SURGICAL TECHNOLOGY
PROGRAM

READING HOSPITAL
SCHOOL OF HEALTH SCIENCES

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

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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.

Surgical Technology Program
MISSION STATEMENT
The Mission of the Surgical Technology Program is to prepare entry-level surgical technologists in the cognitive, psychomotor and affective domains. Graduates will meet the diverse needs of the communities they serve with competence and compassion through the application of ethical standards, inter-professional collaboration and active professional engagement.
WELCOME AND ACCREDITATION

About Our Surgical Technology Program
Reading Hospital School of Health Sciences offers a Surgical Technology Program, admitting new classes in August of each year.

For more than 47 years, Reading Hospital has educated women and men who have gone on to practice surgical technology both in our community and around the nation. The Surgical Technology Program is based within the School of Health Sciences located on the hospital’s main campus in West Reading, PA.

Reading Hospital School of Health Sciences is affiliated with local colleges and universities which provide students with the curriculum’s general educational courses.

Accreditation
Reading Hospital School of Health Sciences Surgical Technology Program is nationally accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP can be contacted directly at: 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, phone: 727-210-2350, fax: 727-210-2354.

Reading Hospital School of Health Sciences reserves the right to make necessary changes to the program, curriculum, costs, policies, procedures and calendar. Reading Hospital School of Health Sciences operates without distinction to age, race, color, religion, gender, disability, sexual orientation, national origin or economic means.

For more information, contact the School Admissions Department at 484-628-0100.

STUDENT LEARNING OUTCOMES

In support of this Mission, the Surgical Technology Program has established program outcomes that define the knowledge, skills and behaviors that will be reflected by a graduate of the program.

A graduate of Reading Hospital School of Health Sciences Surgical Technology Program will:
1. Synthesize knowledge and skills essential to the successful practice of surgical technology.
2. Utilize the problem solving process effectively.
3. Practice competently as an entry-level surgical technologist.
4. Communicate effectively with all communities of interest.
5. Practice surgical technology ethically and compassionately.
6. Model ongoing professional growth and development.
## ESSENTIAL FUNCTIONS

### AND TECHNICAL STANDARDS

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Technical Standard</th>
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| **Critical Thinking** | 1. Ability to apply critical, logical thinking to perform tasks such as, but not limited to: tracking supplies (counting instruments and sponges) and anticipation skills for intraoperative safe patient care.  
2. Ability to adapt and function under stressful conditions so as not to impair safety.  
3. Ability to develop a surgical conscience and follow strict aseptic procedures without exception. |
| **Interpersonal Skills** | 1. Ability to exhibit positive interpersonal skills with patient, staff and faculty interactions.  
2. Able to perform learned skills with minimal supervision.  
3. Able to interact appropriately and function as part of the surgical team.  
4. Able to accept differences in others (ex. cultural, religious) without judgment. |
| **Communication** | 1. Ability to effectively interact with others in written and spoken English.  
2. Quickly and accurately understand and follow verbal instruction in English.  
3. Ability to read and understand the patient chart, computer screen, digital print outs, labels and gauges. |
| **Physical Ability** | 1. Ability to remain on task for several hours while standing, moving, lifting and/or bending with minimal or no breaks.  
2. Strength to turn, position and transfer patients.  
3. Upper body strength great enough to lift 20 pounds while standing erect with arms extended away from the body for at least 30 seconds.  
4. Strong and agile enough to push litters, beds and large pieces of equipment.  
5. Ability to stand for long periods of time, four to six hours or longer, without a break.  
6. Ability to control bladder for extended periods of time, four to six hours or longer.  
7. Ability to breathe effectively with a surgical or respirator mask on for extended periods of time, four to six hours or longer.  
8. Ability to tolerate smoke produced from electrical and laser surgery. |
| **Mobility** | 1. Able to handle surgical instruments and equipment rapidly with both right and left hands.  
2. Has full range of motion, manual and finger dexterity, can supinate (hands palm side up) and pronate (hands palm side down).  
3. Gross and fine motor skills to assemble and pass instruments and equipment safely during surgical procedures.  
5. Able to position oneself in the clinical setting to provide patient care without obstructing other team members or equipment being used for patient safety. |
| **Hearing Acuity** | 1. Ability to hear and detect alarms or emergency signals.  
2. Acute hearing to hear and understand words muffled by a mask (individuals with auditory processing disorder will not have visual clues to assist with processing the spoken word).  
3. Acute enough to perceive vocalized words in an environment with high levels of background noise. |
| **Visual Ability** | 1. Acute enough to read small print on medication labels, instruments, implants and guides.  
2. Acute enough to handle extremely fine thread surgeons sew with (suture).  
3. Able to visually adapt to varying levels of light and a surgical microscope. |
| **Tactile Ability** | 1. Able to use sense of touch for physical examination and assessment of patient. |
| **Olfactory Ability** | 1. Able to tolerate and distinguish smells essential to assess and/or maintain the patient’s health status or safety. |
| **Professional Attitude** | 1. Able to present a professional appearance.  
2. Maintain calm composure during emergency situations.  
3. Demonstrate flexibility and tolerance of the ideas of others.  
4. Show empathy and concern for others. |

