



MEDICAL LABORATORY SCIENCE AND PHLEBOTOMY TECHNICIAN

PROGRAMS



reading.towerhealth.org/sohs

OUR MISSION



Reading Hospital

MISSION STATEMENT

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

Reading Hospital School of Health Sciences

MISSION STATEMENT

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

Medical Laboratory Science Program

MISSION STATEMENT

The mission of the Medical Laboratory Science Program is to develop pre-professional students into lab practitioners who have a professional attitude, a solid foundation in the scientific principles involved, proficiency in the performance of laboratory procedures, and who are well prepared to take on the professional role of a healthcare practitioner committed to life-long learning. After successful completion of the Program, students will be qualified to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP).

Phlebotomy Technician Program

MISSION STATEMENT

The mission of the Phlebotomy Technician Program is to educate students to become entry-level Phlebotomy Technicians who are compassionate, competent, ethical, professional, and who respond to the needs of the patient.



Thank you for inquiring about the Medical Laboratory Science and Phlebotomy Technician Programs offered by Reading Hospital School of Health Sciences.

This brochure is designed to provide information about this educational opportunity.

TABLE OF CONTENTS

Medical Laboratory Science Program

Welcome	2
Program Learning Goals	3
Our Philosophy	4
Medical Laboratory Science Program Philosophy	5
Accreditation	6
Medical Laboratory Science Program Overview	7
Admission Information	8
Curriculum Plan	13
Cost and Expenses	15
The Academic Environment	16
Outcome Measures	18

Phlebotomy Technician Program

Welcome	19
Program Learning Goals	20
Phlebotomy Technician Program Philosophy	21
Certification	21
Phlebotomy Technician Program Overview	22
Admission Information	23
Curriculum Plan	26
Cost and Expenses	27
The Academic Environment	28



MEDICAL LABORATORY SCIENCE **WELCOME**

The Medical Laboratory Science Program is a 12-month program, equivalent to the senior year of college. Applicants with a baccalaureate degree who meet entrance requirements may also be considered. The curriculum is designed to give the student a thorough background in the performance, interpretation and application of medical laboratory procedures. Equally important is the emphasis placed on correlation of test results with pathologic conditions of patients. Through a combination of clinical activities and didactic instruction, graduates are well-prepared for entry-level employment in a variety of laboratory settings.

After successful completion of the program, students will receive a certificate of completion and be eligible to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP).

A Rewarding Career

The School of Medical Laboratory Science Program prepares you for direct entry into the workplace, with a solid foundation in key scientific principles, laboratory procedures and practical skills.

Laboratory scientists perform tests that lead to the detection, diagnosis and successful treatment of disease. This 12-month program is open to students looking to complete their undergraduate medical laboratory science degree in a clinical setting (3+1 option), or take a post-baccalaureate year to gain experience (4+1 option).

MEDICAL LABORATORY SCIENCE PROGRAM LEARNING GOALS

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.

After the completion of the one-year program, the student will:

- State the importance of the clinical laboratory and the part it plays in the diagnosis and treatment of the patient.
- Perform proficiently routine laboratory procedures and some specialized procedures.
- Add new procedures and duties to his/her repertoire with ease using the basic knowledge acquired in the clinical program and demonstrate the ability to read and understand a procedure manual in order to perform testing.
- Judge the validity of laboratory results, confirm abnormal results and integrate and relate data generated by various departments while making decisions regarding possible discrepancies in routine tests.
- Utilize quality control methods and standards in maintaining accuracy and precision.
- Perform some basic preventative maintenance of equipment and instruments.
- Evaluate new methods and procedures with minimal assistance by applying knowledge of principles, procedures and techniques.
- Recognize a problem and identify the cause; apply the problem-solving approach to situations including making decisions concerning the results of quality control and quality assurance measures.
- Communicate ideas and data and exhibit professional conduct through interpersonal skills with patients, laboratory personnel, other healthcare professionals and the public.
- Recognize the need to be responsible for his/her work and to respond to constructive criticism in a positive manner.
- Exhibit compassion and respect for the patient and allied healthcare personnel.
- Recognize the importance of information concerning the patient and realize that it should not be discussed indiscriminately.

- Attend continuing educational programs to establish and maintain continuing education as a function of growth and maintenance of professional competence.
- Follow established safety procedures in the performance of his/her laboratory duties in order to maintain a safe working environment for himself/herself and other laboratory employees.
- Apply principles of current laboratory information systems.
- Write simple procedures for collecting, processing and analyzing biological specimens and other substances following established guidelines.
- Perform bench-level teaching via demonstrations of methods and explanation of theories to all required personnel.

