APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of: Health Sciences   Date: April 30, 2003
    Department/Division offering course: Clinical Sciences/Clinical Laboratory Sciences

2. Changes proposed:
   (a) Present prefix & number: CLS 836   Proposed prefix & number: same
   (b) Present Title: Laboratory Management
       New Title: Laboratory Organization and Management
   (c) If course title is changed and exceeds 24 characters (Including spaces), include a sensible
title (not to exceed 24 characters) for use on transcripts: Laboratory Organization
   (d) Present credits: 3   Proposed credits: 1-3
   (e) Current lecture: laboratory ratio: 1:0   Proposed: 1:0
   (f) Effective Date of Change: (Semester & Year): Fall, 2004

3. To be Cross-listed as: NA
                                              Prefix and Number   Signature: Department
Chair

4. Proposed change in Bulletin description:
    (a) Present description (including prerequisite(s): An overview of clinical laboratory
management issues. Content will include the management process, managing change, personnel
issues, regulatory issues, leadership, quality improvement strategies, principles of education
related to the management process, and other relevant topics. Prerequisite(s): Admission to the
Clinical Laboratory Sciences Program
   (b) New description: An overview of clinical laboratory organization. Content will include
   regulatory, management, personnel issues; leadership; quality assurance and improvement
   strategies; principles of education related to laboratory management; and other topics relevant
   to clinical laboratory organization.
   (c) Prerequisite(s) for course as changed: same

5. What has prompted this proposal?
This course change is part of an overall program change (a) to improve clinical practice that is
guided and reinforced by UK CLS faculty members and (b) to increase program flexibility with
regard to students and faculty

6. If there are to be significant changes in the content or teaching objectives of this course,
indicate changes: None

7. What other departments could be affected by the proposed change? None

8. Will changing this course change the degree requirements in one or more programs?* X-Yes
No
If yes, please attach an explanation of the change.*
See Request for Change in Undergraduate Program

9. Is this course currently included in the University Studies Program?   Yes   X-No
**If yes, please attach correspondence indicating concurrence of the University Studies
Committee.**

10. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that
the Community College System has been consulted.

*NOTE: Approval of this change will constitute approval of the program change unless other
program modifications are proposed.

11. Is this a minor change?   Yes   X-No
(NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change not to be minor, it will be sent to the appropriate Council for normal processing.)

12. Within the Department, who should be consulted for further information on the proposed course change?
Name: Jean Brickell   Phone Extension: 7-9222 ext 263

Signatures of Approval:

Department Chair _____ Date 5/27/2003

Dean of the College _____ Date 5-27-03

Date of Notice to the Faculty

**Undergraduate Council   Date

**Graduate Council   Date

**Academic Council for the Medical Center   Date 7/8/03

**Senate Council   Date of Notice to University Senate

**If applicable, as provided by the Rules of the University Senate.

ACTION OTHER THAN APPROVAL

The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of
the following:
a. change in number within the same hundred series;
b. editorial change in description which does not imply change in content or emphasis;
c. editorial change in title which does not imply change in content or emphasis;
d. change in prerequisite which does not imply change in content or emphasis;
e. cross-listing of courses under conditions set forth in item 3.0;
f. correction of typographical errors. [University Senate Rules, Section III - 3.1]

Rev 11/98

OBJECTIVES FOR CLS 836:
LABORATORY ORGANIZATION AND MANAGEMENT

Following completion of this course, the student will be able:

<u>Cognitive Objectives</u>

1. Diagram the work flow of the clinical laboratory in a hospital setting.

2. Describe the principles and practices of quality assurance/quality improvement as applied to the preanalytical, analytical, and post-analytical components of laboratory services.

3. Apply safety and governmental regulations and standards to scenarios which describe clinical laboratory practice.

4. Describe the use of a laboratory information system (LIS) in the clinical laboratory to include:
   - Explain the process involved in each step in the selection of an LIS
   - List the steps involved in the acquisition of an LIS
   - Explain the process involved in each step in the acquisition of an LIS
   - Evaluate a LIS to determine if it meets the needs of a particular clinical laboratory

5. Discuss the management process as it applies to the clinical laboratory to include:
   - Describe management techniques used to facilitate problem solving and decision-making.

6. Apply principles of the following to clinical laboratory scenarios:
   - Personnel motivation
   - Communication
   - Negotiation
   - Delegation

7. Apply basic principles of financial management to the preparation of a budget.

8. Describe the characteristics of effective leaders and identify leadership styles.

9. Discuss personnel issues including:
   - Preparing a job description
   - Marketing
   - Screening potential applicants
   - Interviewing
   - Disciplinary action
   - Conflict resolution
   - Employee performance reviews

10. Demonstrate the principles of interpersonal and interdisciplinary communication and team-building skills by participating as a member of a committee to solve complex problems associated with clinical laboratory practice.

11. Demonstrate the use of education techniques and terminology sufficient to train/educate users and providers of laboratory services to include
   - Describe different learning styles and identify preferred learning style.
   - Demonstrate comprehension of learning domains by writing instructional objectives for each domain.

- Write instructional objectives for three levels of difficulty: Level I, recall; Level II, understanding and application; and Level III, problem solving.
- Discuss the differences between formative, summative, norm-referenced and criterion-referenced evaluation.
- Write test questions for each learning domain and level of difficulty.
- Develop an education presentation including selection of a topic and title, written objectives, presentation handout with references and test questions.
- Give an oral education presentation.
- Develop a plan of action for effective supervision of clinical instruction.

Affective Objectives

12. Describe the principles of ethics and professionalism in the clinical laboratory

13. Demonstrate ethics and professionalism in the clinical laboratory by communicating in positive, constructive and polite verbal and written form; participating in group endeavors; and adhering to the policies of the program