### References

Health and Regulatory Requirements

To assure the health and safety of our patients and surgical technology students, Reading Hospital School of Health Sciences Surgical Technology Program requires all students to meet health and regulatory requirements. If you choose to enroll in the program, you must adhere to specific guidelines on clinical clearance, CPR and record checks.

In addition, you must maintain health insurance throughout your course of study.

Clinical Clearance

All new students are responsible for achieving clinical clearance. Any lapse in clinical clearance may result in the student being dropped from a course and/or the program.

Specific guidelines include:
- Physical exam on admission
- Drug screening on admission
- Immunization on admission
- TB/TST (Tuberculin Skin Test) on admission
- Health insurance on admission and current
- Criminal Background Check and FBI Fingerprint on admission
- Pennsylvania Child Abuse History Clearance on admission
- CPR: Basic Life Support for Healthcare Provider (two-year certification) prior to clinical and current during clinical
- Mandatory new student orientation sessions
- Occupational Safety and Health Admission (OSHA) compliance on admission and current

CPR Certification

Surgical technology students are required to be certified in CPR (cardio-pulmonary resuscitation) as a Basic Life Support Healthcare Provider by the American Heart Association. This certification must be maintained throughout the program or the student may be dropped from a course and/or the program. Reading Hospital School of Health Sciences provides CPR sessions in the months prior to clinical.

Surgical technology students must submit a copy of the CPR certification card with expiration date prior to beginning clinical courses. If a student fails to comply with the CPR requirement, the student will not be permitted to attend orientation or enroll in the program.

Criminal Background Check

The Surgical Technology Program requires all students to have a Criminal Background Check, FBI Fingerprint and a Pennsylvania Child Abuse History Clearance on file at the school prior to beginning classes.

Health Record Checks

Each surgical technology student must meet the requirements for physical examinations and immunizations as outlined under Clinical Clearance. The record of these examinations and immunizations must have been completed and signed by a physician or nurse practitioner within one year of the date of entrance into the program.
**Overview**

The Surgical Technology Program offers a 20-month Dual Enrollment Program in collaboration with Alvernia University. With Dual Enrollment Admission, students will be simultaneously enrolled in the hospital-based Surgical Technology Program offered at Reading Hospital School of Health Sciences and Alvernia University’s Associate of Science degree. Dual Enrollment is structured to provide a seamless career mobility pathway while providing our graduates with the knowledge, skills and credentials to sit for national certification examination. Qualified graduates will be eligible to receive the following credentials:

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

The 20-month Dual Enrollment Program is designed to provide theoretical knowledge and hands-on application through rigorous clinical experiences. Classes and clinical experiences are held Monday through Friday between 7 a.m. and 5 p.m. The liberal arts courses are taught by Alvernia University faculty. These courses provide students with a well-rounded background as well as meet the requirements for the Associate of Science degree from Alvernia University.

This Surgical Technology Program is one of only a few programs nationwide in which you will earn a certificate in robotic surgery. Our faculty-to-student ratio is 1:5 in the skills laboratory and there are a significant number of hands-on clinical hours which enable you to experience a large number and type of surgical procedures.