The objectives will all have been attained when the graduate student successfully passes the Board of Certification examination.

OUR PHILOSOPHY

Reading Hospital School of Health Sciences

PHILOSOPHY

The Reading Hospital School of Health Sciences aims to challenge students with educational experiences that enhance understanding of their discipline, reinforces the critical nature of interdisciplinary practice in healthcare and inculcates the value of life-long learning. We seek to build a collegial alliance of faculty, students, staff and administration committed to providing course work, resources, activities and instructional facilities that support excellence in teaching and learning.

We believe that a strong educational foundation helps students to integrate learning and community interests and prepares them for success in their major fields of study and professional life. All Programs of study at the School encourage the examination of fundamental questions of human experiences and respectful dialogue in the context of diverse points of view.

The faculty is also responsible for developing academic policies and the design and content of the program curriculum. The Faculty, through its teaching, scholarship and service, is the most visible example of the intellectual life of the School.

We seek students of diverse cultures, talents, experience and interests who seek to excel both as persons and in the study of a healthcare related profession.

We seek students who are able to assume responsibility for their academic success, a quality that anticipates the accountability and ethical demands of professional practice.

The members of our administrative leadership and academic support services are dedicated to the success of our teaching and learning endeavor. They are charged with fostering strategic planning, institutional assessment and effective stewardship of School resources. They support the development of organized School activities that provide opportunities for community engagement and foster development of leadership skills.

MEDICAL LABORATORY SCIENCE PROGRAM PHILOSOPHY

The Medical Laboratory Science Program is committed to developing medical professionals who realize the importance of the clinical laboratory's role in the diagnosis and treatment of the patient. The faculty and staff accept the responsibility for the design of a curriculum that will enable students to meet the stated learning goals and objectives of the program. By enrolling in the Medical Laboratory Science Program, students agree to make the necessary commitment to achieve the 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 necessary to provide healthcare to their community in a professional, compassionate, and responsible manner.

ACCREDITATION

Accreditation

The program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018; 773-714-8880.

Board of Certification of the American Society for Clinical Pathology (ASCP)

Students successfully completing our one-year program receive a certificate from Reading Hospital School of Health Sciences and are eligible and prepared to sit for the certifying examination offered by the Board of Certification of the American Society for Clinical Pathology (ASCP). The ASCP Board of Certification (BOC) is the gold standard in global certification for medical laboratory professionals and has certified more than 525,000 individuals. They are the first and largest certification agency. Since their inception in 1928, the BOC continues to set a high standard for quality and continuing competency. To learn more, visit www.ascp.org.



READING HOSPITAL SCHOOL OF HEALTH SCIENCES

MEDICAL LABORATORY

SCIENCE PROGRAM

OVERVIEW

The Medical Laboratory Science Program is a 12-month program, equivalent to the senior year of college. Applicants with a baccalaureate degree who meet entrance requirements may also be considered. The curriculum is designed to give the student a thorough background in the performance, interpretation and application of medical laboratory procedures. Equally important is the emphasis placed on correlation of test results with pathologic conditions of patients. Through a combination of clinical activities and didactic instruction, graduates are well-prepared for entry-level employment in a variety of laboratory settings.

Time in the program is divided between education in the classroom setting with relevant hands-on experience gained in the hospital laboratory. The usual class size is six students per year, although the faculty committee reserves the right to modify the class size due to circumstances in any year. Classroom and laboratory training are located on the main hospital campus.

Classes begin the third week of July and continue for 48 weeks. Students are scheduled from 7 a.m. until 3:30 p.m., Monday through Friday. There are no holiday, evening, night or weekend responsibilities.

After successful completion of the program, students will receive a certificate of completion and be eligible to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP).

Our Department of Laboratory Services is one of the largest medical laboratories in Pennsylvania and performs more than four million tests annually. The Laboratory includes the following sections:

- Blood Bank
- Central Receiving
- Chemistry
- Coagulation
- Cytology
- Hematology
- Immunology/Serology
- Microbiology
- Phlebotomy
- Point of Care Testing
- Surgical Pathology
- Urinalysis

ADMISSION INFORMATION

Procedure

The Medical Laboratory Science Program starts every July. **The deadline for completed applications is October 20.** Admission to the MLS Program is highly competitive. Applicants need to be aware that meeting the minimum requirements does not assure admission. The Admissions Committee uses an objective point system to select students for the class from the qualified applicant pool. This point system is based on the cumulative grade point average, the science GPA, college affiliation, reference letters and an interview rating by the committee.

