D** D-Building
  - DOB** Doctors Office Building  
Occupational Health  
(RHSHS Student Health)
  - E** E-Building
  - J** J-Building
  - K** K-Building
  - N** N-Building
  - R** R-Building
  - SHS** Reading Hospital School of Health Sciences
  - SP** Spruce Pavilion
  - U** U-Building
- Reading HealthPlex** Reading HealthPlex

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



**Section I: B. Organizational Chart – Class of 24-2025:**



The MLS PD is responsible for overseeing and guiding students and faculty through the programmatic academic year. The PD must be prospectively informed, whenever possible, of all changes to the program overview. This includes but is not limited to course changes, faculty absences, changes to curriculum, student absences, student lateness, clinical rotation changes, unexpected illness/emergencies, academic performances, and all MLS sponsored events.

**Section I: C. Important Contact Information: MLS Program, Staff, Clinical Liaisons, and Lab**



**Dr. Debbie Rahn**  
Executive Dean



**Ethan Kentzel**  
Program Director



**Kristen Ulring**  
MLS Faculty



**Michelle Reed**  
MLS Faculty



**Carolyn Konas**  
Enrollment Director



**Janelle Adams Ervin**  
Enrollment Assistant



**Nancy Wunderly**  
Registrar



**Steven Swan**  
Student Accounts Officer



**Robin Hall**  
Director of Financial Aid



**Heather Phillips**  
Academic Support Manager



**Emily Malloy**  
Blood Bank CL



**Patty Jeffries**  
Blood Bank CL



**Amy Manwiller**  
Chemistry CL



**Sandra Scarcella**  
Hematology CL



**Nadyne Cauli**  
Hematology CL



**Jessica McBride**  
Microbiology CL



**Jennifer Geddio**  
Urinalysis CL



**Jennifer Sterner**  
Coagulation CL



**Colette Batog**  
POCT MLS



**Alexandria Martinez**  
POCT MLS



Michele Gallen  
Chemistry Manager



Amy Moatz  
BB/Micro Manager



Gretchen Kusmierz  
QA/QC Manager



Cindy Huffman  
Lab Director

Area of Reading Hospital	Phone Number	Contact Information
Help Desk / IT	484.628.8151	N/A
Emergency Issues	484.628.8888	N/A
Vocera	484.628.3300	N/A
RSHS COVID 19 Reporting	484.628.0199	<a href="mailto:Christine.Hydock@towerhealth.org">Christine.Hydock@towerhealth.org</a>
RSHS General School Info	484.628.0100	N/A
Occupational/Student Health	484.628.8499	<a href="mailto:RHEmployeeHealth@towerhealth.org">RHEmployeeHealth@towerhealth.org</a>
Security Office	484.628.4126	N/A
Shuttle Bus Services	484.628.8424 484.628.8421	N/A
MLS Program Director	484.628.7898	<a href="mailto:Ethan.Kentzel@towerhealth.org">Ethan.Kentzel@towerhealth.org</a>
MLS Faculty	484.628.0180	<a href="mailto:Kristen.Ulring@towerhealth.org">Kristen.Ulring@towerhealth.org</a>
MLS Faculty	484.628.8840	<a href="mailto:Michelle.Reed@towerhealth.org">Michelle.Reed@towerhealth.org</a>
MLS Classroom 104	484.628.0153	N/A
Clinical Rotation – Blood Bank	484.628.8604	<i>See Clinical Rotation Syllabus</i>
Clinical Rotation – Central Processing	484.628.5388	
Clinical Rotation – Chemistry	484.628.8493	
Clinical Rotation – Coagulation	484.628.8842	
Clinical Rotation – Hematology	484.628.8872	
Clinical Rotation – Histology	484.628.8954	
Clinical Rotation – Flow Cytometry	484.628.4116	
Clinical Rotation – Microbiology	484.628.8163	
Clinical Rotation – POCT	484.628.9889	
Clinical Rotation – Urinalysis	484.628.8875	

## Section I: D. MLS Program Educational Statement

### **Educational Statement:**

Reading Hospital is committed to educational sponsorship, as evidenced by the numerous programs within the school, to benefit the Reading community and patients seeking healthcare. The faculty and staff are responsibility for curriculum structure designed to enable students to meet the program's stated learning goals, objectives, and entry level curriculum. By enrolling in the Medical Laboratory Science (MLS) Program, students agree to make the commitment to achieve the entry level educational foundation necessary to enter the profession of Medical Laboratory Science. Through active participation in all scheduled classes and clinical assignments, the student will learn the skills and professionalism necessary to provide health care to their community in a compassionate and responsible manner as befit of a healthcare worker.

*Reading Hospital School of Health Sciences Medical Laboratory Science Program reserves the right to change the curriculum, educational policies, program requirements, fees, and calendar as considered necessary for the progressive development of the Program. Any changes will be communicated via written word.*



#### **High Quality, Safe Care**

Focus on operational performance improvements that demonstrate our ability to deliver high quality, safe care.

#### **Physician & Staff Engagement**

Engage and collaborate with all staff to enhance a culture of safety and quality; and establish Tower Health as an employer of choice.

#### **Education**

Foster research and academic excellence as we train the next generation of providers and support the ongoing career development of Tower Health's workforce.

#### **Financial Stewardship**

Strengthen our financial position to enable our strategic priorities.

#### **Positive Patient Experience**

Create a better experience by reinvigorating our focus on the patient.



## Section I: E. Reading Hospital, RHSHS, and MLS Program Rules, Regulations, and Policies

The MLS program follows the policies written and established by Reading Hospital School of Health Sciences (RHSHS) unless noted otherwise. Additionally, the MLS program often has additional requirements. These additional policies are outlined specifically in this student academic handbook. RHSHS policies can be found on the school [website](#). Students are required, and expected, to act responsibly and professionally while in the MLS program. Failure to abide and comply with hospital, RHSHS, and MLS program policies will result in disciplinary action up to dismissal from the program after a series of verbal and written warning. This includes during actual program hours and outside of the program in your personal time. As an allied health pre-professional, it is essential for healthcare employees to conduct themselves in a professional manner to maintain public trust and respect for the MLS profession. Areas of responsibility include:

- to the patient
- to the institution
- to the physician
- to the profession
- to oneself

By carefully reviewing these pages in the academic handbook, the student will glean the necessary information for expectations during the MLS internship/externship experience at Reading Hospital.

## Section I: F. MLS Program Accreditation

The School of Medical Laboratory Science is fully accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Students may choose to contact NAACLS if they desire, the contact information is below:

### **National Accrediting Agency for Clinical Laboratory Sciences**

5600 N. River Rd. Suite 720 Rosemont, IL 60018-5119

ph: 773.714.8880 | fx: 773.714.8886 | [info@naacils.org](mailto:info@naacils.org) | <https://www.naacils.org/about.aspx>

To be an accredited program, the MLS program must adhere to the [standards set by NAACLS](#). NAACLS is committed to laboratory education and quality. NAACLS is the premier agency for accreditation and approval of educational programs in various laboratory professions including MLS, MLT, HT, MLT, PBT, MLA, and Pathology Assistant. NAACLS requires MLS programs to obtain, document, and maintain records and metrics over the academic year to ensure continued quality improvement and continuous system process improvement.

Students must comply with, and complete, all surveys and documentation required of them by the MLS PD to meet NAACLS benchmarks and standards to maintain program accreditation status. Failure to comply will result in disciplinary action up to program dismissal.

If a student believes that the MLS program is NOT compliant with the MLS standards set forth by NAACLS, the student may contact NAACLS and follow their reporting processes. Tower Health has a zero-retaliation policy, practices a culture of just cause, and are encouraged to do so for continuous quality improvement.

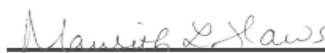


## **CERTIFICATE OF ACCREDITATION**

THE NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES HAS  
AWARDED THE MEDICAL LABORATORY SCIENCE PROGRAM AT

*Reading Hospital School of Medical Laboratory  
Science*

Ten Years of Continuing Accreditation minus six months  
April 30<sup>th</sup>, 2022

  
MARIBETH FLAWS  
PRESIDENT, BOARD OF DIRECTORS



  
DIANNE CEARLOCK  
CHIEF EXECUTIVE OFFICER



## Section I: G. RH, RSHS, and MLS Program Mission Statements

**Tower Health Mission Statement:** 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.

**Mission Statement of Reading Hospital:** Provide compassionate, accessible, high-quality, cost-effective health care to the community; to promote health; to educate healthcare professionals; and to participate in appropriate clinical research through [Tower Together](#).

**Mission Statement of School of Health Sciences:** Provide educational programs that develop competent and compassionate professionals capable of providing high-quality service to individuals, families, and communities.

**Mission Statement of the MLS Program:** Provide MLS into the workforce after program completion by developing pre-professional students into MLS that excel in psychomotor, cognitive, and affective domain necessary to drive the profession forward. Our students will graduate as entry level MLS with professional attitudes, a solid foundation in laboratory procedure and test methodology, a commitment to lifelong learning, and to practice with a questioning attitude to meet entry level curriculum established by the [ASCP](#) and [ASCLS](#).

ASCP I am MLS Pledge:

- *Refer to myself as a Medical Laboratory Scientist (MLS) instead of Medical Technologist (Med Tech, MT) or Clinical Laboratory Scientist (CLS)*
- *Refer to myself and colleagues as MLS, not as technologist or tech*
- *Work with my managers, administrators, Human Resources (as applicable) at my organization to revise job titles to MLS*
- *Tell at least one student, community member or colleague about the role and value of MLS*

ASCLS Pledge to the Profession:

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

## Section I: H. MLS Program Philosophy and Goals

The clinical laboratory is an integral part of the healthcare industry. It provides physicians with information helpful in diagnosing and treating patients. It is because of this integral part that the laboratory plays in the total health care delivery system that a continuous need for qualified laboratory personnel exists.

During the year-long program, the main goal is to transform qualified students into medical professionals who can apply scientific principles and techniques to the vital role that laboratory science plays in the hospital and healthcare environment.

Other goals of the program include developing high-quality lab professionals committed to lifelong learning, staying abreast of new developments, and having the flexibility to adapt to a changing profession. The school also has as a goal to fulfill the need for high quality clinical laboratory practitioners for our own hospital and the community.

