Instructor: Jean Sparks, PhD, MLS(ASCP)
Office: Center for the Sciences 130G
Hours: Tuesday and Thursday 1:30-3:00pm
Phone: 361-825-2359
Email: jsparks@tamucc.edu

Course Description:
This course studies the role of the medical laboratory professional in the health care system. The course includes professional ethics, legal responsibility, medical laboratory management, instructional methods, evaluation of clinical laboratory methods, medical laboratory instrument selection, critical pathways and current professional topics.

Course Goals:
1. Introduction and practice of basic instructional methods and principles
2. Introduction of basic management principles, including management of human resources, management of financial resources and management of laboratory operations
3. Introduction to clinical research

The specific objectives are attached and the examination questions will be based on the objectives, reading and class assignments.

Major Assignments Due:
6/3 Quiz 1
6/8 Quiz 2: Time Management Assignment
6/10 Quiz 3: Microteaching and Planned Instruction Assignment
6/15 Research Review Assignment
6/17 Resume Assignment
6/24 Quiz 4: Schedule Assignment
6/29 Research Introduction/Methods/References
7/1 Final

Assignments must be turned into the instructor the day assigned. Work will not be accepted late and a zero will be given for the assignment.

Grades:
The final grade will be based on the points scored on a comprehensive final exam, a case presentation, and graded laboratory and class evaluations.

Research 25%
Case Presentation 25%
Papers and Quizzes 25%
Final 25%
The following scale will be used to report grades:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: below 60

**Grade Appeals:**
As stated in the Texas A&M University-Corpus Christi University Rules and Procedures (Section B [Academic Program], Pat 13 [Students]: 13.02.99.C2 [Student Grade Appeals] and 13.02.99C2.01 [Student Grade Appeal Procedures]), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is on the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, consult the University Rules and Procedures specified above (accessible through the University Rules and Procedures website at http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Academic Honesty:**
The University catalog contains the university statement on academic integrity. It is essential that anyone considering a health career demonstrate honesty and integrity in their academic and professional life. Therefore, cheating will not be tolerated and will result in a failing grade in the course and possible further disciplinary action by the university.

**Attendance:**
Attendance is required. If you miss a quiz or a class assignment, a zero will be given for that grade.

**Americans with Disabilities Act (ADA)**
Texas A&M University-Corpus Christi is committed to providing persons with disabilities an equal opportunity to access campus facilities, resources and programs. The ADA is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation for their disabilities. Support and accommodations are also available for returning veterans who experience cognitive and/or physical access issues in the classroom or on campus. Our Office of Disability Services arranges such support and academic accommodations. To make a request for aid, or for more information, call (361) 825-5816 or visit the office in Driftwood 101. It is important to contact the Office of Disability Services in a timely fashion as it will take time for them to review requests and prepare accommodations and accommodation letters.

**Text:**
Required: Medical Laboratory Management and Supervision, 2nd ed, Varnadoe
Texas A&M University-Corpus Christi  
Clinical Laboratory Science Program  
BIMS 4384: Professional Skills for CLS

Objectives

At the conclusion of these sessions and, in addition to the objectives from the text, the student should be able to:

1. Identify their personality profile using the DISC method and learning style using LSI.
2. Discuss educational methods appropriate for classroom presentations.
3. Discuss educational methods appropriate for clinical laboratory instruction.
4. Discuss instructional evaluation methods used in the classroom and the clinical laboratory.
5. Evaluate the instructor in the clinical laboratory using the instructor evaluation sheet.
6. Instruct a student in a laboratory skill using appropriate objectives and instructional methods.
7. Identify the stress carriers in their lives.
8. Participate in stress reduction techniques.
9. Discuss useful methods to improve test taking skills.
10. Research, prepare and present a clinical case for class discussion.
11. Describe the principles of professional dress.
12. Prepare a resume.
13. Discuss job descriptions incorporating responsibilities and qualifications.
14. Evaluate his/her skills for managing people and skills for managing tasks.
15. Identify his/hr own blend of management style.
16. Prepare an agenda for a meeting.
17. Select the best laboratory instrument for a given situation.
18. Describe evidence-based practice in the laboratory.
19. Write a literature review and an introduction to a research project for a given topic.
Texas A&M University-Corpus Christi  
Clinical Laboratory Science Program  
BIMS 4384: Professional Skills for CLS