A. General Admissions Procedures

1. Overview of Criteria

Students may begin the application process after their sophomore year (3+1 option), but must have successfully completed three full years in an accredited college or university before the start of the program. The courses taken during the previous three years shall meet the requirements of the college or university so that the student will be granted a baccalaureate degree by the college upon satisfactory completion of the hospital program.

Applicants to Medical Laboratory Science Program will be considered for admission based on several criteria:

- Overall Grade point average (minimum 2.5).
- Grade point average in the combined Biology and Chemistry courses (minimum 2.5).
- College/University affiliation or non-affiliation.
- Performance on a face-to-face interview.
- Two references from relevant academic instructors or advisors. Graduate applicants may also submit references from professional colleagues who can attest to the applicant's potential as a medical laboratory science student.
- 200- to 300-word autobiography/career statement, as described on the application form.
- Applicants must have successfully completed a minimum of three years (90 semester hours) in an accredited college or university.
- Students will be considered without regard to age, race, religion, gender, sexual orientation, physical ability, national origin or other legally protected classification.

- The minimum courses required are:
 - Chemistry – 16 semester hours, including organic chemistry or biochemistry.
 - Biology – 16 semester hours, including microbiology, immunology, and anatomy or physiology.
 - Mathematics – 3 semester hours; statistics is strongly recommended.
 - Courses in genetics or molecular biology are recommended.
- Foreign Education and Transcripts: Applicants with degrees from foreign universities must have their transcripts evaluated for US equivalency by an approved evaluation agency. Test of English as a Foreign Language (TOEFL) may be required.

2. Technical Standards for All RHSHS Applicants

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

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

In Programs requiring physical skill and dexterity:

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

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

B. Additional Requirements for Foreign-Educated Students

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

Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service (ETS), Princeton, New Jersey, may be required for applicants educated outside the United States or whose preferred language is not English, including those transferring from English-speaking colleges and universities.

The School may require the following documentation to determine eligibility for admission.

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

Applicants Without a Baccalaureate Degree

Applicants must have successfully completed a minimum of three years (90 semester hours) in an accredited college or university. The Medical Laboratory Science Program has affiliations with several colleges/universities. These institutions provide the prerequisite courses needed to enter the pre-professional laboratory program. Students from these affiliated colleges/universities are given preference for admission into the program. Current affiliated schools are listed online at reading.towerhealth.org/academics/health-sciences/programs/medical-laboratory-science/admission-requirements.

Medical Laboratory Science students enrolled in non-affiliated 3+1 baccalaureate programs may also be considered if their college/university agrees to establish a temporary affiliation agreement, assuring the student will receive appropriate credit for the time spent during the clinical year. Students may begin the application process after their sophomore year but must have successfully completed three full years in an accredited college or university before the start of the program. Applicant must have completed the minimum course requirements listed above.

Survey courses do not qualify as fulfillment of the chemistry and biology prerequisites. Once accepted, the student must maintain his/her 2.5 average in the remaining college courses. The hospital program may withdraw a student's acceptance for failure to maintain this average, or for failure to successfully complete all required prerequisites.

The courses taken during the previous three years shall meet the requirements of the college or university so that the student will be granted a baccalaureate degree by the college upon satisfactory completion of the hospital program (3+1 option).

Applicants With a Baccalaureate Degree

Applicants who have earned a baccalaureate degree from either an affiliated or non-affiliated accredited college or university may also be considered if they meet the necessary entrance requirements.

Candidates who apply seven years or more after receiving their B.A. or B.S. degree must update their academic preparation to the approval of the program (grade C+ or better). Courses in microbiology, organic chemistry or biochemistry, and immunology are often used to ensure academic preparedness and therefore must be updated.

Applicants with degrees from foreign universities must have their transcripts evaluated for US equivalency by an approved evaluation agency. A Satisfactory score on the test of English as a Foreign Language (TOEFL) may be required.

Students must also satisfy certain institutional requirements before beginning the program and immediately after the start of each program year. Refer to SHS Policy 300. Students must possess certain physical and mental attributes to be able to complete the curriculum. Please review the Essential Functions [PDF] prior to applying to the program. A student must meet these expectations without or with reasonable accommodation. These applicants must meet the post-acceptance requirements outlined above.