**Complete Credit Breakdown**

44 Surgical Technology credits
30 Liberal Arts Core credits
Total: 74 credits

**Advanced Placement**

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

**Promotion**

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

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

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

**Graduation**

To graduate from the program, students must meet the following requirements:

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

**Certification**

The student will sit for the national certification examination in surgical technology at the end of the final semester. Upon successful completion of the certification examination and graduation, the graduate officially receives the title Certified Surgical Technologist (CST).
CURRICULUM PLAN

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

YEAR ONE

SEMESTER I; FALL (AUGUST/DECEMBER)
16 weeks

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT</th>
<th>THEORY</th>
<th>LAB</th>
<th>CLINICAL EXPERIENCE</th>
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<tr>
<td>BIO 107/117</td>
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SEMESTER II; SPRING (JANUARY/APRIL)
16 weeks

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<td>BIO 220</td>
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<td><em>LAE 2/creative expressions elective</em></td>
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SEMESTER III; SUMMER (MAY/AUGUST)
14 weeks

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<td><strong>Year One Total</strong></td>
<td><strong>43</strong></td>
<td><strong>540</strong></td>
<td><strong>161</strong></td>
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YEAR TWO

SEMESTER IV; FALL (AUGUST/DECEMBER)
16 weeks

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SEMESTER V; SPRING (JANUARY/APRIL)
16 weeks

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<td><strong>152</strong></td>
<td><strong>28</strong></td>
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*See course descriptions in catalog.*
Surgical Technology Program
Course Descriptions

BIO 107 Human Anatomy and Physiology (3.0 credits)
Homeostatic mechanisms of the human body with emphasis on structure and function are studied. Gross and microscopic structures are correlated with function of cells, tissues, organs and systems of the body. Major topics include: skeletal, muscular and nervous systems. Three hours of lecture per week.
Co-requisite: BIO 117

BIO 107 Anatomy and Physiology I (3.0 credits)
Homeostatic mechanisms of the human body with emphasis on structure and function are studied. Gross and microscopic structures are correlated with function of cells, tissues, organs and systems of the body. Major topics include: skeletal, muscular and nervous systems.
Co-requisite: BIO 117

BIO 108 Anatomy and Physiology II (3.0 credit)
Emphasis is on structure and function of endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary and reproductive systems. Gross and microscopic structures are correlated with functions of cells, tissues, organs and systems of the body. Prerequisites: BIO 107/117, Co-requisite: BIO 118

BIO 117 Human Anatomy and Physiology Lab I (1.0 credits)
Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture.
Co-requisite: BIO 107

BIO 118 Human Anatomy and Physiology Lab II (1.0 credit)
Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture.
Prerequisites: BIO 107/117, Co-requisite: BIO 108

BIO 220 Clinical Microbiology (4.0 credits)
Study of the morphological and physiological nature of microorganisms and their relationship to humans in both the normal and deceased states. Emphasis on bacteriological techniques such as cultivation, staining, identification and other techniques important in a clinical setting. Integrates laboratory and classroom work.

COM 101 Composition and Research (3.0 credits)
Core writing requirement, reviews fundamental principles of rhetoric, grammar, punctuation and spelling. Requirements include a research paper using MLA documentation guidelines and several expository papers.

LAE 1 Liberal Arts Elective I (3.0 credits)
The Liberal Arts Elective 1 requirement can be satisfied by successful completion of COM 213 or a similar COM course. Historically, COM 213 has been offered in the curricula on RHSHS campus, but the school reserves the right to provide a COM substitution. Students must receive approval from both RHSHS and Alvernia University for transfer credit.

COM 213 Interpersonal Communication (3.0 credits)
An introductory survey of basic theories, models and practices of interpersonal communication. Students learn interpersonal communication principles, sharpen awareness of own and others’ personal communication habits and ultimately improve interpersonal communication skills.

LAE 2 Liberal Arts Elective 2 (3.0 credits)
The Liberal Arts Elective 2 requirement can be satisfied by successful completion of MUS 220 or a similar creative expressions course. Historically, MUS 220 has been offered in the curricula on RHSHS campus, but the school reserves the right to provide a course substitution. Students must receive approval from both RHSHS and Alvernia University for transfer credit.

MUS 220 Music and Health (3.0 credits)
Basic music course in the theories and techniques of music as an agent of wellness. Explores music therapy, recent research and healing practices of non-Western cultures as they relate to music. Especially recommended for students planning a career in healthcare or human services. No prerequisites, no prior musical experience or performance required.