## Section I: I. MLS Program Outcomes and Metrics

The MLS program is structured and designed to provide students the ability to meet the objectives of the program, and entry level curriculum (ELC) as ASCLS to meet entry level experience needed to succeed in the workforce upon program completion. Achieving these objectives and ELC will provide student insight into the role of the medical laboratory scientist on the healthcare team. As students complete our program, they will be equipped with entry level knowledge and experience to enter the workforce and be eligible for the voluntary ASCP MLS BOC exam. It is important to state that the ASCP MLS BOC exam is NOT required to successfully graduate/complete the RHSHS MLS program. The RHSHS MLS program aims to provide and maintain an atmosphere that encourages learning, professional growth, and high academic standards. The ASCP BOC is a gold standard of the industry and we strongly encourage our graduates to take the exam, but it is not required.

MLS are data driven professions that focus on laboratory tests, data, and analysis gathered by instrumentation and analyzers to help clinicians' diagnosis, treatment, and prognose their patients. Students rotate through all clinical laboratory sections, learning procedures performed in each section and practicing them to attain professional skill levels. After demonstrating proficiency in laboratory procedures, students are permitted to perform selected procedures under careful, direct supervision to develop speed, confidence, and ability to organize and work efficiently under pressure. This process enhances a sense of responsibility and self-confidence.

To maintain accreditation, our program evaluates six (6) metrics for program improvement and is documented on our systematic program evaluation (SPE) tool.

1. Graduation / Attrition Rates
2. Job Placement / Continuing Education Rates
3. ASCP MLS BOC Pass Rates (within one (1) year of program completion)
4. Employer Satisfaction Survey (after approximately one (1) year from program completion)
5. Recent Graduate Satisfaction Survey (after approximately one (1) year from graduation)
6. MLS Student Exit Survey

These metrics are evaluated yearly and on a continual basis for continuous quality improvement for the MLS program. These are publicly available on our website: [Medical Laboratory Science Program | Reading Hospital School of Health Sciences \(towerhealth.org\)](https://www.towerhealth.org/medical-laboratory-science-program)

## Section I: J. MLS Program Title VII of Civil Rights Act Compliance

Reading Hospital School of Health Sciences complies with applicable Federal civics 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.

**Reading Hospital School of Health Sciences** reserves the right to make necessary changes to the program, curriculum, costs, policies, procedures, and calendar. The school reserves the right to clarify any information printed on the website or in official school publications. Prospective students will be updated by the website and current students will be notified immediately in writing with verbal follow up. Advisors, academic institutions, and other external parties will be notified as appropriate.

Student acceptance into the program is based upon pre-requisites posted on our website. [Laboratory Science Admission Requirements | Reading Hospital School of Health Sciences \(towerhealth.org\)](#)

# Section II: Ethics and Professionalism

MLS students are expected to conduct themselves in a manner deemed appropriate to represent the profession.

## **Section II: A. Ethics**

The American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession. The ASCLS Code of Ethics states:

### **I. Duty to the Patient**

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients. Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached. Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

### **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession. Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications. Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources. Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

## Section II: B. Professional Performance + Expectations (Affective Domain)

### **Professional Performance Expectations (Affective Domain)**

While completing the course of didactic and clinical instruction, the medical laboratory science student will:

- Accept constructive criticism in a positive manner.
- Actively participate in laboratory rotations
- Actively participate in classroom lecture by answering questions, taking notes, and asking pertinent/relevant questions.
- Behave in a pleasant and orderly manner.
- Demonstrate a positive attitude.
- Communicate effectively and in a professional manner with faculty, staff, and classmates.
- Demonstrate attentiveness during instruction.
- Demonstrate ethical behavior by respecting the confidentiality of patient records and using discretion when discussing patient matters.
- Demonstrate interest and educational initiative by using free time in the lab productively to improve skills and/or keep current with reading assignments.
- Display punctuality when arriving in the lab in the morning; after lecture, lunch and breaks.
- Dress in a manner that is professional and safe.
- Demonstrate compassion, consideration, and respect in all interactions with others whether in person or on the phone.
- Exhibit cooperation by assuming work voluntarily in addition to that assigned.
- Follow established safety procedures.
- Recognize the importance of his/her work to the diagnosis and treatment of the patient.
- Display professional maturity by responding to the challenges of multiple assignments and tests in a positive, constructive, and professional manner without reluctance or resentment.
- Demonstrate dependability by finishing assignments on time and beginning activities without delays or waiting for reminders.
- Demonstrate integrity in dealing honestly with his/her mistakes.
- Demonstrate perseverance by overcoming obstacles to achieve goals.
- Demonstrate task performance initiative by prioritizing and completing multiple tasks accurately in allotted time.
- Maintain work area in a clean and orderly fashion.



## Section II: C. Student Professional Code of Conduct

The MLS program follows the RSHS Student Code of Conduct Policy No. [334](#). Students are always expected to conduct themselves in a professional manner. Below is a non-exhaustive list of behaviors:

### **ACCEPTABLE**

Knowledge of and adherence to established policies and procedures.  
Demonstrating respect for others and conducting one's self in a professional manner.  
  
Constructively stating suggestions, ideas and opinions.  
  
Treating others with dignity and respect.  
Speaking to and acting toward others as appropriate to the aforementioned Culture of Excellence  
Maintaining confidentiality and protecting the rights of others.  
  
Attentive and active participation in the educational process.  
  
Maintaining HIPAA regulations.  
Adherence to guidelines of academic integrity.  
  
Respecting the property of others.  
  
Prompt arrival to all educational assignments.  
Compliance with attendance expectations, including notification of absence or tardiness.  
Arriving fully prepared to contribute to educational assignments.  
  
Arrival to assignment fit for educational experience.  
Compliance with parking assignments.  
Not smoking on School premises or in surrounding neighborhoods.  
Promotion of health and safety of others

### **UNACCEPTABLE**

Disregard for established policies and procedures.  
  
Arguing with or otherwise communicating disrespect toward peers, faculty, patients, visitors and others.  
Misrepresentation, falsification, omission of information, dishonesty or lying.  
Insubordination, inappropriate, or disrespectful behavior.  
Harassment or Discrimination of any form.  
Using foul, abusive, or profane language or conduct.  
  
Unauthorized access to patient records for reasons other than provision of care. Discussing diagnoses/treatment with others not involved in case.  
Inattentiveness, sleeping, texting or otherwise engaging in behavior deemed disruptive to the educational process during class or clinical experiences.  
Sharing PHI or otherwise violating HIPAA.  
Engaging in plagiarism, cheating, or other methods academic dishonesty in the 21<sup>st</sup> century.  
Theft, abuse, misuse, or deliberate destruction of property or equipment  
Excessive lateness, tardiness, or absenteeism.  
Absence without justification or proper notice.  
  
Failure to prepare for class or clinical experience; refusal/ failure to perform a class or clinical assignment.  
Impairment by alcohol, drugs, or illness.  
Non-compliance with parking assignments.  
Smoking on School premises.  
  
Arriving to class, clinical, or school related activities when actively ill for a communicable disease or having known exposure to a communicable disease which could pose a threat to the health of others. Providing false or inaccurate vaccination information.

MLS students will:

- Accept responsibility for establishing and maintaining healthy interpersonal relationships with every member of the MLS Program and Lab Services.
- Establish and maintain a relationship of functional trust with every member of the MLS Program and Lab Services. The MLS students' relationship with each person will be equally respectful.
- Accept the responsibility to resolve conflict in a professional manner.
- Affirm each person's contribution to the MLS program.
- Actively communicate with MLS PD if they will be late or absent from class.
- Actively communicate with clinical liaison via email or phone call if they will be late or absent from clinical rotations.
- Use Trajecsys as a time keeping measure for tracking clinical rotation hours.
- Complete all surveys and documents provided by the MLS program director for NAACLS metrics.
  
- NOT text or email other students to tell lab preceptors that they will be late.
- NOT text or email other students to tell lab preceptors that they will be late.
- NOT gossip about another member of the MLS Program or Lab Services.
- NOT go to social events, happy hours, or lab staff's house while an MLS student.
- NOT actively use a cell phone during lecture. If there is a known emergency, please notify the MLS PD prior to lecture, and take the phone call or text message in the hallway or area outside of the classroom/learning environment.
- NOT exchange cell phone numbers with lab staff while they are MLS students.
- NOT follow or be friends with RSHS staff, MLS program staff, or RH lab staff on any forms of social media platforms while MLS students. The ONLY exception is LinkedIn for networking and professional development purposes only.
- NOT going into another unassigned clinical rotation area where another MLS student is currently assigned. Unaccounted/unassigned students are disruptive to the assigned student's clinical rotation and learning experiences.

**Failure to comply with any aspect or part of the Code of Conduct may result in a disciplinary action, or documented critical failures, that may lead to program dismissal.**

Students that violate any part of the student code of conduct will undergo investigation of the complaint by the program director.

First violation will be a verbal warning and a permanent deduction of 10% from your final grade of clinical seminar course.

Second violation will result in written warning and another 10% permanent reduction of your final grade of clinical seminar. (20% total deduction).

Third violation will lead to another permanent 10% reduction of your final grade in clinical seminar, (30% total deduction), which will yield a maximum earnable grade of 70% final grade. 70% is less than the required 77% final grade require and would result in program dismissal.

**\*\*Depending on the severity of the infraction or breach of code of conduct, the MLS PD reserves the right to immediately move to third degree violation and program dismissal.\*\***

Please be mindful of any maladaptive behavior that may be viewed as unbecoming of a professional Medical Laboratory Scientists. AFTER an MLS student has completed the program, an MLS student may feel free to pursue meaningful relationships in a healthy and consensual manner with lab staff as or RSHS staff as colleagues.

## MLS Student Clinical Rotation Code of Conduct:

MLS students are expected to be pre-professionals learning how to be MLS professions during the clinical rotational experiences. MLS and MLT in the lab are considered role models for acceptable behavior. Student clinical rotation attendance:

- Blood Bank – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Chemistry – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Coagulation – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Hematology – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Microbiology – Clinical rotations are M, W, F from 8a to 11:30am, and T, Th from 8a to 3:30pm.
- Urinalysis – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.

MLS students are expected to be in clinical rotations during the program's standard operating hours. MLS preceptors, clinical liaisons, MLS faculty, or MLS PD may modify these hours or days based upon need, staffing, necessity, or emergency. These changes will be provided to you immediately via email, phone call/voicemail (MLS Faculty/PD only), and in person (as applicable).