Final Acceptance Into a Program of Study

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

- A non-refundable enrollment fee to reserve your seat in the admission class.
The following enrollment fees apply:
 - \$300 confirmation fee due within two weeks of the date of acceptance letter.
- Receipt of all official transcripts reflecting required GPA for program admission.
- Maintaining the applicant's post-secondary GPA at or above 2.5 for the remainder of the current educational experience. A minimum GPA of 2.5 is required for Medical Laboratory Science.
- Completed and approved Criminal Record Check and FBI Fingerprint.
- Completed and approved Pennsylvania Child Abuse History Clearance.
- Completed and approved National Healthcare Fraud and Abuse Check prior to admission and monthly during enrollment.

- Documentation of health insurance, including hospitalization benefits.
- Healthcare provider confirmation of required health screenings, tests and immunizations.
- Copy of photo identification, as requested (i.e., valid driver's license, school or employer identification, permanent residency card).
- Necessary paperwork used to verify official name or name changes.
- Other program-specific information as requested by admissions.

Deferment

The Medical Laboratory Science Program does not offer deferment of admission. Applicants who experience a change in personal circumstances which warrants a delay in admission date are encouraged to reapply.

Wait List

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

Cancellation

Applicants whose files are cancelled by either their own efforts or the efforts of the Program Director can reapply to a program at a later date.



CURRICULUM PLAN

In order to maintain enrollment in the program, students must pass each course with a 77 percent or higher and maintain an overall Medical Laboratory Science Course average of 77 percent or higher.

The curriculum encompasses not only didactic and clinical activities, but also the development of professional and leadership skills. Since Medical Laboratory Science is concerned with the performance of laboratory determinations and analyses used in the diagnosis and treatment of disease, the student spends the majority of his/her time in the Reading Hospital Laboratory. While credits are determined by the student's college, provided below is a suggested list.

Lab	MLS 460 Immunochemistry (Transfusion Medicine)
Description	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.
Credits	4

Lab	MLS 410 Clinical Chemistry
Description	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 and diseases. Result interpretation and data correlation with diseases, as well as instruction in the operation, maintenance and troubleshooting of analytical instruments, are integral components of this course.
Credits	8

Lab	MLS 480 Urinalysis
Description	The study of the chemical and microscopic elements of urine.
Credits	2

Lab	MLS 440 Coagulation
Description	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.
Credits	2

Lab	MLS 450 Hematology
Description	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.
Credits	4

Lab	MLS 420 Clinical Microbiology
Description	The study of pathogenic bacteria, mycobacteria, parasites, viruses, and fungi, their rapid and exact identification and antibiotic susceptibility testing. Involves techniques to isolate, stain, and culture. Includes molecular methods and their introduction into the clinical laboratory.
Credits	8

Lab	MLS 470 Immunology and Serology
Description	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.
Credits	4

Lab	MLS 430 Clinical Seminar
Description	Topics include leadership, laboratory management, educational methodology, safety, ethics, compliance, point-of care testing, professional development, quality control/quality assurance, laboratory mathematics, and medical terminology as it is applicable to the field of laboratory science. This course provides instruction and clinical experience leading to proficiency in the practice of phlebotomy. The course culminates in the spring of the year with the presentation of capstone project.
Credits	3

Lab	Anatomic Pathology (2 weeks)
Description	Students spend time in pathology, histology, and cytology as an enrichment experience.
Credits	Non-credit

COST AND EXPENSES

Tuition and Fees

A current copy of the tuition and fee structure for the Medical Laboratory Science Program is located at reading.towerhealth.org/sohs/tuitionandfees.

Billing and Payment

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

Tuition: Approximately 30 days prior to each semester, all students will receive an electronic notice to their school email account letting them know that their account has been updated with their current academic charges.

Payments: Students are expected to pay their tuition bills in full or sign-up for the RSHS Payment Plan Option (PPO) one week prior to the start of each new semester. Students can make their tuition payments at the SAO, online via their WebConnect account, by mail or by calling 484-628-0102. The school accepts personal checks, money orders, cash and all major credit/debit cards.

Checks or Money Orders should be made payable to RSHS and mailed to:
RSHS
Student Accounts Office
P.O. Box 16052
Reading, PA 19612-6052

More information regarding billing and payments can be found at reading.towerhealth.org/sohs/billing.

Financial Disclosure: By registering for a course, or multiple courses, a student accepts responsibility for all charges associated with the enrolled semester, regardless of payment method. Financial obligations may include, but are not limited to, tuition, fees, housing, library materials or fines, and unpaid room damage charges.