PHI 105 Introduction to Philosophy (3.0 credits)
Historical introduction to fundamental problems and methods of philosophy based on readings in ancient, medieval and modern literature.

PSY 101 Introductory Psychology (3.0 credits)
Introduction to major concepts and findings in psychology with emphasis on basic processes underlying human behavior.

ST 100 Foundations of Surgical Technology (9.0 credits)
This course will provide the student with detailed instruction in a variety of subjects related to the study of Surgical Technology. These include: orientation to and history of surgical technology, microbiology, surgical environment and safety standards, disinfection and sterilization, aseptic technique, moral, legal and ethical responsibilities, documentation, surgical counts, body mechanics, surgical terminology and communication skills, wound healing and wound closure, surgical instrumentation and equipment. This course will also include basic computer skills, electricity and electro-surgery, robotics and the use of lasers in surgery. The student will learn basic draping skills, scrubbing, gowning and gloving and the importance of hospital organization and the surgical team.
Prerequisites: BIO 108/118, BIO 220, COM 101, LAE 2, PHI 105, PSY 101, THE 210; Co-requisite: ST 101
ST 101 Introduction to Patient Care (4.0 credits)
This course provides the student with a comprehensive overview of perioperative patient care including the variance in patient populations and biosocial needs, patient preparation and skin preparation, patient positioning, vital signs, urinary catheterization, the use of surgical drains and dressings, care of surgical specimens, thermoregulatory devices, and pharmacology and anesthesia including the metric system and conversions. All-hazards preparation will also be discussed.
Prerequisites: BIO 108/118, BIO 220, COM 101, LAE 2, PHI 105, PSY 101, THE 210; Co-requisite: ST 100

ST 200 Surgical Specialties I (15.0 credits)
This course will provide the student with information and experience related to surgical specialties including pathophysiology, instrumentation and supplies, patient preparation, procedure descriptions and progression, complications and specialty medications. The specialty services covered in this course include general, gynecologic, ophthalmic, orthopedic, urologic surgery, cardiovascular-thoracic surgery, neurologic, otolaryngologic and plastic/maxillofacial surgery. In addition, the student will have the opportunity, under guidance from an Instructor or Preceptor, to first and second scrub and circulate for a variety of surgical procedures during clinical practice in all of the surgical specialties.
Prerequisites: ST 100, ST 101, LAE 1

ST 201 Surgical Specialties II (16.0 credits)
This course will build upon skills and provide in-depth information, simulated surgical experience and clinical experience related to the surgical specialties. Under supervision, the student serves as the first and second scrub and circulates for a variety of surgical procedures in all specialties. In addition, didactic content is provided to assist the student to prepare for the surgical technology certification exam and transition into employment in the operating suite.
Prerequisites: ST 200

THE 210 Medical Moral Theology (3.0 credits)
Investigation of moral problems which can arise in the area of bioethics. Introductory survey of the basic Christian principles of morality is followed by treatment of various medical moral situations. A natural law methodology is applied throughout the course.

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

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

Transfer credits will be applied prior to the August startup date. Courses taken after enrollment in the Surgical Technology program may not be considered for transfer credit.

General Education Courses
Applicants who have completed one or more general college level courses with a grade of “C” or better at an accredited institution of higher education, will be offered transfer credit if the courses are similar in length and content with courses required as part of the Surgical Technology curriculum. Transfer credit will be documented on the student’s permanent record.

Transfer credit decisions will be made cooperatively with dual enrollment collaboration.

In order to receive transfer credit for Anatomy and Physiology, the course must be taken no longer than 12 months prior to enrollment in the surgical technology program.

Please note: Online Biology/lab courses may not be transferable. Online courses may not meet the comparative rigors of our Biology/lab courses. Transfer students should consult with Reading Hospital School of Health Sciences (RHSHS) Admissions before registering for any courses.

In order to receive transfer credit for Microbiology, the course must be taken no longer than five years prior to enrollment in the surgical technology program.

Communications, Liberal Arts Electives, Philosophy, Psychology and Theology have no expiration.

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

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

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

Surgical Technology Courses

Surgical Technology courses from other programs are not transferable.

Contact Information

Reading Hospital School of Health Sciences
PO Box 16052
Reading, PA 19612-6052
Phone: 484-628-0100 or 484-628-0109
Fax: 484-628-0134
Email: RHSHS@towerhealth.org

Follow us on Facebook at www.facebook.com/TRHSHS.