Students are expected to use Trajecsyst for tracking clinical rotation hours, what task they performed, and which MLS/MLT preceptor they were with during that day's activity. Failure to accurately track hours, preceptor information, or tasks will result in disciplinary action which may include grade reduction and up to program dismissal.

Trajecsyst Login: [TRS Login \(trajecsyst.com\)](https://trajecsyst.com)

Clinical Rotation Student lateness or absence:

Students are expected to be ascending professionals while in the program and must let the MLS PD, preceptor, and clinical liaison know ASAP if they are going to be late or absent from clinical rotations.

If absent: the student must:

- 1) Complete the 'MLS Student – [Time Off Request Form](#) and do either #2 or #3 below:
  - ii. Send an email to the clinical liaison / preceptor indicating that they will NOT be coming to clinical rotations today with the MLS PD CC'd on the email
  - iii. Call the lab and let the lab know that the student will not be coming to clinical rotations that day. After this phone call, the student must email the MLS PD and state the student will not be coming to clinicals, who they spoke to, and that they will not be coming into clinical rotations today.

If late, the student must:

- ii. Send an email to the clinical liaison / preceptor indicating that they will be coming in late and provide an estimated time of arrival (ETA) with the MLS PD CC'd on the email.
  - Alternatively, the student may call the clinical rotation department and inform the team that they will be late.
- iii. Accurately using Trajecsyst to reflect a late "Clock In" time for the clinical rotation day.

Student lateness and absences are tracked and considered unprofessional behavior that will accrue points. After accruing  $\geq 20$  attendance points at any point during the MLS program, MLS student will be dismissed from the MLS program.

If students see unprofessional behavior, please notify the MLS program director immediately.

Metric	Point Value
No Call / No Show (full rotation day)	5 points
Mild Lateness (< 10 minutes late)	1 point
Moderate Lateness (11 – 30 minutes late)	2 points
Significant Lateness (>30 minutes)	3 points
Missed/Forgot "Clock In" punches	2 points

## Section II: D. Student Professional Dress Code Policy

Standards for appropriate dress help ensure a professional image for MLS students. Students are expected to dress in a manner that reflects attention to safety, respect for self and others, and cleanliness. Failure to adhere to the policy will result in disciplinary action.

### **MLS students are expected to abide by the following Dress Code Practices:**

- While working in technical and specimen handling areas, students shall wear department-appropriate PPE.
- The student may wear a scrub outfit or business casual clothing that is compliant with laboratory testing and safety. Scrub outfits must be styled for professional wear. Scrub pants should be a solid color. Scrub tops may be a solid color, printed, or coordinated with the pants. Outfits may not contain unprofessional logos or promotional advertisements. Pants should not touch the floor. Pants are not to be rolled up at the bottom or tucked into socks or shoes.
- **SCRUB COLOR RESTRICTIONS** – MLS students are restricted from wearing all navy blue, all burgundy, or all grey (same color scrub tops and bottoms together) while in clinical areas. These colors are reserved for nurses, PCTs, and phlebotomists; respectively. IF a student is employed as a phlebotomist while in the program, THEN grey-colored scrubs are acceptable for wear and use while in the MLS program.
- Examples of UNACCEPTABLE dress in CLINICAL ROTATION SITES include jeans, legging, capris, stretch pants, sweatshirts or sweatpants, tank tops, low cut tops, cropped tops, shorts, or visible underwear.
- Hospital issued photo ID badge must always be worn in accordance with RSHS Policy # [385](#).
- Footwear must be clean and in good repair and should be selected for comfort and safety. Duty shoes, all-leather sneakers, and dress shoes are acceptable (must be fluid impervious). Open toes shoes, canvas shoes, sneakers with mesh material, and clogs with holes are considered porous and unacceptable for safety reasons.
- Hairstyles, makeup, and nail polish should be simple and neat. **The use of fragrances is prohibited.** Artificial fingernails are NOT permitted while having any direct patient contact (e.g., phlebotomy). Fingernail length shall not exceed ¼” beyond the fingertip.
- Hair longer than shoulder length must be pulled back off the shoulders when performing technical procedures and when in patient areas.
- Facial hair must be neatly trimmed.
- Body piercings other than the ear, (such as tongue, lip, and eyebrow) may need to be covered.
- The student may be asked to cover visible tattoos.
- Dangling necklaces or bracelets are prohibited. Excessive or extreme jewellery such as rings on every finger is not permitted.
- Cell phone use is prohibited in the lab while in clinical rotations. If there is an emergency or a phone call that you must take, MLS students should communicate with either the MLS Program Director, MLS preceptors, or MLS clinical liaison. Cell phones may be used in student classrooms, not during active lecture, but during breaks and lunches, etc.

# **Section III: Attendance and Student Health Records**

## Section III: A. Academic Calendar | Year Overview

### Academic Calendar: Distribution + Updates

The academic calendar will be provided digitally via a shared Microsoft Outlook Calendar and a shared Microsoft Excel Calendar in One Drive. The academic calendar is subject to change and all changes will be reflected in both the outlook calendar and the excel sheet. The updates happen in real time. The MLS PD will send an email to MLS students immediately after changes to any part of the academic calendar.

Only the MLS Program Director and MLS Faculty can make changes to the academic calendar. The MLS PD needs to be informed of all changes prior to implementation of any changes to the academic calendar. MLS students may always request to change the academic calendar if it improves their learning opportunities. Examples include moving an exam date, etc.

### Length of Program

Approximately 48 weeks of Classroom and Clinical Instruction (including breaks). Classes and clinical activities are scheduled Monday through Friday. The program typically adheres to an 8-hour daily schedule with educational activities scheduled between the hours of 7:00 AM and 3:30 PM. The MLS Program does NOT follow the traditional academic calendar of the RHSHS. The MLS program may have classes in session when RHSHS, or other programs, are closed. The MLS program director will inform MLS students of all program delays or closures due to inclement weather or emergencies via email or Evergreen notification services. The academic calendar is distributed electronically for MLS students to access 24/7. Changes to the academic calendar will be provided in email with updated digital links for access.

- Blood Bank – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Chemistry – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Coagulation – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Hematology – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.
- Microbiology – Clinical rotations are M, W, F from **8a** to 11:30am, and T, Th from **8a** to 3:30pm.
- Urinalysis – Clinical rotations are M, W, F from 7a to 11:30am, and T, Th from 7a to 3:30pm.

### Major Holidays and Time Off

Holidays:	Clinicals	School	Date
Labor Day	x	x	9/2/2024
Indigenous People's Day		x	10/14/2024
Thanksgiving	x	x	11/28-19/2023
Winter Break	x	x	12/16 – 1/3/2025
MLK		x	1/20/2025
Memorial Day	x	x	5/26/2025

Personal Leave/Illness:

Students are permitted 6 full days for personal leave or illness, which is equivalent to 48 hours. If a student is absent greater than 6 days, the student may be required to make up the time/activities missed at the end of the program or over holiday/break time. Continued, unapproved, absenteeism will result in disciplinary action and could result in dismissal from the program. For document control and auditing of request for time off, please complete the [Time Off Request](#) Portal. The program director and clinical liaisons should be informed of any, and all, absences via email as well.

Students are expected to be ascending professionals while in the program and must let the MLS PD, preceptor, and clinical liaison know ASAP if they are going to be late or absent from clinical rotations.

If absent: the student must:

2) Complete the ‘MLS Student – [Time Off Request Form](#) and do either #2 or #3 below:

- iv. Send an email to the clinical liaison / preceptor indicating that they will NOT be coming to clinical rotations today with the MLS PD CC'd on the email
- v. Call the lab and let the lab know that the student will not be coming to clinical rotations that day. After this phone call, the student must email the MLS PD and state the student will not be coming to clinicals, who they spoke to, and that they will not be coming into clinical rotations today.

If late for class or clinical rotations, the student must:

- iv. Send an email to the faculty member or the clinical liaison / preceptor indicating that they will be coming in late and provide an estimated time of arrival (ETA) with the MLS PD CC'd on the email.
  - Alternatively, the student may call the clinical rotation department and inform the team that they will be late.
- v. Accurately using Trajecsys to reflect a late “Clock In” time for the clinical rotation day.

Student lateness and absences are tracked and considered unprofessional behavior that will accrue points. After accruing  $\geq 20$  attendance points at any point during the MLS program, MLS student will be dismissed from the MLS program.

If students see unprofessional behavior, please notify the MLS program director immediately.

Metric	Point Value
No Call / No Show (full rotation day)	5 points
Mild Lateness (< 10 minutes late)	1 point
Moderate Lateness (11 – 30 minutes late)	2 points
Significant Lateness (>30 minutes)	3 points
Missed/Forgot “Clock In” punches	2 points

**Section III: B. Mealtime and Lunch Breaks**

Students will be assigned at least a 45-minute break for lunch for during the preparatory period of the program and every Monday, Wednesday, and Friday during clinical rotations (Sept. 30<sup>th</sup> – May 2025). On Tuesday and Thursday during clinical rotations, lunch breaks are to coincide with lab preceptor lunch breaks or at a time that is agreeable with your lab preceptor for your clinical educational learning experiences. During clinical rotations, every Monday, Wednesday, and Friday a lunch break will start at 11:30am and conclude at 12:15pm to ensure enough time for travel to the MLS classroom at RSHS if applicable from the clinical lab (C building). Students are expected to return promptly to the laboratory following breaks.

### **Section III: C. Time Keeping and Attendance Policy**

Healthcare is built upon trust between you, your colleagues/peers, and other healthcare professionals. Showing up when expected and on time is essential for patient care to ensure staff levels are adequate for lab testing to meet turn-around-times for patient lab results. Attendance is required for all sanctioned events for the MLS program between the hours of operation, which is typically from 7am – 330pm, Monday through Friday.

Examples of Required Events:

- Didactic instruction/lectures
- Guest Lectures
- Clinical rotations
- Concept Week assignments
- Student Wet/Summer Lab Exercises
- Team building / Enrichment Activities
- Leadership collaboration meetings (York Hospital / Reading Hospital)
- Educational Events and Symposium's like ASM and ASCLS Spring Meeting
- Other scheduled activities or meetings as assigned like student 1:1 meetings

The academic calendar is distributed at the beginning of the clinical year via Microsoft Outlook Calendar and One Drive's Excel. Weekly recaps are provided by the MLS program director to highlight important upcoming events in the academic calendar. Students are expected to be in their assigned area, organized, and ready for clinical or lecture at the time scheduled. Tardiness, excused, and unexcused absences will be recorded on the student attendance record. The Program Director will maintain attendance records for each student.