Financial Aid

Financial Aid for the RSHS Medical Laboratory Science Program is not offered at this time. However, our Financial Aid Office can advise students on how to identify other financial resources and funding options.

Please note: 3+1 students are eligible for financial aid through their college/university. Please contact them directly.

THE ACADEMIC ENVIRONMENT

Reading Hospital

Reading Hospital is a not-for-profit healthcare center providing comprehensive acute, post-acute rehabilitation, behavioral, and occupational health services to the people of Berks and adjoining counties. Established as The Reading Dispensary in 1867, the Hospital has since expanded into a leader in tertiary care for this region of Pennsylvania.

The 671-bed West Reading facility in scenic Berks County, Pennsylvania, consists of a 22-building complex located on a 36-acre suburban campus. The Hospital also maintains clinical and support facilities at 19 locations conveniently located throughout the county.

Department of Laboratory Sciences

Our Department of Laboratory Services is one of the largest medical laboratories in Pennsylvania and performs more than 4 million tests annually. The Laboratory includes the following sections:

- Blood Bank
- Central Receiving
- Chemistry
- Coagulation
- Cytology
- Hematology
- Immunology/Serology
- Microbiology
- Phlebotomy
- Point of Care Testing
- Surgical Pathology
- Urinalysis

Reading Hospital School of Health Science

There has never been a better time to prepare for a future as a healthcare professional. Reading Hospital School of Health Sciences prepares qualified students for exciting careers through eight programs:

- Clinical Pastoral Education
- Diagnostic Medical Sonography
- Emergency Medical Services
- Medical Imaging
- Medical Laboratory Science
- Nursing
- Phlebotomy Technician
- Surgical Technology

The state-of-the-art campus is more than an investment in our students. It represents a commitment to our community as we provide a cohesive and comprehensive education for the men and women who will become the future providers of patient care through Reading Hospital and our affiliated practices.

Faculty

The faculty of the School of Health Sciences Medical Laboratory Science program is composed of department leads and medical laboratory scientists from Reading Hospital's Medical Laboratory. The faculty has many years of laboratory experience, and they are dedicated to helping students achieve their academic potential and become competent laboratory professionals. The supportive relationship between faculty and students encourages students to grow professionally and personally. For didactic instruction in the classroom, the instructor to student ratio is 1:6. In the laboratory setting for clinical practice, the instructor to student ratio is 1:1.

Clinical Experience

The program uses the facilities of the Reading Hospital Department of Laboratory Services to provide clinical experiences for its students. The laboratory maintains state-of-the-art instrumentation, including an automated line for chemistry and immunochemistry; an automated line for hematology; automated digital imaging in hematology (CellaVision); flow cytometry analyzers; analyzers for coagulation testing, including specialized coagulation testing such as thromboelastography (TEG) and platelet aggregometry; urinalysis analyzers; blood gas analyzers; analyzers for molecular diagnostics testing; and point-of-care testing analyzers.

The clinical laboratories are accredited by the Joint Commission and licensed by the Commonwealth of Pennsylvania. Transfusion Services is accredited by the American Association of Blood Banks and licensed by the Federal Drug Administration. The various divisions of the laboratory participate in proficiency testing programs as part of continuous quality improvement monitoring.

The laboratory is integrated with a system-wide computer network which handles patient data reporting, statistical compilations, workload organization, quality control functions, and data retrieval. Most laboratory instrumentation is interfaced directly with the computer; this facilitates data reporting. Students routinely use the laboratory computer system.

Student Resources

Students have access to all available resources of the School of Health Sciences Medical Laboratory Science Program. Resources include the Hospital's Library Services, Computer Lab, and Student Health.

Library Services at Reading Hospital houses a section dedicated to Medical Laboratory Science. Reference materials, professional books, and laboratory medicine journals are available. Medical Laboratory Science students also have access to nursing, medicine and other allied health reference materials. Computers programmed for research, word processing, internet access and email are available in the Library as well.

Policies and Procedures

School of Health Sciences Policies, as well as the Medical Laboratory Science Program Handbook are available on our website at: reading.towerhealth.org/sohs/policies. Students are required to comply with all policies and procedures established by the School of Health Sciences, Medical Laboratory Science Program, the Department of Laboratory Services, and Reading Hospital.