Case Presentations

- Presentation is limited to 15 minutes
- Must include three learning objectives
- One learning objective must be affective
- Must include at least two different teaching aids
- Must include information from the laboratory and important information from the physical and history
- Must include research and information about the disease
- The research must be properly referenced

Schedule for Case Presentations:

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<thead>
<tr>
<th>June 15</th>
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<tr>
<td>Keisha</td>
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<td>Faiza</td>
<td>Emily</td>
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<td>Stephanie</td>
<td>Daniel</td>
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<td>Virology</td>
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Grading:

20% Objectives are well written, appropriate and applicable, at least one must be affective
20% Teaching aids are useful and appropriate, at least two different aids
25% Research and information: written is complete, correct, and referenced
20% Organization is logical and understandable
15% Presentation/Format: overall ability to present information in written and oral form
June 1  Literature Review/Research Introduction  
Overview: Time Management, DISC, Stress Management  
Time Management Journal/Plan Assignment

June 3  DISC Review  
Read:  Part 1 Management of Organizations  
Chapter 1 – Management  
Chapter 2 – Organizations  
Read:  Part 2 Management of Human Resources  
Chapter 12 – Education and Training of Laboratory Professionals  
Planned Instruction/Microteaching Assignments (2)  
Quiz 1

June 8  Time Management Plan Due  
Meetings/Agenda Planning  
Read:  Part 1 Management of Organizations  
Chapter 3 – Communications  
Chapter 4 – Decision Making and Problem Solving  
Chapter 5 – Management of Change  
Reminder: Assignments Due  
Quiz 2

June 10  Planned Instruction Due, Microteaching (2 assignments)  
Job Search and Interviews  
Read:  Part 2 Management of Human Resources  
Chapter 6 – Motivation to Work  
Chapter 7 – Principles of Leadership  
Chapter 8 – Management of Work Groups  
Chapter 9 – Job Design and Job Descriptions  
Chapter 10 – Appraisal of Job Performance  
Chapter 11 – Human Resource Management  
Reminder: Research Review Due  
Quiz 3

June 15  Research Review Due, DRG Introduction  
Read:  Part 3 management of Financial Resources  
Chapter 13 – Revenue and Cost Accounting  
Chapter 14 – Salary and Wage Management  
Chapter 15 – Material Management  
Case Presentation 1  
Assignment: Resume
June 17  Case Presentations 2, 3, 4 and Resume Due
Instrument Selection and Cost Containment
Read: Part 3 Management of Financial Resources
     Chapter 16 – The Laboratory Budget
     Chapter 17 – Laboratory Information Systems
Assignment: Budgets and Accounting

June 22  Case Presentations 5, 6, 7 and Assignment Budgets/Accounting Due
Read: Part 4 Management of Laboratory Operations
     Chapter 18 – Policy and Procedure Manuals
     Chapter 19 – Staffing and Scheduling
     Chapter 20 – Laboratory Safety
Assignment: Preparation of Schedule

June 24  Case Presentations 8, 9, 10 and Schedule Assignment Due
Read: Part 4 Management of Laboratory Operations
     Chapter 21 – Quality Assessment
     Chapter 22 – Work flow
     Chapter 23 – Regulatory and Professional Oversight
     Chapter 24 – Marketing laboratory Services
Reminder: Clinical Research Assignment Due
Quiz 4

June 29  Clinical Research Assignment Due

July 1   Final
Objective: Increased Ferritin and Serum Iron In Dialysis Patients

Time Line:

1. June 15: 50% of research grade
   Include list of peer reviewed journal/text articles found
   Summary of at least 5 articles each

2. June 29: 50% of research grade
   Introduction
   Methods and Materials
   References

3. Either during Special Chemistry week or at another convenient time for the clinical, do necessary data entry.
   July 15 Preliminary Date Due
   July 20 Meeting to discuss results
   July 21-28 Preparation of final presentation/paper
   July 29 Final presentations and final written report