Students must notify the MLS program director in advance if the MLS student is unable to attend any required event, or wishes to cancel / reschedule the event (if possible). Students should notify the MLS program director via email and must receive an emailed response back from the MLS program director for the request approval or denial prior to not showing up for the scheduled event. Students that do not attend required events, or lack proper approval of time off requests from the MLS program director, will have the equivalent hours of the missed event deducted from their remaining time off and unexcused hours will accumulate towards unexcused absence hours. After 3 days (24 hours) of unexcused absences, an MLS student may be dismissed from the program. This is regardless of how many points were accrued throughout the course of the academic year.

#### **Tardiness:**

1. Not arriving at the classroom or assigned lab area at the appointed time.
2. If the student will be delayed, the student is responsible for notifying:
  - a. the laboratory department if they are in clinicals
  - b. the Program Director's at 484-628-7898 or email.
  - c. Any assignments missed or delayed due to lateness must be made up or submitted ASAP
3. Consistent tardiness will not be tolerated and will result in disciplinary action.

#### **Excused absence:**

1. A legitimate reason for not attending class or lab rotation.
2. Six days are allotted for personal leave or illness. If a valid physician's note is provided, MLS students may not lose a deduction to their 48 hour time bank.
  - a. Unplanned absence: personal illness or injury (medical verification of absence may be required)
  - b. Scheduled absence: funeral attendance (family as defined in HR policy), job interview, or other individualized situations that require a student's presence (e.g.- graduation practice).



3. **These days are NOT considered vacation days. Students exceeding 6 days without doctor's note or will be deemed unplanned absences. Unplanned/unexcused absences may lower a student's grade and may result in dismissal from the MLS program.**
  - a. Scheduled absences must be scheduled and approved by the program director and the clinical coordinator or MLS preceptor.
  - b. These absences should not be used on exam days (lecture or lab), on days of scheduled enrichment activities, or the day immediately before or following a program break or holiday.
  - c. Call outs by students due to inclement weather must follow the Time Off Request policy or call out policy. Failure to adhere to either policy will result as lateness and points assigned for each occurrence.

**Unexcused absence:**

1. Unexcused absence will occur when the student does not have a pre-scheduled, approved, excused absence.
2. Unexcused absence will occur when the student does not call to notify the laboratory AND the Program Director of their absence. More than one occurrence of unexcused absence is deemed unacceptable and will result in disciplinary action.
3. After 3 days (24 hours) of unexcused absences, MLS students may be dismissed from the MLS program.

**Students' responsibilities:**

**Personal Days: Must be scheduled in advance and approved by the MLS PD.** For clinical rotation time off, the clinical liaison / lab department must be notified by either email or phone call by the MLS Student. The MLS student must submit a [Time Off Request](#) form.

**General Student Procedure:**

**1. Unplanned absences (illness/injury):**

- a. Leave a message on the Program Director voicemail at 484-628-7898
- b. Call into the laboratory to have your name placed on the "Call Off Board" at 484-628-5388 prior to 0700. Get the name of the person to whom you reported your absence.
- c. Call the clinical department where you are currently assigned.
- d. You **MUST** notify the Program Director and Laboratory **EACH DAY** that you are absent.
2. Discuss with the instructor(s) the options for making up any missed learning activities upon returning to class.
  - a. It is at the discretion of the instructor if missed experiences can be made up later. Some activities cannot be rescheduled.
  - b. Absence on the day of a scheduled exam will be subject to review by the Program Director.
  - c. If a student miss lectures due to absence or tardiness, it is his/her responsibility to obtain the missed lecture content from a classmate.

**3. Important Phone Numbers**

<b>Program Director</b>	<b>484-628-7898</b>
<b>MLS Faculty</b>	<b>484-628-5971</b>
<b>Main Lab (use to get name on "call off board")</b>	<b>484-628-5388</b>
<b>Blood Bank</b>	<b>484-628-8616(8604)</b>
<b>Chemistry</b>	<b>484-628-8493</b>
<b>Hematology and Coagulation</b>	<b>484-628-8872 (8842)</b>
<b>Microbiology</b>	<b>484-628-8163</b>
<b>Urinalysis</b>	<b>484-628-8875</b>
<b>Flow Cytometry</b>	<b>484-628-4116</b>
<b>Central Processing</b>	<b>484-628-5388</b>
<b>Point of Care</b>	<b>484-628-9889</b>
<b>School of Health Sciences</b>	<b>484-628-0100</b>

### **Section III: D. Inclement Weather Policy**

The inclement weather policy is intended to provide student guidelines regarding travel in inclement weather or an emergency. It is recognized that in cases of inclement weather, local conditions may prohibit students from being here or being on time. Students are expected to make a reasonable attempt to get to class, lab or lab-related learning experiences, but each student is encouraged to utilize personal judgment in deciding to attend class based on his/her local weather circumstances and safety of travel.

The MLS program is a pre-professional program and therefore the school will not cancel classes for inclement weather and follows policy [140](#) from RSHHS. Students are expected to attend classes and rotations even if other activities at the hospital or the RSHHS have been cancelled. However, if the hospital officially declares a weather emergency, classes will be cancelled or held virtually via Microsoft Teams. School closures or delays in opening will typically be communicated to the students by the Program Director at least 2 hours prior to the start of classes via phone (text message) and/or hospital email. Closures/delays are not posted on local television or websites. You may receive an email from the RSHHS indicating that the RSHHS is closed or delayed. This email should be disregarded as the MLS program does NOT follow the inclement weather policy of the RSHHS.

The Program Director or designee may make the decision to delay the start of class, have early dismissal, or cancel class. Students MUST notify the Program Director AND each department of a late arrival or absence due to inclement weather. Ask that your name be placed on the “call off” board if you will be absent. This day will be deducted from the student’s allotted time off. Failure to properly notify the lab department and PD will result in attendance point(s) accumulation.

### **Section III: E. Health Services for Students (Student and Occupational Health Services)**

Reading Health System Occupational Health Services (OHS) facilitates the provision of health services for students in the Reading Hospital School of Health Sciences. Refer to Policy No. [320](#): Student Health Services. Students must be cleared by Occ Health and MLS PD before returning to class or clinicals.

#### **Health Insurance Requirements:**

Students are required to maintain and have health insurance during the entirety of the MLS program.

#### **Injuries and Exposures during Clinical activities**

In the event of injury or exposure during a student’s clinical rotation, students should refer to RSHHS Policy [320](#). In addition, the student must immediately notify the lead tech, clinical coordinator, or assistant manager. The student is also responsible for notifying the Program Director ASAP.

#### **Procedure for Reporting Communicable Diseases**

Reading Hospital tracks the occurrence of communicable diseases occurring in students and employees. Students having symptoms of the communicable diseases listed in the RSHHS Policy [320](#) should notify OHS at 484-628-8499.

#### **Temporary Limitations**

All students must be medically clear to fully participate in all clinical activities. Refer to RSHHS Policy [321](#): Students with Temporary Limitations. The Program Director will make the final decision regarding the student’s ability to complete the program. HR and Occ Health will be involved in decision making processes.

#### **Students with Disabilities**

Refer to the RSHHS Policy No. [322](#): Students with Disabilities

# **Section IV: Academic Policies**

## Section IV: A. Curriculum

The curriculum is a structured educational experience consisting of lectures, computer educational modules, textbook assignments, examinations; case studies; self-study assignments; and clinical laboratory rotations designed to serve as a student's senior year of college (3+1 option). Students without a baccalaureate degree must have completed all college requirements BEFORE the start of the clinical program so that the student will be granted a baccalaureate degree by the college upon satisfactory completion of the hospital program. The overall program is 48 weeks long starting in July 15<sup>th</sup> 2024 and ending June 13<sup>th</sup> 2025. Major holidays and time off are described under attendance policy of the academic handbook.

	July	August	September	October	November	December	January	February	March	April	May	June	
Courses													
Clinical Seminar	2	1											3
Virology		1											1
Urinalysis	0	1	2										3
Coagulation		1	1										2
Blood Bank		1	1	1	0	1							4
Chemistry		1	1	2	2	1	0	2	1				10
Hematology		1	2	0	1	1	0	1	1				7
Bacteriology		2	2	1	1	1	0	1	0	1			9
Body Fluids			1	0	1								2
Immunology							0	0	1	1	1		3
Mycology										0	1		1
Parasitology								0	0	1	2		3
# of Exams	2	9	10	4	5	4	0	4	3	3	4		Total Exams
							CF 1				CF 2	CF 3	48

### Didactic Instruction:

Lectures will be scheduled at specific times on a pre-established schedule. See academic calendar in outlook or excel One Drive for more information for 24-2025 Academic Year.

### Orientation/Clinical Preparation:

Orientation occurs during the first month of the program and includes RSHS orientation for HIPAA, confidentiality, healthcare systems overview, and introduction to MLS and laboratory medicine.

Orientation at the clinical lab includes lab safety, biohazard training, chemical hazard training, and n95 fit testing. Students spend the first quarter of the program in a classroom format that is heavy on didactic theory and wet lab activities and learning exercises prior to starting clinical rotations. Topics covered include safety; ethics; medical terminology; phlebotomy; quality assurance/quality control; laboratory math; point of care testing; and instrumentation. Other instruction occurs for Coagulation, Urinalysis, Body Fluid testing, Bacteriology, Blood Bank, Virology, and Hematology at the RSHS.

**Clinical Rotations:** Each student is paired with another MLS student for all clinical rotations except for POCT, UA, and Coagulation. The primary purpose of this is for students to learn clinical rotation skills as a pair system to work together to bounce ideas off each other and complete student training checklists. Unknowns and clinical rotation exams are to be completed individually. All laboratory rotations are completed in the Reading Hospital's CAP and CLIA licensed Clinical Laboratory. Clinical placement is guaranteed. If due to temporary or permanent unexpected circumstance like a natural disaster, the MLS program would implement the Teach Out policy to ensure students can complete their program year. The student clinical education is organized by a clinical liaison in each department that works with the MLS PD to ensure timely and accurate completion of student learning experiences and learning checklists.