The faculty of Reading Hospital School of Health Sciences Medical Laboratory Science Program reserves the right to change the curriculum, education policies, program requirements, fees and calendar as considered necessary for the progressive development of the Medical Laboratory Science Program.

OUTCOME MEASURES

Graduates of our program are highly marketable and have experienced 100 percent relevant job placement within six months of graduation. Most graduates have gained employment in hospital laboratories, others by private, pharmaceutical, and reference laboratories. Our graduates are well prepared for successful transition into medical laboratory science practice.

NAACLS, our accrediting organization, requires all accredited MLS programs to disclose information pertaining to graduation rates, job placements and licensure information. Current outcome measures are published on the Reading Hospital School of Health Sciences Medical Laboratory Science website at <https://reading.towerhealth.org/academics/medical-laboratory-science/about/curriculum-faculty-outcomes/>.

For More Information

For more information, please contact:

Tiffany Smith, MS, MT (ASCP)

Program Director, Medical Laboratory Science Program

Email: tiffany.smith2@towerhealth.org

Phone: 484-628-0555

Address: Reading Hospital, PO Box 16052, Reading, PA 19612-6052



PHLEBOTOMY TECHNICIAN **WELCOME**

Phlebotomy Technicians are allied health professionals who safely collect venous and capillary blood specimens for laboratory analysis. The Phlebotomy Technician Program is a formal two-part structured program designed to prepare the successful graduate to practice as an entry-level phlebotomist by a combination of didactic instruction and clinical training. After successful completion of the two-part program, students will receive a certificate of completion and be qualified to sit for the Board of Certification Phlebotomy Technician examination given by the American Society for Clinical Pathology (ASCP).

A Rewarding Career

In as little as eight weeks, you can earn your phlebotomy technician certificate and be working in the medical field as a phlebotomist. Phlebotomists are in high demand with a projected job growth of 25 percent from 2016 to 2026.

PHLEBOTOMY TECHNICIAN PROGRAM LEARNING GOALS

The goals of the Phlebotomy Technician Program are to:

- Provide a base of theory and practice that is appropriate to develop entry level skills as a phlebotomist.
- Support the profession by preparing graduates who are competent in the skill of phlebotomy and as members of the healthcare team.
- Prepare graduates to successfully complete a national certification exam.

Learning Outcomes

The combined practical and classroom experience is designed to allow the student to meet the objectives of the program, to provide the student with insight into the role of the phlebotomist on the healthcare team, and to equip the student to meet the professional challenges of a career as a phlebotomist.

At the completion of the program, the Phlebotomy Technician graduate will be able to:

- Demonstrate knowledge of the healthcare delivery system and medical terminology applicable to phlebotomy and laboratory testing.
- Practice accepted standards for infection control and safety.
- Demonstrate basic understanding of anatomy and physiology of body systems as it applies to laboratory science.
- Perform venipuncture and dermal puncture proficiently in accordance with CLSI standards.
- Understand the importance of proper specimen collection and specimen integrity in the delivery of patient care.
- Demonstrate understanding of quality assurance in phlebotomy.
- Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations.
- Communicate (verbally and nonverbally) effectively and appropriately with patients, staff, and coworkers.
- Demonstrate professional and ethical behavior.
- Embrace the need for ongoing professional growth and development.

PHLEBOTOMY TECHNICIAN PROGRAM **PHILOSOPHY**

The philosophy of the program is to provide education and training so that students have a thorough understanding of the various job requirements of a phlebotomist. A phlebotomist is a member of the healthcare delivery team whose primary responsibility is that of collecting blood specimens from patients. These specimens are used for clinical laboratory analysis and thereby provide physicians with vital information used in making diagnoses, following progress, and treating patients. It is because of this integral part that the laboratory plays in the total healthcare delivery system that a continuous need for qualified laboratory personnel exists.

CERTIFICATION

Board of Certification of the American Society for Clinical Pathology (ASCP)

Students successfully completing the program receive a certificate from Reading Hospital School of Health Sciences Phlebotomy Technician Program and are eligible and prepared to sit for the certifying examination offered by the Board of Certification of the American Society for Clinical Pathology (ASCP).

The ASCP Board of Certification (BOC) is the gold standard in global certification for medical laboratory professionals and has certified more than 525,000 individuals. They are the first and largest certification agency. Since their inception in 1928, the BOC continues to set a high standard for quality and continuing competency. To learn more, visit www.ascp.org.