Matriculation

New classes begin in August.

Application and Admission

Successful applicants have above average grades in all required high school and/or college coursework, favorable references, satisfactory knowledge and technical skills and demonstrate successful performance during the interview process. Applicants must document a minimum GPA of 2.5. The most recent college or high school GPA is used in the decision process. For additional details about the admissions process, please refer to the School’s webpage for the Selective Admissions Policy at reading.towerhealth.org/sohs/policies.

The application and materials deadline for August Dual Enrollment is February 1. To start the application process, go to reading.towerhealth.org/sohs/applicationcc or call to request a hard copy.

ADMISSION POLICY

Procedure

Admission is competitive with specific academic standards for each program of study and the School of Health Sciences. Selection of students will be based on academic ability, references, interview performance, aptitude tests, writing samples and previous healthcare experience according to program-specific requirements. The school reserves the right to deny admission or readmission or to revoke admission, to any applicant if, in the opinion of the school, his/her admission is not in the best interest of the student or the school.

Reading Hospital School of Health Sciences operates without distinction to age, race, color, religion, gender, disability, sexual orientation, national origin or economic means.

A. General Admission Procedures

1. Overview of Criteria

- Applicants must be citizens of the United States or provide documentation of permanent residency or working status.
- All applicants must have a high school diploma or state-authorized examination (e.g., General Educational Development Certificate (GED), High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC)). Home-schooled students must have a diploma from an accredited home school association, or have met requirements for the GED or other state-authorized examination. The school does not admit applicants based upon the ability-to-benefit testing process.
- Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for matriculation. The most recent post-secondary GPA will be used in the admission decision requirement. It is highly suggested that the student meet with the RHSHS admissions staff to verify course transferability prior to enrolling in a substitute course.
- At the discretion of the individual Program, applicants may be required to submit scores from the Scholastic Aptitude Test (SAT) administered by the College Entrance Examination Board or the American College Testing Program. This requirement may be waived for applicants with earned college degrees.
- Potential students must submit two reference forms from teachers, guidance counselors, employers, supervisors or others. Healthcare professionals must submit one reference from the current or most recent healthcare employer.
2. Technical Standards for All Applicants
Successful completion of a School of Health Sciences Program necessitates mental and physical health essential to meet the objectives of the curriculum, as well as other skills necessary for success in the classroom and clinical components of the Program. Based on these criteria, applicants must:
- Be able to read, write and speak the English language, and communicate in an understandable manner.
- Possess the emotional health necessary to fulfill the educational requirements of the Program.
- Demonstrate a history of personal integrity, compassion, motivation and the ability to function in stressful situations.
- Be able to walk, stand, move and sit for long periods of time.
- Possess auditory, visual and tactile abilities sufficient to assess and monitor health needs and provide safe care.
- Possess interpersonal abilities sufficient to interact with individuals with various backgrounds.

In Programs requiring physical skill and dexterity:
- Be able to lift and move patients and equipment.
- Have fine motor movement to complete tasks in a safe and effective manner.

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

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

Any misrepresentation or omission of facts or essential documents during the application process and/or after acceptance into the Program will result in a delay, denial or revocation of admission.

As deemed appropriate, the Admissions Committee reserves the right to waive admission requirements after reviewing an applicant’s completed record.

All applications must be completed by the deadline described under the Program-specific requirements. A completed application file must contain:
- A completed application and an application fee.
- Proof of permanent residency or working status, if applicable.
- An official high school transcript or GED.
- All official post-secondary transcripts, if applicable.
- A copy of Practical Nursing license, if applicable.
- Aptitude test scores, as required.
- Two references.

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.

C. Additional Program-Specific Requirements
The Surgical Technology Program admits classes in August. Admission to the Surgical Technology Program is highly competitive. The Admissions Committee operates in accordance with a selective admission process, which means the best qualified applicants each year receive consideration for preferred admission. The application deadline is February 1.

Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for matriculation. The most recent post-secondary GPA will be used in the admission decision.
All applicants will need to have a standard high school diploma with a minimum of 16 units that must include the following:

- An earned grade of “C” or better in the subjects listed below
  - English: 4 units
  - Social Studies: 3 units
  - Mathematics: 3 units including Algebra I
  - Science: 3 units including Biology

Applicants may be required to validate minimum requirements through college-level coursework.