## Section IV: B. Course Description and Credits

Courses included in the MLS curriculum are listed below with the number of credits. The MLS program at Reading Hospital is NOT a degree granting institution. Legally binding affiliation agreements (AA) with several universities and colleges accept MLS program as credit hours earned for degree completion at that university or college for 3+1 students. The college/university decides how many credits to award for degree completion based on MLS program credits/hours. 4+1 students are degree holding, post-baccalaureate students and AAs are not required. The MLS program does NOT offer or accept advanced placement, course auditing/ “testing out” of MLS courses, transfer credits, or exemption from MLS coursework regardless of prior work experiences in clinical or research laboratory settings.

**MLS 410: Clinical Chemistry** (8 credits) - Includes enzymology, endocrinology, biochemistry of lipids, carbohydrates and proteins, metabolism of nitrogenous end products, physiology and metabolism of fluids and electrolytes, and toxicology as related to the body, diseases, and lab work correlations. Instruction and performance in the operation, maintenance and troubleshooting of analytical instruments, are integral components of this course.

**MLS 420: Clinical Microbiology** (8 credits) - The study of pathogenic bacteria, mycobacteria, parasites, viruses, and fungi, using 21<sup>st</sup> century technology (molecular, PCR, NAAT), contemporary ID methods (isolate, stain, culture with agar), and antimicrobial susceptibility testing and resistances.

**MLS 430: Clinical Seminar** (3 credits) - Topics include leadership, laboratory management, educational methodology, safety, ethics, compliance, point-of care testing, professional development, quality control/quality assurance, laboratory mathematics, medical terminology, and phlebotomy. The course culminates in the spring of the year with the presentation of case studies as a capstone project.

**MLS 440: Coagulation** (2 credits) - The study of systems involved in the coagulation of blood, detection of deficiencies in those systems, and the control of anticoagulant therapies. Manual and automated techniques of diagnostic tests for abnormalities are included.

**MLS 450: Hematology** (4 credits) - The study of the origin, development, morphology, function, and reactions of the blood cells. Includes normal and abnormal cell identification by morphology, immunologic and genetic markers; disease and cell type correlation; and instrumentation use in the analysis and quantitation of blood cells.

**MLS 460: Immunohematology (Transfusion Medicine)** (4 credits) - The study of the processing, storage, and administration of human blood and its components. Includes the study of blood group antigen and antibody systems, antibody detection and identification methods, and compatibility testing as related to the transfusion of human blood.

**MLS 470: Immunology and Serology** (included in Microbiology and Immunology curricula) (4 credits) - The in vitro study of antigen-antibody interactions, the science of immunity, and the study of the in vivo development of antibodies against specific foreign antigens. Includes serological diagnostic testing methods.

**MLS 480: Urinalysis** (2 credits) - The study of the chemical and microscopic elements of urine. Includes the study of body fluids.

**Anatomic Pathology** (noncredit) - Students spend time in pathology, histology, and cytology as an enrichment experience. Students may also get to experience an autopsy with RH pathologists, as well as bone marrow biopsy/aspiration performed by Hematology/Oncology doctors at RH’s McGlenn cancer center.

## Section IV: C. Grading

RHSHS Grading Policy [#305](#) is followed to determine final grades only. Students are informed of specific course evaluation grading in each course syllabus and this academic handbook.

MLS students earn a final grade per course that is a combination of both the didactic and clinical laboratory rotations. Students are required to maintain a minimum final earned grade average of 77% for every class. Each individual course's didactic or clinical laboratory rotation grade cannot be less than 70% or the student will be dismissed from the program, and the combined final grade must be  $\geq 77\%$ .

The grading system is as follows:

A	= 94 - 100	F	= <77
A-	= 90 - 93.9	WP	= Withdrawal Passing
B+	= 87 - 89.9	WF	= Withdrawal Failing
B	= 83 - 86.9	I	= Incomplete
B-	= 80-82.9		
C+	= 77 - 79.9		

- **Didactic evaluation:** Didactic evaluation is accomplished using examinations, quizzes, case studies, self-study assignments, homework, and other modalities. Satisfactory performance in the affective domain criteria is required to successfully pass each course.
- **Laboratory rotation evaluation:** In the clinical laboratory portion of the program, final grades are determined by quizzes; written examinations; technical ability; practical examinations (unknown), if applicable; and affective domain. Each technologist (preceptor) assigned to train the student is required to submit a technical and affective domain evaluation of the student. Students are graded by several staff technologists who are teaching them on the bench to maintain impartiality in grading.
- **Final Course Grades:** For final courses with a laboratory clinical rotation component, the final earned grade will be a combination of didactic and clinical rotation. Please see the course syllabus or GradPro/WebConnect for a course specific breakdown for each course's final grade. Physical copies of the syllabus are provided on day one (1) of each course, and electronic copies are always available on Edvance360 LMS. All final grades are recorded in the student's permanent record and are available to students on Web Connect.

The Program Director is responsible for keeping all records and discussing the results of evaluations and grades with the student. Appeals for change of grade for individual assignments, quizzes, or examinations are handled initially with the instructor and the student requesting the grade review. If arbitration is necessary, the Program Director will intervene. Refer to the RHSHS Policy No. [365](#): Academic Grievance for final grade appeal. After one (1) year post graduation, MLS student records are moved to the Registrar's Record Room for long term storage and retention.

For 3+1 students, grades are reported to the college/university MLS advisor/coordinator and the college/university registrar. The college/university may record grades for the clinical year as Pass/Fail on the student's transcript.

#### Section IV: D. Academic Integrity

Refer to the RSHS Policy No. [307](#): Academic Integrity and Student Code of Conduct for explicit examples of unprofessional behavior including plagiarism and cheating.

- Smart watches may not be used during any assessments or exams.
- Non-RSHS computers may not be used during evaluations/exams without MLS PD approval.

**\*\*Please note: Giving or receiving information or assistance on unknowns assigned during clinical rotations is considered a loss of academic integrity via cheating and subject to disciplinary action and may lead to dismissal from the program upon investigation. This includes from other students as well as preceptors / former students.\*\***

#### Section IV: E. Qualified Supervision for Entry Level Curriculum and Competency

In laboratory rotations students will be with an instructor (preceptor). After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision. During the assigned clinical rotations, each student will be responsible for following departmental rules and ensuring the student checklist for entry level curriculum [\[ELC\]](#) is completed. Each student shall work at a particular bench or rotation until entry level proficiency is achieved by psychomotor, technical, affective, and cognitive domain assessment. No student shall be required to perform tasks beyond the point of ELC or be utilized to complete departmental work if the tasks are not part of the training to obtain the desired entry level curriculum. For students with high drive and desire to learn, and if rotation time allows, the student may have additional assignments under direct supervision from the preceptor, or clinical liaison, to reinforce learned skills and concepts.

## Section IV: F. Academic Advisement and Counseling

The academic advisement/counseling program is designed to create a supportive network / environment to help MLS students develop the necessary academic, professional, and personal skills to succeed in the program and workforce after graduation. The Program Director (PD) and faculty are available to advise and guide students throughout the program. The PD will meet with each student at least once a quarter for advisement and guidance regardless of circumstance. The PD maintains an open-door policy. The PD and faculty are responsible for maintaining confidentiality and impartiality in all decisions.

Counseling forms are used to document academic advisement for students achieving a grades  $< 77\%$  in classroom or clinical rotations. Counseling forms may also be used for affective domain concerns, attendance concerns, and non-compliance with any hospital, school, laboratory, or program related policies. The PD or faculty member will fill out a counseling form and review it with the MLS student. The form will list reasons for counseling, recommended action plan, and student comments. These forms are kept confidential and are kept with the MLS PD. A copy is given to the student for his/her reference. Counseling forms are NOT completed for routine advisement sessions.

**Academic Advisement:** If there is an indication before the completion of a lab rotation or lecture that the student's grades are  $< 77\%$ , the PD will meet with the student to further discuss and devise an action plan to improve performance. The purpose of academic advisement is to provide a level of awareness to students that academic expectations are not being met and to provide a support system for them. A counseling form will be filled out with recommendations and a timeframe for improvement. Remedial work *may* be assigned as needed. Faculty are willing to provide individual tutoring, within reason, for any student who requests additional help during normal hours of operation of the MLS program. If by the third exam in any course, or if there are five (5) documented unsuccessful exam attempts, the student will be placed on academic probation.

**Academic Advisement Per Evaluation:** If a student gets below a  $77\%$  on an exam, they are expected to meet with the MLS PD to discuss the examination. Exam related remediation meetings can occur during normal operations of the MLS program (M-F from 7 – 5pm). Exceptions can be made upon request from the student and must be documented/approved by the MLS PD. MLS PD and student will continue to meet as needed until grades on evaluations improve ( $> 77\%$ ). These 1:1 meetings are considered optional, but strongly recommended for programmatic success.

### **Examinations and Excessive Failures:**

Students are expected to maintain  $\geq 77\%$  average on each individual didactic exams in each course throughout the entire MLS program. Examination results  $< 77\%$  are considered unsuccessful. MLS students have the option to meet with MLS PD after every unsuccessful exam. Unsuccessful exam remediation is designed to ensure students remain engaged, are developing study habits, and demonstrating understanding of theoretic concepts to succeed in the MLS program and after graduation. If a student is unsuccessful on multiple individual examinations that exceed  $\geq 15\%$  of all total didactic exams, this is considered a critical failure for retention of MLS content and warrants program dismissal. MLS students will be notified for every unsuccessful exam taken, academic counseling and probation when fail rates are at 5% (3 exams) and 10% (5 exams); respectively. The 15% exam failure limit for the class of 2025 correlates to 8 didactic examination failures over the course of the 10.5-month program. Optional exam remediation may be offered by the MLS program at various times throughout the MLS program academic year.

**Cumulative Finals:** Cumulative finals (CFs) are designed to evaluate a student's ability to retain and apply information overtime. CFs are graded as part of Clinical Seminar. Unsuccessful or failed cumulative finals may result in an MLS student's inability to maintain a  $\geq 77\%$  in clinical seminar, which will lead to program dismissal.



## Section IV: G. Academic Probation

To inform MLS students of the performance expectations, provide a structure for consistent intervention when students are not performing well, and connect students with the resources that can help facilitate their academic success. Probation is the next step after counseling attempts are unsuccessful.