READING HOSPITAL SCHOOL OF HEALTH SCIENCES PHLEBOTOMY TECHNICIAN PROGRAM **OVERVIEW**

The Phlebotomy Technician Program consists of approximately 50 hours of classroom instruction and a minimum of 100 hours of clinical training. The program can be completed in as little as 8 weeks and the program prepares students for employment as phlebotomists in a variety of settings such as hospitals, clinics, commercial laboratories, and medical offices.

The phlebotomy curriculum includes theory and clinical experiences to prepare individuals to obtain blood and other specimens for the purpose of laboratory analysis. Students are provided instruction on how to obtain blood specimens from patients using proper collection techniques and standard precautions. Collection techniques include: vacuum collection devices, syringes, butterfly needles, and dermal punctures. Specimen processing, point-of-care testing, and non-blood specimen collection is also covered in the curriculum.



ADMISSION INFORMATION

Procedure

Phlebotomy Technician classes are held every spring and fall semester. Day and evening classes are offered on a rotating basis.

Deadlines for completed files, pre-admission testing, and interviews is ten weeks prior to the start of any Phlebotomy course.

A. General Admissions Procedures

1. Overview of Criteria

You must be at least 18 years of age and have a high school diploma or GED to apply to the program.

To be accepted you will need a satisfactory score on pre-admission testing. The skills test measures basic math, grammar, spelling, and language skills. The personality profile measures general personality traits to determine if you are a good fit for a phlebotomy career. You will be allowed two attempts to achieve a satisfactory score on the pre-admission tests.

A face-to-face interview is required to be considered for admission.

Students must possess certain physical and mental attributes to be able to complete the curriculum. Please review the Essential Functions prior to applying to the program. A student must meet these expectations with or without reasonable accommodations.

2. Technical Standards for All RHSHS Applicants

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

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

- Possess interpersonal abilities sufficient to interact with individuals with various backgrounds.

In Programs requiring physical skill and dexterity:

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

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

B. Additional Requirements for Foreign-Educated Students

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

Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service (ETS), Princeton, New Jersey, may be required for applicants educated outside the United States or whose preferred language is not English, including those transferring from English-speaking colleges and universities.

The School may require the following documentation to determine eligibility for admission.

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

Final Acceptance Into a Program of Study

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

- A non-refundable enrollment fee to reserve your seat in the admission class. The following enrollment fees apply:
 - \$100 confirmation fee due within two weeks of the date of acceptance letter.

- Receipt of all official transcripts.
- Completed and approved Criminal Record Check and FBI Fingerprint.
- Completed and approved Pennsylvania Child Abuse History Clearance.
- Completed and approved National Healthcare Fraud and Abuse Check prior to admission and monthly during enrollment.
- Documentation of health insurance, including hospitalization benefits.
- Healthcare provider confirmation of required health screenings, tests, and immunizations.
- Copy of photo identification, as requested (i.e., valid driver's license, school or employer identification, permanent residency card).
- Necessary paperwork used to verify official name or name changes.
- Other program-specific information as requested by admissions.

Deferment

The Phlebotomy Technician Program does not offer deferment of admission. Applicants who experience a change in personal circumstances which warrants a delay in admission date are encouraged to reapply.

Wait List

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

Cancellation

Applicants whose files are cancelled by either their own efforts or the efforts of the Program Director can reapply to a program at a later date.

CURRICULUM PLAN

The curriculum is a structured educational experience consisting of lectures, audio-visual aids, textbook assignments, quizzes, exams, student laboratory sessions, and clinical experiences. The Phlebotomy Technician Program is a certificate only program; therefore, credits are not earned. Basic Life Support (BLS) CPR classes are provided and certification is required prior to participation in clinical experiences.

Phlebotomy Technician students are evaluated based on their ability to meet course objectives and competencies. Evaluation is based on three areas of achievement: cognitive ability, which consists of knowledge and understanding; psychomotor ability, which is skill-related; and affective behavior, which is related to professional attitudes and traits. Satisfactory evaluation in each of the three areas described is required. High achievement in any one area does not compensate for deficiencies in other areas. Students are required to achieve a minimum grade of 70%.

The Phlebotomy Technician program will contain student laboratory sessions in which the student will practice skills introduced in the classroom. Students practice venipunctures and dermal punctures using current methods and equipment in preparation for preceptor supervised clinical work. The instructor will determine whether the student performs skills to the level necessary for clinical assignment.

Students who do not meet attendance or grade requirements or pass the final competency evaluation will not be allowed to proceed to the clinical portion of the course.