Candidates who demonstrate “above average” educational potential will be considered for preferred admission based on the following criteria:

- High school or the most recent post-secondary GPA: 3.0 or higher.
- All required math and science course grades: 80 percent or higher.
- Successful completion of college courses including Mathematics, Biology and English or Communications.
- Test score minimum: SAT: 500 in each section; ACT composite of 19; essay score of 7 or higher; TOEFL paper-based score of 560 or internet-based score of 83.
- Recommendations: “recommend with confidence” rating.
- Successful completion of an interview.

**Final Acceptance into a Program of Study**

Final acceptance into a Program of study will be communicated in writing to successful student applicants by the Admissions Office.

Final Acceptance is contingent upon:

- Receipt of all official transcripts.
- Maintaining the applicant’s high school or post-secondary GPA at or above 2.5 for the remainder of the current educational experience. A minimum GPA of 2.5 is required of all candidates for matriculation.
- Submitting these post-acceptance documents in accordance with established deadlines:
  - A non-refundable fee of $300 within two weeks of acceptance date.
  - Copy of photo identification (i.e. valid driver’s license, school or employer identification, permanent residency card).
  - Necessary paperwork used to verify official name or name changes.
  - Completed Criminal Record Check and FBI Fingerprint.
  - Completed Pennsylvania Child Abuse History Clearance.
  - Valid two-year healthcare provider CPR certification.
  - Documentation of health insurance including hospitalization benefits.
  - Healthcare provider confirmation of required health screenings, tests and immunizations.
  - Final official high school and/or post-secondary transcripts reflecting required GPA.

Admitted students who fail to meet all these requirements will have their admission offer revoked.

**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 Admissions Committee can reapply to a program at a later date.
TUITION AND FEES

Tuition and Fees
Tuition and fees may change each year. See the enclosed flyer for detailed information about tuition, housing, uniform and other expenses. For current tuition and fees, go to reading.towerhealth.org/sohs/tuitionandfees.

Books required for the Program are available through the University Bookstore or may be purchased online through any vendor.

Scrub uniforms for clinical experience are provided and laundered by the hospital at no additional charge. Personal protective equipment is provided by the hospital at no charge.

Financial Aid
There is no financial aid available for students enrolled in the Surgical Technology program. For questions about alternative/private loans, please contact the Financial Aid Office at 484-628-0106. For information about payment plan arrangements, please review the Payment Plan Option on our website or contact the Student Accounts Office at 484-628-0102.

Refund Policy
A student who has withdrawn voluntarily or has been dismissed for any reason must review the Tuition Payment Policy on our website. Please contact the Student Accounts Office in regard to any refund eligibility questions.

STUDENT SERVICES

Orientation Program
All new students who have confirmed their enrollment status through the Office of Admissions will be required to attend new student orientation. Orientation for all new students will be held the third week in August.

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

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

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

Food Service
Students can take advantage of the discount through the hospital cafeteria cards and the vendor Subway located in the school lounge.
Student Activities
The Surgical Technology Program of Reading Hospital School of Health Sciences seeks to provide a variety of social and recreational activities to enhance the personal growth of the student. Students participate in leadership roles and in planning activities such as picnics, seasonal parties and organizational functions. A Student Government Association exists to provide opportunities for students to develop leadership skills and to facilitate communication between the student and the Surgical Technology Program.

The campus is within walking distance of Penn Avenue, where students can visit local art galleries, coffee shops and quaint novelty shops.

Students are invited to take part in Alvernia University’s cultural and recreational activities as well.

Health Services
Health screening is required for all surgical technology students. Students must complete all health records, immunizations and required forms provided and requested by Reading Hospital School of Health Sciences.

The physical examination and immunization record must have been completed and signed by a physician or nurse practitioner within one year of the date of entrance into the program.

All students are required to get an annual seasonal influenza vaccination, which is provided free of charge during the fall campaign.

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

The Occupational Health Services Department of Reading Hospital is available to the student for consultation in the event of a physical illness. The student is responsible for all medical charges for treatment of an illness or accident.

Health insurance must be current throughout a student’s course of study.

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

The residence hall is located within a mile of the Hospital campus at the Inn at Reading. Shuttle bus service is provided for students to and from the campus.