Enrollment in the MLS program is contingent upon students maintaining satisfactory academic progress throughout each course and the entire curriculum. Students must achieve a final earned average of 77% or higher in each final course grade to complete the MLS program. A final course is defined as the combined grade of didactic theory and clinical rotations; where applicable. The only two exceptions are Immunology and Clinical Seminar courses. There are no clinical rotation grades for those two courses and students must earn  $\geq 77\%$  in didactic theory alone in those two courses to remain in the MLS program. Students should see each course syllabi for final course grade breakdown.

Academic Probation is a series of written documented warnings that student performance is unsatisfactorily meeting MLS program's academic standards. Immediate steps are required by the student to improve performance to remain in the program. Probation is an indication of serious academic performance issues, which may result in dismissal from the program if they remain uncorrected. Students will be informed in writing by the program director that he/she has been placed on probation, which includes an action plan, timeline, and clearly defined goals to determine the necessary steps to succeed and get off academic probation.

Remedial work may be assigned as needed. For 3+1 students, university/college advisors will be notified. If the student does not meet the requirements of their probationary action plan, the student will be dismissed from the program. There is no suspension. A student who is involuntarily dismissed from the program will be ineligible for readmission.

### Common reasons for Probation:

- Student earning  $< 77\%$  in either clinical rotation OR didactic theory of a class like Blood Bank, Hematology, Chemistry, Urinalysis, or Coagulation. her action is taken. Probationary terms are determined on an individual basis. Remedial work may be assigned.
  - For example: if a student earns 72% in blood bank theory and all exams are taken, the student will be placed on academic probation because they are below the academic benchmark of the MLS program. To avoid dismissal, the MLS student must achieve a final grade of 77%, so the student must achieve a minimum of  $\geq 82\%$  in blood bank clinical rotation. This would equate to a 77% earned final grade and would allow the MLS student to remain in the program as the course has been passed.
- Student is unsuccessful on 5 exams or more at any point in the academic calendar year.
- Student violations to the code of conduct that are unprofessional in nature but not warrant immediate dismissal as indicated under critical failures (Section IV:H).

## Section IV: H. Program Dismissal/Critical Failures and Tuition Payment and Refunds

To provide guidance to the student who is being dismissed from the MLS program. Refer to RSHS Policy No. [319](#): Dismissal

Dismissal is the permanent withdrawal of the student from the program by the Program Director. There is no suspension. A student may be dismissed from the MLS program for any of the following reasons (not inclusive/non-comprehensive list):

1. Academic/clinical failure: failure to maintain the minimally required grades stipulated for lecture, laboratory and/or affective components.
2. Failure to meet the standards of conduct.
3. Continued absenteeism or tardiness.
4. Divulging patient or pertinent hospital information.
5. Violations of school, hospital, laboratory, and/or program rules, policies and/or regulations.
6. Theft
7. Falsification of records.
8. Willful destruction of property.
9. Using any hospital computer for an unauthorized purpose.
10. Plagiarizing another's written publication or cheating of any sort in academic assignments.
11. Continued unprofessional behavior that renders the student unfit for Medical Laboratory Science.
12. Exhaustion of allotted student time off bank of 48 hours followed by unexcused absence.
13. Accumulating more than 20 attendance points during your MLS Program year.
14. Excessive profanity and comparable unprofessional behavior.
15. Disrupting the learning environment of others / creating an unsafe learning environment
16. Unsuccessful exam attempts exceeding >15% in all combined didactic examinations, which equates to 8 exams. Failing 8 or more exams  $\leq 77\%$  will result in program dismissal.

The student will be notified to meet with the Program Director. The Program Director will explain the reason(s) for dismissal of the student.

- The student has the right to appeal against the decision through the grievance procedure.
- For 3+1 students, the college advisor/coordinator will be notified of the student's dismissal.
- The school will refund tuition according to the RSHS Policy No. [601](#): Tuition Payment and Student Refund Policy.

Critical Failures are defined as any event that may occur that is severe, acute, or deleterious enough to warrant immediate program dismissal. Critical failures may lead to immediate program dismissal regardless of primary (verbal), or secondary (written) warnings:

Examples include plagiarism, cheating, creating an unsafe environment to student learning, disrupting the peace, acts of violence, violating HIPAA, violating FERPA, active drug during MLS program hours of operation or violating substance abuse/drug policy in any way. Failure of total exams exceeding 15% or  $\geq 8$  didactic examinations.

Program dismissal may be challenged by following the grievance policy.

## [Section IV: I. Grievance Policy \(Academic and Non-Academic Grievances\)](#)

- Academic Grievance: Refer to RSHS Policy No. [365](#): Academic Grievance Policy
- Non-Academic Grievance: Refer to RSHS Policy No. [366](#): Non-Academic Grievance Policy

## [Section IV: J. Voluntary Withdrawal from MLS Program and RSHS](#)

- Refer to RSHS Policy No. [318](#): Voluntary Withdrawal from the School

## [Section IV: K. Counseling + Mental Health](#)

Employee Assistance Program – EAP – is designed to support employees/students in identifying and resolving issues that may affect their health and wellbeing at home or on the job. This benefit program provides employees/students and family members with an opportunity to connect with a behavioral health clinician for an initial assessment, for information and/or for referral, or ongoing counseling or therapy on a broad range of personal, family, marital, health, financial, emotional, substance abuse, and other issues.

Services Provided:

- Professional Counseling, three (3) free counseling sessions per contract year, per family. Your benefits renew January 1st of each year. You can access Quest's full provider network by using their Find a Provider Tool.
- You can contact Quest at [www.QuestBH.com](http://www.QuestBH.com) or by calling 1-800-364-6352.
- [Quest EAP Program](#)

MARVIN - Tower Health has partnered with **Marvin™** to provide a teletherapy resource to all our employees. We truly appreciate your tireless dedication to caring for our patients and community – and now we'd like to help take care of **you**.

Marvin is an independent, third-party service offering virtual support sessions in a *completely confidential* setting. There are virtual sessions available 24 hours a day, 7 days a week. Marvin will also help you find a specialized therapist who focuses on your lifestyle, profession, or goals, so you can get the most out of each session.

Marvin will work with your insurance to confirm coverage and any costs before your first session. Marvin accepts Capital Blue Cross as well as other major providers. If you receive your medical benefits through Tower Health's employee plan, then **you will not have to pay any copays** during 2024 for these virtual sessions. We want to make access to mental health services as convenient and affordable as possible.

[Meet Marvin](#) (flyer) | [Marvin Sign Up \(meetmarvin.com\)](http://meetmarvin.com)

## Section IV: L. General Program Academic Objectives

The following are expected intellectual outcomes, skills, and behaviors of the Medical Laboratory Science Student. The taxonomic level within each domain follows the objective:

### **Cognitive Domain**

After attending lectures, reading assigned materials, and performing tests in the laboratory, the student will be able to: (Specific criteria listed in each course)

- Recall the basic theoretical concepts related to clinical discipline. LEVEL I
- Define terminology associated with clinical discipline and normal values. LEVEL I
- Describe the pre-analytical, analytical, and post-analytical variables affecting collection, testing of specimens, and the reporting of results. LEVEL I
- Describe principle of operation of laboratory instruments. LEVEL I
- Describe preventive maintenance and troubleshooting techniques for laboratory instruments. LEVEL I
- Explain the principles, procedures and techniques of all routine and some special laboratory procedures as applicable. LEVEL I
- Differentiate human anatomy and physiology, as it relates to discipline, in both health and disease. LEVEL II
- Analyze the underlying theory of procedures performed in the laboratory, including general description of analyte, clinical significance of analyte, methodology of procedure, interferences, and reference ranges as applicable. LEVEL III
- Apply knowledge of normal laboratory data to differentiate between normal and abnormal values and specimens. LEVEL II
- Interpret laboratory results using guidelines of methodology and procedure. LEVEL II
- Compare alternate methodologies. LEVEL II
- Correlate basic laboratory procedures to identification of pathologic states. LEVEL III
- Integrate data from multiple analyses/laboratories to determine probable diagnosis of patient. LEVEL III
- Select additional tests that could be performed to support or confirm a patient's diagnosis. LEVEL II
- Assess data for possible discrepancies and resolve problems considering the patient's condition. LEVEL III
- Evaluate new methods and procedures with minimal assistance through application of basic scientific principles, accepted laboratory techniques, statistical evaluation of data, cost analysis, and other management principles. LEVEL III
- State the importance of quality assurance, quality improvement, and quality control in each area of the clinical laboratory. LEVEL I
- Describe the quality control procedures performed in each department. LEVEL I
- Explain the importance of quality control in maintaining accuracy and precision in all areas of the clinical laboratory. LEVEL I
- Discuss the importance of the continuous assessment of laboratory services in all clinical disciplines. LEVEL II
- Apply a problem-solving approach in all areas of the clinical laboratory. LEVEL III

## **Psychomotor Domain**

After attending lectures, reading assigned materials, and performing tests in the laboratory, the student will be able to: (Specific criteria listed in each course)

- Recognize acceptable, sub-optimal, and unacceptable specimens according to Standard Operating Procedure (SOP) for each laboratory area. LEVEL I
- Process specimens as instructed in a timely manner without being reminded. LEVEL II
- Select appropriate procedure, reagents, and quality controls for test requested. LEVEL I
- Perform manual and automated procedures accurately and precisely to generate reliable results. LEVEL II
- Operate, maintain, and calibrate instruments and prepare/change reagents as applicable. LEVEL II
- Identify sources of error and interferences in analysis as applicable. LEVEL I
- Record QC and/or patient results according to SOP and in a neat and orderly manner. LEVEL II
- Perform Quality Control and evaluate acceptability. LEVEL II
- Troubleshoot procedure or instrument when QC is out of range or when results do not correlate with patient's clinical condition. LEVEL III
- Perform procedure/assigned task in a logical sequence within allotted time frame. LEVEL II
- Perform as a team member. LEVEL II
- Apply previously learned technical knowledge to add new procedures/technologies to repertoire with ease. LEVEL III

## **Affective Domain**

While completing the course of didactic and clinical instructions, the MLS student will:

- Receive assignments given in the laboratory. LEVEL I
  - Listen attentively to explanation of procedure.
  - Actively participate by answering questions and demonstrating interest in and attention to the subject matter.
- Actively participate in lectures by answering questions and asking pertinent questions. LEVEL I
- Respond positively to individuals who have teaching and supervisory responsibilities. LEVEL II
  - Cooperate with instructor/supervisor in lab assignment.
  - Communicate effectively with faculty in a professional manner.
  - Respond to the challenges of multiple assignments and tests in a positive, constructive, and professional manner.
- Demonstrate compliance with and commitment to laboratory rules and practice. LEVEL I
  - Report to lab and lecture at scheduled time and return promptly from lunch and breaks.
  - Comply with lab safety policies and procedures.
  - Dress in a professional manner and regarding safety.
- Respects the confidentiality of patient records and uses discretion when discussing patient matters. LEVEL II
- Value accuracy as being critically important in the provision of patient care. LEVEL II
  - Follows laboratory procedures for accession, identification, transport, storage and disposal of specimens.
  - Complete appropriate instrument maintenance and procedure QC before initiating patient testing.
  - Explains the importance of accuracy and timeliness of result reporting.
- Endorse dependability as a work value in assignments. LEVEL II

Notify Program Director and laboratory department when circumstances cause lateness or absence.

