



# READING HOSPITAL

READING HEALTH SYSTEM

## School of Medical Laboratory Science

Advancing Health. Transforming Lives.

# APPLICATION FOR ADMISSION

### School Use Only

Date Received: \_\_\_\_\_ Application Fee

School: \_\_\_\_\_

Letters of Recommendation: #1  #2

Transcripts: \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Science GPA: \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Science GPA: \_\_\_\_\_

Withdrew: \_\_\_\_\_ Reason: \_\_\_\_\_

Reject: \_\_\_\_\_ Reason: \_\_\_\_\_

Interview Letter: \_\_\_\_\_ Date: \_\_\_\_\_

Accept: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Last

First

Middle

Home Address: \_\_\_\_\_

Street

City

State

Zip Code

School Address: \_\_\_\_\_

Street

City

State

Zip Code

### Telephones

Home: \_\_\_\_\_

School: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### Deadline for Receiving ALL Application Materials:

## October 20

**Note:** All applicants must have successfully completed three years (90 semester hours) in an accredited college or university.

I completed admission requirements on: \_\_\_\_\_

I will complete admission requirements on: \_\_\_\_\_

### Person to be notified in an emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## EDUCATION

List in chronological order with the most recent first.

| Name of School | City/State | Course of Study | Diploma/Degree | Dates Attended (optional) |
|----------------|------------|-----------------|----------------|---------------------------|
|                |            |                 |                | from:<br>to:              |
|                |            |                 |                | from:<br>to:              |
|                |            |                 |                | from:<br>to:              |

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## EMPLOYMENT HISTORY

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*Please begin with your current or most recent employment.*

1. \_\_\_\_\_  
Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Position help \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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2. \_\_\_\_\_  
Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Position help \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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3. \_\_\_\_\_  
Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Position help \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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## REFERENCES

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*List the names of the two professors who will be writing your recommendations. Remember, it is your responsibility to contact references.*

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1. \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_

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2. \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_

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## CAREER STATEMENT

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*Please attach a 200-300 word autobiography discussing your interest in medical laboratory science, your college experience in preparation for that career, and other interests in your life.*

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## COURSES

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*Please list the courses you are taking this fall and those that are planned for the spring.*

**Courses in progress this fall:**

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**Courses planned for the spring:**

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## ADDITIONAL INFORMATION

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**How did you hear about Reading Hospital School of Medical Laboratory Science?** *(Check all that apply.)*

- Science Teacher
- Guidance Counselor
- College Advisor
- Reading Health System Website
- Clinical Laboratory Science Website
- Reading Health System Employee
- Newspaper Advertisement \_\_\_\_\_  
Name of Publication
- Job Fair/Open House
- Other: \_\_\_\_\_

**How did you first hear about a career in Medical Laboratory Science?**

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## ADDITIONAL INFORMATION

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A personal interview is required for qualified applicants. Please mail the completed application, the career statement, and \$30 application fee with check made payable to Reading Hospital to:

Program Director  
School of Medical Laboratory Science  
Reading Hospital  
PO Box 16052  
Reading, PA 19612-6052

Please arrange for all college transcripts and two letters of recommendation to be sent from the reference source directly to the School Program Director. You will be contacted once your paperwork is complete.

If you have any questions, please call the program directory, Tiffany Smith, at **484-628-0555** or **tiffany.smith@readinghealth.org**

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## ESSENTIAL FUNCTIONS

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The Essential Functions have been established as a tool for realistically informing Students of the minimum requirements needed to satisfactorily function in the Program and ultimately in the profession. The goal of Reading Hospital School of Medical Laboratory Science Program is to enroll qualified students who, upon graduation from the Program, will fulfill the need for high-quality, entry-level laboratory practitioners.

The duties of a Medical Laboratory Scientist require the performance of complex laboratory techniques and the operation of complex laboratory equipment in a safe and effective manner without endangering patients, self, or other healthcare workers.

In order for the Student Medical Laboratory Scientist to be admitted into and retained within the Program, the applicant must satisfactorily meet the following criteria and demonstrate the following skills:

### I. Physical Requirements

The Student Medical Laboratory Scientist will demonstrate:

- A. Sufficient strength, agility, mobility, and motor function to safely:
  - Move about the Laboratory and through patient areas in order to perform phlebotomy.
  - Lift and transport containers weighing up to 25 pounds.
  - Reach equipment and supplies on shelves higher than eye level.
  - Work at countertops and bench tops having approximate standing height of 36 inches with added height up to 12 inches or greater attributable to instruments and equipment.
  - Manipulate equipment, instruments, and computers, requiring good hand-eye coordination to accurately perform laboratory procedures.
- B. Fine motor coordination sufficient to perform manual manipulation of laboratory equipment with dexterity, such as:
  - Pipettes, glass slides, and tubes.
  - Plating media and cover slips.
  - Reagents, instruments, and analytical equipment.
- C. Adequate vision to:
  - Read tube labels, instrument control panels, computer screens, and print-outs.
  - Visualize objects through a microscope differentiating color, morphology, shape, and structure using various staining methods.
  - Distinguish color coding and biochemical reactions.
  - Characterize color, odor, clarity, and viscosity of biological specimens, reagents, or chemical reactions.
  - Read and comprehend numbers, text, and graphs displayed both in print and on a video monitor.
- D. Sufficient hearing to:
  - Answer and respond to phones, beepers, timers, and alarms.
  - Respond to questions.
  - Receive directions.