Student Lounge

A lounge, study rooms and vending machines are available for student use. The Student Lounge is located on the ground level of the School of Health Sciences.

Parking

Parking is available on or near the Hospital campus. Assignments are based on what time of day each student is typically scheduled to be on campus. Once a parking assignment has been made, a decal or parking garage pass will be issued depending on the assignment and its locality. The Hospital provides a shuttle bus system which provides transportation from the residence hall or assigned parking location to the School.

Transportation

Students are responsible for their own transportation to and from assigned educational experiences. Local bus service is available. The School does not assume liability for any events related to transportation. The Hospital provides a shuttle bus system which provides transportation from the residence hall or assigned parking location to the School.

Credentialing Exam and Employment Rates

Our program consistently surpasses the national benchmarks in categories measured by the national accreditor, including job placement, graduate and employer satisfaction rates, and national certification examination pass rates. The National Certification Examination Pass Rate for the Class of 2017 is 100 percent. In recognition of five years of achieving a 100 percent pass rate, the National Board of Surgical Technology and Surgical Assisting awarded the Surgical Technology Program a Certificate of Excellence in 2015.

Policies

Information pertaining to the student handbook, academic calendar, student grievance procedure, progression and graduation, transfer credit practice, payment plan and refunds, and program policies and processes by which students must follow, can be found at: reading.towerhealth.org/sohs/policies.

Campus Security

It is the intent of Reading Hospital School of Health Sciences to provide a healthful, safe and secure environment for all patients, students, employees and guests. It is the responsibility of the Hospital’s security staff to safeguard all parties mentioned above as well as Hospital and School property, including the residence program offered through the Inn at Reading. If you wish to obtain a copy of the Annual Security Report, please contact the School. This report is published annually and includes information about substance abuse and campus security policies, procedures, practices and statistics.

Family Educational Rights and Family Act of 1974

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

Substance Abuse

Our policy states that no employee or student shall possess any alcoholic beverage or controlled substance (illicit drugs) on Hospital property, School property or in the residence hall, or as any part of any School activity, whether for personal consumption or distribution to any other person. Any infraction of this policy constitutes ground for disciplinary action up to and including permanent termination from the school.

CONSUMER INFORMATION DISCLOSURE
A-Building
1: Nuclear Medicine
   Pain Management
4: Adult Clinic
   Eye Clinic

B-Building
1: Women's Health Center
   Education Rooms
2: Department of Medicine
   Department of Surgery
4: Trauma Center Administration
   Hospitalist Services

C-Building
1: MRI
   Imaging
2: 6th Avenue Entrance
   Admission Transfer Center
   Care Management
   Chief Medical Officer
   Pediatric Patient Care Unit
3: Laboratory
   Patient Care Unit

D-Building
1: CT/Ultrasound
2: Thun/Janssen Auditorium

Doctors Office Building
1: Esterbrook Pharmacy
   Outpatient Laboratory
   Outpatient Radiology
   The Women's Center
   Doctors Offices
2: Family Health Care Center
   Center for Public Health
   Doctors Offices
3: Doctors Offices

E-Building
G: Gift Shop
   Patio grille
   Pulmonary Rehabilitation
   Sleep Center
1: Stroke Unit
2: Patient Care Unit
3: Patient Care Unit

J-Building
ACT Center

K-Building
G: Center for Mental Health
   1: The Group Center
   2: Therapy

M-Building
Tower Health Partners
   Academic Affairs
   Human Resources

N-Building
LL: Emergency Department
   Recovery Center
   McGinn Cancer Institute
1: Miller Regional Heart Center
   Infusion Center
2: Patient Care Units N2S, N2W
3: Patient Care Units N3S, N3W
4: Medical Intensive Care Unit
5: Orthopedic and Joint Center
   Patient Care Units NS, NSW
6: Helipad

R-Building
G: 5th Avenue Entrance
   Medical Records
   Conference Center
   Tower Café
   Tower Gift Shop
1: Beginnings Maternity Center
   Obstetrics and Gynecology
   Maternal-Fetal Medicine
2: Beginnings Maternity Center
   Neonatal Intensive Care Unit
3: Patient Care Units R3E, R3S
4: Patient Care Units R4E

SHS Reading Hospital School of Health Sciences

Spruce Pavilion

U-Building
Children's Health Center