Plan all scheduled absences in advance and with regard to lab rotation requirements.

Complete all assigned laboratory tasks (procedures, unknowns, written and practical exams) within established timeframes.

- Maintain effective and positive interpersonal relationships. LEVEL II  
Communicate effectively in person and over the telephone with patients and other healthcare personnel.  
Interact in a friendly, cooperative, professional manner with peers and instructors.  
Strive to resolve any problem that may arise by discussing problems with respective peers or instructor.  
Represent the laboratory favorably to other departments and to the public.
- Receptive to constructive criticism. LEVEL III  
I willingly accept professional constructive criticism regarding work.
- Establish good work habits. LEVEL III  
Organize work for an efficient flow of specimen testing.  
Manage reagents, supplies, and equipment.  
Strive to leave work area in clean and safe condition.
- Persist in self-motivation toward learning. LEVEL III  
Initiate assigned tasks without prompting.  
Strive to resolve sources of error or discrepancies caused by suboptimal specimens or interfering substances without prompting.  
Strive to resolve out-of-range QC without prompting.  
Endeavor to function independently as skills develop on rotational assignment.  
Volunteer to assist with patient workload.  
Keep current with reading assignments.

Cognitive objectives are measured by written examinations in both lecture and laboratory.

Psychomotor objectives are measured by practical examinations and checklist evaluation in the

laboratory. Affective objectives are measured by a checklist evaluation in both lecture and laboratory.

## Section IV: M. Graduate Entry Level Competencies

The curriculum is designed to provide the student with the theoretical and practical knowledge, attitudes, and skills necessary for competence at career entry as a graduate medical laboratory scientist. At entry level, the MLS will possess the entry level competencies necessary to perform the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed, or performed. Although job responsibilities vary, graduates will be able to:

- incorporate concepts learned from both the classroom and laboratory experiences to provide accurate and meaningful results that reflect current standards in healthcare
- perform routine laboratory procedures and some special procedures proficiently
- recognize the importance of adding new procedures and technologies to his/her repertoire with ease
- make judgments about the validity of laboratory results
- use quality control methods and standards in maintaining accuracy and precision
- evaluate new methods and procedures with minimal assistance
- recognize a problem, identify the cause, and apply the appropriate problem-solving approach to troubleshoot laboratory instrumentation and information systems
- keep records and be able to communicate ideas and facts to a variety of people both within and beyond the limits of the laboratory
- collaborate with diverse members of the health care team to provide quality, accurate and timely laboratory results in a cost-effective manner
- comply with all legal, regulatory, and ethical requirements associated with the practice of medical laboratory science
- demonstrate responsibility for his/her own work and decisions and be willing to help others
- accept teaching responsibilities at the bench level through demonstration of methods and explanation of theories
- be aware of the need to participate in life-long continuing education to maintain competency in the performance of professional duties

At entry level, the Medical Laboratory Scientist will have the following basic knowledge and skills:

- Application of safety and governmental regulations and standards as applied to clinical laboratory science;
- Principles and practices of professional conduct and the significance of continuing professional development;
- Communications sufficient to serve the needs of patients, the public and members of the health care team;
- Principles and practices of administration and supervision as applied to clinical laboratory science;
- Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services
- Principles and practices of clinical study design, implementation, and dissemination of results.

## Section IV: N. RSHS MLS Teach Out Plan

In an unforeseen disaster or event where the school/program can no longer operate, all didactic materials and lectures will be distributed online via the learning management system. In addition, students will complete their clinical rotations at one of our affiliated Tower Health Hospitals or a partnership with other hospitals mentioned in the Teach Out Plan document. In the event the MLS program closes, students will be permitted to finish their education/clinical experience, but no new students will be accepted.

Temporary Teach Out Plan: Unexpected, Natural Disaster that occurs that prevents students from temporarily completing clinical rotations. Examples could include earthquake, tornado, or other weather-based phenomenon. Temporary Teach Out Plan is designed to be affecting only one to a maximum of two MLS cohorts. Any impacts exceeding 2 years may be considered severe and may prompt permanent teach out plan action. MLS program director will coordinate with Executive Dean of the school, executives, and other C-suite personnel to determine sequence of events. Documentation of all meetings and events will occur and discussed with MLS students for transparency. .

Permanent Teach Out Plan: May be an unexpected, natural disaster that results in permanent closure of the MLS program. May also be a known circumstance where Reading Hospital closes or the RSHS closes. This could include building collapse, loss of clinical laboratory, etc.

If Reading Hospital were to be unable to accommodate MLS students, we would follow the following 3 step plan. Unplaced students would progress from Steps 1 → 3:

- 1<sup>st</sup> Action/Step: Utilize sister hospital's MLS program (St. Christopher's Hospital for Children)
- 2<sup>nd</sup> Action/Step: Utilize sister hospitals within Tower Health (Pottstown, Phoenixville)
- 3<sup>rd</sup> Action/Step: Utilize nearby MLS programs that are non-Tower health related like York/WellSpan MLS program

Note: If the Permanent Teach Out Plan ever goes into effect, the Program Director will submit the Teach Out Plan to NAACLS within 30 days of the official announcement of the closure of the program. Students will also be notified within 30 days. Advisors and college affiliates will also be notified, MLS PD will work with advisors to see what credits can transfer to help confer BS degrees.

See RSHS MLS Teach Out Plan agreement between RH, SCHC, York, and Tower Health Sister Hospitals



# **Section V: Safety**

## Section V: A. General Safety

Safety is an important part of any laboratory and students receive extensive instruction in Laboratory Safety. The Hospital abides by the Occupational Safety and Health Administration (OSHA) regulations (e.g., blood borne pathogens, hazardous communication) and the Centers for Disease Control and Prevention Guidelines (CDC). Students are expected to adhere to these guidelines as well as all Hospital, School, Program, and laboratory safety policies and procedures. The health and safety of students and faculty is safeguarded by requiring updated immunizations, by providing safety training, and by providing personal protective equipment in all areas of the laboratory.

- Initial orientation training includes but is not limited to Fire Safety, Hazardous Chemicals, Safety Data Sheets (SDS), Standard Precautions, and Transmission Based Precautions.
- The program is responsible for the student's education about and compliance with blood borne pathogens and OSHA regulations. Lab Safety Orientation, RHSHS Orientation Videos/Attestation forms, and other MyTowerLearningHub courses will be assigned and must be completed within the allotted time (as applicable).
- Students are responsible for reviewing and adhering to all safety policies for the RHSHS and the Reading Hospital.
- Students must attain an average of at least 77% on the Safety exam.
- The Hospital requires that all employees and students report any accident, injury, or exposures to their supervisors immediately so that emergency measures may be instituted. Refer to RHSHS Policy No. [320](#): Student Health Services.
- Safety is also a consideration for the patients of Reading Hospital and Tower Health. To ensure that patient safety will be maintained, all students are required to complete background checks. Refer to RHSHS Policy No. [324](#): Student Background Checks.

## Section V: B. Emergency Evacuation Plans

To provide a plan for the evacuation plans for emergencies for three locations, K building, RSHS, and C building in case of a fire related event or other emergency. Remember RACE and PASS acronym!

### **K Building:**

K building must be **evacuated** in the event of activation of a fire alarm **on any floor of K building**. If you discover a fire, pull the closest manual pull station and call security command center at extension 8282. Overhead voice alert will sound a floor and compass point where a fire is located. Strobe lights will also strobe until the fire is under control; the system is reset; and the code green is given that the emergency is over. Close any windows and close door behind the last person to exit. The classroom instructor, if present, will coordinate the evacuation. Check the restroom if all students are not in attendance, and then direct everyone to exit as quickly as possible. Roll will be taken when evacuation is complete, and all are assembled outside.

**Primary Evacuation Route:** All students and employees will exit the lounge (restroom area), classroom and faculty office and proceed to the LEFT toward the center stairwell. Proceed down the stairwell to the Ground floor. After exiting the stairwell, proceed straight through the reception area to the outside. All students and employees will then turn left and proceed toward the front of K building

**Secondary Evacuation Route:** In the event the fire or emergency involves the Center of the building, follow the secondary route. All students and employees will exit the lounge (restroom area), classroom and faculty office and proceed to the RIGHT toward the exit sign parallel to Spruce Street. Go down the outside stairwell, exit the door and turn LEFT. All students and employees are to meet in the front of K building.

### **RSHS and Classroom 104**

To provide a plan for the evacuation of room 104 classroom, faculty offices, the student microbiology lab, or any area of the Reading Hospital School of Health Sciences in the event of a fire or emergency. RSHS must be **evacuated** in the event of activation of a fire alarm **on any floor of the building**. If you discover a fire, pull the closest manual pull station and call the security command center at extension 8282 (484-628-8282). Overhead alert will sound a floor and compass point where a fire is located. Strobe lights will also strobe until the fire is under control; the system is reset; and the code green is given that the emergency is over. The classroom instructor, if present, will coordinate the evacuation. Check the restroom if all students are not in attendance, and then direct everyone to exit as quickly as possible. Roll will be taken when evacuation is complete, and all are assembled outside.

**Primary Evacuation Route:** All students and employees will exit classroom 104 and make an immediate RIGHT to the stairwell, go down one (1) flight of stairs and egress through the fire alarm door to exit the building. Students, faculty, and staff will rendezvous on the upper parking lot area of the school next Old Wyomissing Road and the picnic bench set up. Roll calls will be taken by either the Program Director, Faculty, or a designated member of the school.