Students must complete a minimum of 100 clinical hours at one of the Reading Hospital Outpatient laboratory facilities and shadow an inpatient phlebotomist for one eight-hour shift. Clinical training must be completed within 8 weeks and the minimum requirement is 15 hours/week.

Students must complete a minimum of 100 successful unaided venipuncture blood collections and a minimum of 5 dermal punctures (finger and/or heel sticks).

COST AND EXPENSES

Tuition and Fees

A current copy of the tuition and fee structure for the Phlebotomy Technician Program is located at reading.towerhealth.org/sohs/tuitionandfees.

Billing and Payment

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

Payments: Students are expected to pay their tuition bill in full one week prior to the start of the program. Students can make their tuition payments at the SAO, online via their WebConnect account, by mail, or by calling 484-628-0102. The school accepts personal checks, money orders, cash, and all major credit/debit cards.

Checks or Money Orders should be made payable to RSHS and mailed to:
RSHS
Student Accounts Office
P.O. Box 16052
Reading, PA 19612-6052

More information regarding billing and payments can be found at reading.towerhealth.org/sohs/billing.

Financial Disclosure: By registering for a course, or multiple courses, a student accepts responsibility for all charges associated with the enrolled semester, regardless of payment method. Financial obligations may include, but are not limited to, tuition, fees, housing, library materials or fines, and unpaid room damage charges.

Financial Aid

Financial Aid for the RSHS Phlebotomy Technician Program is not available. However, our Financial Aid Office can advise students on how to identify other financial resources and funding options.

THE ACADEMIC ENVIRONMENT

Reading Hospital

Reading Hospital is a not-for-profit healthcare center providing comprehensive acute, post-acute rehabilitation, behavioral, and occupational health services to the people of Berks and adjoining counties. Established as The Reading Dispensary in 1867, the Hospital has since expanded into a leader in tertiary care for this region of Pennsylvania.

The 671-bed West Reading facility in scenic Berks County, Pennsylvania, consists of a 22-building complex located on a 36-acre suburban campus. The Hospital also maintains clinical and support facilities at 19 locations conveniently located throughout the county.

Department of Laboratory Sciences

Our Department of Laboratory Services is one of the largest medical laboratories in Pennsylvania and performs more than 4 million tests annually.

Reading Hospital School of Health Sciences

The state-of-the-art campus is more than an investment in our students. It represents a commitment to our community as we provide a cohesive and comprehensive education for the men and women who will become the future providers of patient care through Reading Hospital and our affiliated practices.

Faculty

The faculty of the Phlebotomy Technician Program is composed of experienced practitioners dedicated to teaching. The faculty is dedicated to helping students achieve their full potential and become competent phlebotomy technicians. For didactic instruction in the classroom and student laboratories, the instructor to student ratio is 1:6. In the clinical setting, the instructor to student ratio is 1:1.

Clinical Experience

The program uses the facilities of the Reading Hospital Department of Laboratory Services to provide clinical experiences for its students. The Department of Laboratory Services has 16 outpatient laboratories, as well as inpatient phlebotomy services. Students are responsible for securing transportation to and from all clinical experiences.

Student Resources

Students have access to all available resources of the Reading Hospital School of Health Sciences Phlebotomy Technician Program. Resources include the Hospital's Library Services, Computer Lab, and Student Health.

Library Services at Reading Hospital houses a section dedicated to Medical Laboratory Sciences. Phlebotomy Technician students also have access to nursing, medicine and other allied health reference materials. Computers programmed for research, word processing, internet access, and email are available in the Library as well.

Policies and Procedures

School of Health Sciences Policies, as well as the Phlebotomy Technician Program Handbook are available on our website at: reading.towerhealth.org/sohs/policies. Students are required to comply with all policies and procedures established by the School of Health Sciences, Phlebotomy Technician Program, the Department of Laboratory Services, and Reading Hospital.

The faculty of Reading Hospital School of Health Sciences Phlebotomy Technician Program reserves the right to change the curriculum, education policies, program requirements, fees, and calendar as considered necessary for the progressive development of the program.

For More Information

For more information, please contact:

Tiffany Smith, MS, MT (ASCP)

Program Director, Phlebotomy Technician Program

Email: tiffany.smith2@towerhealth.org

Phone: 484-628-0555

Address: Reading Hospital, PO Box 16052, Reading, PA 19612-6052



Reading Hospital
School of Health Sciences

READING HOSPITAL

Advancing Health. Transforming Lives.

484-628-0100

reading.towerhealth.org/sohs