## II. Interpersonal Skills

The Student Medical Laboratory Scientist will demonstrate the ability to:

- Work in a professional manner with patients of all ages, races, creeds, and physical conditions while maintaining and respecting patient confidentiality according to HIPM regulations.
- Interact with other members of the healthcare team in a polite, professional manner.
- Communicate and receive written and verbal instructions and accurately carry them out using proper channels of communication.
- Demonstrate effective written and oral communication skills in order to accurately transmit information to patients, physicians, and other healthcare personnel.
- Use accurate verbal and written communication in English to interpret laboratory data, obtain and document relevant clinical information, comprehend and carry out physician requests, communicate with all members of the healthcare team, and participate in patient/public education related to the profession of Clinical Laboratory Science.
- Demonstrate LEGIBLE printing/handwriting in order to accurately report results and communicate information.

## III. Intellectual Ability and Emotional Stability

The Student Medical Laboratory Scientist will:

- Demonstrate the ability to exercise sound independent judgment and avoid distraction in the technical performance of laboratory procedures.
- Solve laboratory mathematical problems quickly and accurately.
- Use reasonable and mature judgment in task performance under stressful conditions.
- Work calmly and efficiently in changing and stressful situations.
- Work independently and as a member of a team to maintain the highest standards in the delivery of patient care.
- Use sufficient judgment to problem-solve unexpected observations or outcomes of laboratory testing procedures.
- Use good time management and prioritizing in order to complete tasks.
- Recognize emergency situations.
- Complete the program requirements.

## IV. Environmental Requirements

Laboratory work involves risks that require special safety precautions, additional safety education, health risk monitoring, and working with sharps, chemicals, and infectious processes. The Student Medical Laboratory Scientist will be required to:

- Recognize potentially hazardous materials, equipment, and situations, and proceed safely to minimize risk to self or others.
- Use personal protective equipment or clothing, such as masks, goggles, gloves, and lab coats or aprons.
- Receive a Hepatitis B vaccine series and provide documentation of at least two shots prior to the start of the Program.
- Provide proof of a recent physical exam, including recent immunizations against the following infectious diseases: measles/mumps/rubella, varicella, diphtheria/tetanus/pertussis. And either receive or sign a declination of receipt for the meningococcal meningitis vaccine (the vaccine is mandatory for those students in school housing). Hepatitis C Antibody titers will also be required prior to the start of the Program.
- Submit proof of current enrollment in a health insurance plan prior to the start of the Program.
- Provide proof of a current PA Child Abuse Clearance and PA State Police Criminal Clearance prior to the start of the Program.
- Provide proof of a negative result on a drug screen test at the start of the Program.

## V. Ethical Standards

- The Student must perform his/her responsibilities with a professional demeanor and behave in an ethical manner in dealing with peers, faculty, staff, and patients.
- The Student must be honest and compassionate.
- The Student must be able to admit his/her mistakes and to question when uncertain.
- The Student must demonstrate the use of tactful, constructive criticism.
- The Student will abide by the dress code of Reading Health System which requires clothing to be neat, clean, and professional looking. Short dresses/skirts, jeans, tank tops, sheer/tight/revealing garments, or low necklines are not permitted. Shoes must be clean, in good repair, and promote safety. Hair/makeup/nail polish should be simple and neat. Excessive or extreme jewelry, such as rings on every finger, tongue piercing, or other visible body piercing, is not permitted. Tattoos or other body art must be covered so as not to be visible. The wearing of perfume or cologne is discouraged.

## VI. Academic Performance

- The Student will be expected to take written, oral, and computer examinations, complete assignments, prepare and deliver presentations, use a variety of computer applications, and perform required laboratory activities with and without supervision.
- The Student must be able to obtain relevant information from lectures, laboratory experiences, and independent study.
- The Student must be able to work independently, in small groups, and as a member of a team of peers.

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**PLEASE READ CAREFULLY BEFORE SIGNING**

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**My signature below indicates that:**

- I understand that all applicants are considered for admission without regard to age, color, creed, national origin, race, handicap, marital status, or sex.
- I give permission to Reading Health System to investigate all pertinent information concerning my application in order to determine my qualifications for admission. I understand that any willful misrepresentation or omission of facts contained in this application will be cause for rejection or dismissal.
- I have reviewed the "Essential Functions" (pages 4 and 5), have had an opportunity to ask questions about them, and, now, to the best of my ability, understand and can meet those technical abilities and competencies with or without reasonable accommodation.

(Note: Applicants who feel they may be deficient in one or more of the areas should contact the Program Director to determine if or how the deficiency can be reasonably accommodated.)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant



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Sixth Avenue and Spruce Street, West Reading, PA 19611