**Secondary Evacuation Route:** In the event of a fire or emergency that involves the primary evacuation route where the primary evacuation route stairway is unavailable. All students, faculty, and staff will make an immediate left from classroom 104, travel down the hall to the center atrium, go down one flight of stairs, and exit through any of the three major egresses of the RSHS. There is an exit in the front and two exits to the east and west wing on the ground level. After exiting the building, students, faculty, and staff will rendezvous on the upper parking lot area of the school next Old Wyomissing Road and the picnic bench set up. Roll calls will be taken by either the Program Director, Faculty, or a designated member of the school.

## **Building and The Clinical Laboratory [ C building ]**

To provide a plan for the evacuation of C building in the event of a fire or emergency. RH must be evacuated in the event of an activated fire alarm in C building. If you discover a fire, pull the closest manual pull station and call the security command center at extension 8282 (484-628-8282) and emergency (484.628.8888). Overhead alert will sound a floor and compass point where a fire is located. Strobe lights will also strobe until the fire is under control; the system is reset; and the code green is given that the emergency is over. Close any windows and close the door behind the last person to exit. The lab preceptor and staff will coordinate the evacuation. Lab staff and students will proceed down fire hallways located on every corner exit of the lab. Roll call will be taken outside of 6<sup>th</sup> avenue entrance near the parking garage.

# **Section VI: General Information**

## Section VI: A. Student Service Work and Work Policy

To ensure that all student activities, especially while students are completing clinical rotations, will be educational in nature. Students are prohibited from doing any laboratory related tasks outside of educational necessity to meet entry level curriculum. Students are not to be substituted as FTE labor for clinical laboratories. Students may be hired by laboratories during the program year as appropriate/applicable for any per diem, part-time, or weekend positions in the laboratory. Hours of employment CANNOT overlap/coincide with the MLS program hours of operation (M-F from 7-330pm). If a student is hired to work at our affiliated hospital, the student must maintain acceptable grade averages to remain compliant with our grading policies. Education and experience are always a top priority for students in the RSHS MLS program. Failure to maintain grades and status of the program as an MLS student may impact the student's current employment status.

A student may be employed in the laboratory per-diem on **weekends and after school hours** if he/she wishes, and if there are budgeted hours available.

### **General Service Work Procedure + Policy:**

- The number of hours assigned should not interfere with the student's academic responsibilities or progress in the program.
- Students will not be substituted for regular staff during school / clinical hours.
- Service work is **non-compulsory** and not required to enter, succeed, and pass the RSHS MLS program. Service work may supplement the student learning experience if employment and service work does not interfere with education experiences and learning.
- The student must have completed the clinical rotation in the area where the position is available, and the student may perform only those procedures in which he/she is assessed as competent.
- The student will always work under supervision.
- Students working as per-diem employees are subject to all employee rules and regulations.
- Students are not guaranteed employment with Reading Hospital during their education or upon graduation.

## Section VI: B. Use of K3 student area, RSHS space, RH gym, RH library, Keys/Lockers

### **General Classroom Rules**

- No food in the classroom or student lab at the RSHS unless approved by the PD. Exceptions will be made in the classroom when faculty brings food for the class for lunch and learns.
- Drinks are permitted in the classroom but not in the student lab area.
- Do not rearrange tables or desks without PD permission.
- Classroom library books are for in classroom use only. Please do not remove unless checked out with the PD.
- Noise must be kept to a minimum. We share the building with other classrooms and students. Please be mindful of others.

### **Use of K3 Classroom and Kitchen**

Students are permitted to utilize the K3 classroom and its contents (e.g., computers, educational software, reference books) at times not scheduled for lecture or laboratory use. Students are permitted to use the kitchen/lounge on K3 for breaks and lunch. **Food items are not to be stored in the classroom. Students are responsible for keeping the classroom and lounge areas tidy.**

### **Key Distribution**

Students will receive a K3 classroom key. **Students are expected to secure the lock on the classroom when it is unoccupied.**

Students will be responsible for:

1. Using the key in accordance with Reading Hospital Policies and Procedures.
2. Returning the key to the Program Director prior to their graduation ceremony. Keys not returned may affect the release of grades to their respective college/university and/or candidacy for graduation.

### **Section VI: C. Retention of Student Files and Records**

To provide guidance to MLS students, former MLS students, and MLS graduates who desire to have their educational records released during or after enrollment.

All student records are maintained on a confidential basis in accordance with the Family Education Rights and Privacy Act of 1974. This handbook fulfills the FERPA requirement of “annual notice” regarding your rights under FERPA. Refer to RSHS Policy No. [325](#): Family Education Rights and Privacy Act of 1974. Student records are open to the student at his/her request except for reference letters if the student has waived the right of access. Records must be reviewed in the presence of the Program Director or designer.

#### **Procedure:**

The following items comprise the MLS student record:

- Admission File
- Student Health Records
- Attendance Records
- Evaluation and Advisement Records
- Transcript Records

#### **Location and Retention Timeframes: Policy [326](#)**

- **Admission File**: May include completed application, college transcripts, references, and correspondence to and from the applicant. Admission records for graduates, withdrawn and terminated students are retained for five years. Admission records of accepted but not enrolled applicants as well as rejected applicants are maintained for two years. Records are maintained in the permanent record room at the RSHS with the registrar.
- **Student Health Records**: Includes pre-admission physical, immunization records, blood and body fluid exposure and all other health related information collected for and during enrollment. Health files are maintained by Student Health Services at the Doctor’s Office Building Suite 225. All items listed in the health files are retained for five years except for immunization records and blood and body fluid exposure records which are retained ad infinitum.
- **Attendance Records**: Includes academic and clinical attendance, and tardiness. Attendance records are maintained with the admissions file with the registrar in the records room of RSHS for 5 years.
- **Evaluation and Advisement Records**: May include laboratory and lecture grade summary sheets, competency evaluations, technical performance evaluations, affective domain evaluations, academic and clinical advisement records, documentation of safety training, laboratory rotation schedule and any correspondence with college advisor. Evaluation and Advisement Records are maintained with the admissions file with the registrar in the records room of RSHS for 5 years.
- **Transcript Records**: Maintained by the Registrar’s office ad infinitum. Transcript records contain the student’s legal name, course grades and credits; and dates of admission and completion.

- **Electronic versions of attendance, evaluation, and advisement records may be found on the MLS program's secure SharePoint for digital record keeping in addition to the Registrar's office.**

### **Request for Release of Records**

Students must request transcripts through the RSHS Registrar's Office. Transcript Request Form can be found online at <https://reading.towerhealth.org/academics/health-sciences/for-students/registrar-office/transcript-request-form/>. Written permission must be granted to the program director for the release of any other records to a third party such as attendance and evaluation records.

## **Section VI: D. Graduation Requirements**

Students enrolled in the Medical Laboratory Science Program will be eligible for graduation when they successfully complete all requirements of the program. The requirements include passing all courses with a final average equal to or greater than 77%.

Other requirements that must be met include successful completion of the capstone project, the Case Study; and successful completion of the assigned phlebotomy experience.

Students must have all financial obligations satisfied, all tests and assignments completed, all evaluation forms completed and returned, and their student ID badge and key returned before all obligations are determined to be met. When all obligations have been met, the student will be eligible to receive a Certificate of Completion which is awarded by the Program.

**Successful completion of the program and receipt of the MLS certificate are NOT contingent on the student taking or passing any external certification examination(s) like the ASCP MLS BOC.**

*Reading Hospital School of Health Sciences reserves the right to make necessary changes to the program, curriculum, costs, policies, procedures, and calendar. The school reserves the right to clarify any information printed on the website or in official school publications. Prospective students will be updated by the website and current students will be notified immediately in writing with verbal follow up. Advisors, academic institutions, and other external parties will be notified as appropriate.*

*Reading Hospital School of Health Sciences complies with applicable Federal civics 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.*



# Student Acknowledgement of Academic Handbook:

Please initial each item and sign the bottom of this form to indicate your understanding and acknowledgement of the following topics that were discussed in the academic handbook for the academic year of 2024-2025. By initialing and signing this document you acknowledge, understand, and agree to abide by the policies of RSHS and the MLS program during your time in academic year of 2024 to 2025.

\_\_\_\_\_ Section I: Introduction to the Program

\_\_\_\_\_ Section II: Ethics and Professionalism  
\_\_\_\_\_ Student Code of Conduct

\_\_\_\_\_ Section III: Attendance and Health  
\_\_\_\_\_ Attendance Points / Expectations of Clinical Rotations  
\_\_\_\_\_ Student Health Services  
\_\_\_\_\_ Health Insurance Requirements  
\_\_\_\_\_ Inclement Weather Policy  
\_\_\_\_\_ Communication and Time Off Requests

\_\_\_\_\_ Section IV: Academic Policies  
\_\_\_\_\_ Academic Counseling, Probation, Dismissal policies  
\_\_\_\_\_ Critical Failures  
\_\_\_\_\_ Grade Requirements and Expectations

\_\_\_\_\_ Section V: Safety  
\_\_\_\_\_ Emergency Action Plans  
\_\_\_\_\_ Evacuation Routes  
\_\_\_\_\_ Occupational Health and Exposure Reporting

\_\_\_\_\_ Section IV: General Information  
\_\_\_\_\_ Student Service Work Policy  
\_\_\_\_\_ Program Completion  
\_\_\_\_\_ ASCP BOC eligibility and non-compulsory requirements

\_\_\_\_\_ I understand that I am required to have my own health insurance coverage while enrolled in the MLS Program.

\_\_\_\_\_ I have read and understand the attendance, professionalism policy, and code of conduct and agree to maintain a level of professionalism necessary to succeed as an MLS in healthcare.

\_\_\_\_\_ I understand that the MLS program operates Monday through Friday from 7am to 3:30pm. I understand that I am expected to be here during these times. Additionally, I acknowledge that some assignments may require extra time to complete outside normal hours of operation. The MLS program staff are available until 4:30 pm to help me with studying, reviews, remediation, or anything else necessary for my success in this program.

\_\_\_\_\_ I understand that school, hospital, and program policies, rules, regulations, and post-acceptance requirements are subject to change. I agree to accept and acknowledge the MLS program will promptly notify me in writing of all changes.

\_\_\_\_\_  
Student Printed Name \_\_\_\_\_ Date

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

\_\_\_\_\_  
MLS Program Signature \_\_\_\_\_ Date