

## COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

<b>1. General Information.</b>	
a. Submitted by the College of:	College of Health Sciences Today's Date: 9/20/10
b. Department/Division:	Department of Clinical Sciences/Clinical Laboratory Sciences
c. Is there a change in "ownership" of the course?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____	
d. What type of change is being proposed?	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <sup>1</sup> (place cursor here for minor change definition)
e. Contact Person Name:	Michelle Butina Email: mbu228@uky.edu Phone: 218-0852
f. Requested Effective Date:	<input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term <sup>2</sup> : Fall 2011
<b>2. Designation and Description of Proposed Course.</b>	
a. Current Prefix and Number:	CLS 836 Proposed Prefix & Number: MLS 450
b. Full Title:	Laboratory Organization and Management Proposed Title: MLS Education and Management
c. Current Transcript Title (if full title is more than 40 characters):	_____
c. Proposed Transcript Title (if full title is more than 40 characters):	_____
d. Current Cross-listing:	<input checked="" type="checkbox"/> N/A OR Currently <sup>3</sup> Cross-listed with (Prefix & Number): _____
Proposed – <input type="checkbox"/> ADD <sup>3</sup> Cross-listing (Prefix & Number): _____	
Proposed – <input type="checkbox"/> REMOVE <sup>3,4</sup> Cross-listing (Prefix & Number): _____	
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours <sup>5</sup> for each meeting pattern type.	
Current:	<u>1-3</u> Lecture _____ Laboratory <sup>5</sup> _____ Recitation _____ Discussion _____ Indep. Study _____
	_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
	_____ Seminar _____ Studio _____ Other – Please explain: _____
Proposed:	<u>3</u> Lecture _____ Laboratory _____ Recitation _____ Discussion _____ Indep. Study _____
	_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
	_____ Seminar _____ Studio _____ Other – Please explain: _____
f. Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail
Proposed Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail
g. Current number of credit hours:	<u>1-3</u> Proposed number of credit hours: <u>3</u>

**Comment [OSC1]:** Excerpt from SR 3.3.0.G.2 Definition. A request may be considered a minor change if it meets one of the following criteria:  
a. change in number within the same hundred series\*;  
b. editorial change in the course title or description which does not imply change in content or emphasis;  
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s); d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;  
e. correction of typographical errors.

\* for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

<sup>1</sup> See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.  
<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.  
<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.  
<sup>4</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.  
<sup>5</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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<b>h. Currently, is this course repeatable for additional credit?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>If YES: Maximum number of credit hours:</i> _____		
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>i. Current Course Description for Bulletin:</b>	<u>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.</u>	
<i>Proposed Course Description for Bulletin:</i>	<u>This course will focus on concepts of laboratory organization, principles of laboratory management, and fundamental instructional skills necessary for the entry-level medical laboratory scientist. Additional course topics include leadership, career planning, and professionalism.</u>	
<b>j. Current Prerequisites, if any:</b>	<u>Admission into the Clinical Laboratory Sciences Professional Program.</u>	
<i>Proposed Prerequisites, if any:</i>	<u>Admission into the Medical Laboratory Science Program or consent of instructor.</u>	
<b>k. Current Distance Learning(DL) Status:</b>	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add <sup>6</sup> <input type="checkbox"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/> ) that the proposed changes do not affect DL delivery.		
<b>l. Current Supplementary Teaching Component, if any:</b>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<b>m. Currently, is this course taught off campus?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>4. Are significant changes in content/teaching objectives of the course being proposed?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, explain and offer brief rationale:		
<b>5. Course Relationship to Program(s).</b>		
<b>a. Are there other depts and/or pgms that could be affected by the proposed change?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
<b>b. Will modifying this course result in a new requirement<sup>7</sup> for ANY program?</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If YES <sup>7</sup> , list the program(s) here: <u>Medical Laboratory Science</u>		
<b>6. Information to be Placed on Syllabus.</b>		
<b>a.</b>	<input type="checkbox"/> Check box if changed to 400G or 500.	If <u>changed to 400G- or 500-level</u> course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

<sup>6</sup> You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

<sup>7</sup> In order to change a program, a program change form must also be submitted.

## COURSE CHANGE FORM

### Signature Routing Log

**General Information:**

Course Prefix and Number: CLS 836 (Proposed MLS 450)

Proposal Contact Person Name: Michelle Butina Phone: 218-  
0852 Email: mbu228@uky.edu

**INSTRUCTIONS:**

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

**Internal College Approvals and Course Cross-listing Approvals:**

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
CLS Faculty	9/20/10	Dr. Michelle Butina / 218-0852 / mbu228@uky.edu	<i>Michelle Butina</i>
Clinical Sciences Department	9/20/10	Dr. Karen Skaff / 218-0585 / karenskaff@uky.edu	<i>[Signature]</i>
CHS Associate Dean for Academic Affairs	10/26/10	Dr. Sharon Stewart / 218-0570 / srstew01@email.uky.edu	<i>Sharon Stewart</i>
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council	3/1/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

<sup>8</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

**University of Kentucky  
College of Health Sciences  
Department of Clinical Sciences  
Clinical Laboratory Sciences**

**Course Number/Title/Section:** MLS 450 MLS Education and Management, Section 201  
**Course Credit:** 3 credits  
**Course Place:** Lecture: On-Line  
**Course Faculty:** Michelle Butina, PhD, MLS(ASCP)  
124D CTW Bldg. 900 S. Limestone  
Lexington, KY 40536-0200  
Email (preferred for contacting instructor):  
[Michelle.Butina@uky.edu](mailto:Michelle.Butina@uky.edu)  
Office phone: (859) 218-0852

**Virtual Office Hours:** TBD  
**Response Time:** Maximum timeframe for responding to student communications is 24 hours

**Delivery Format:**

MLS 450 is a distance learning course and will be delivered on-line with no face-to-face meetings. All course content will be available on Blackboard.

**Technological Requirements:**

- Access to a computer with Internet capabilities (DSL or Cable modems are highly recommended.)
- System Requirements for Blackboard see  
<http://wiki.uky.edu/blackboard/Wiki%20Pages/FAQS.aspx>

**Technology Support:**

- Contact information for Teaching and Learning Services Center (TASC):  
Website: <http://www.uky.edu/TASC/>  
Phone: 859-257-8272
- Contact information for Information Technology Customer Service Center (ITSC):  
Website: <http://www.uky.edu/UKIT/>  
Phone: 859-218-HELP
- Procedure for resolving technical complaints: Contact TASC or ITSC first, then contact instructor

**Distance Learning Library Services:**

- Contact information for Distance Learning Library Services:  
Website: <http://www.uky.edu/Libraries/DLLS>  
DL Librarian: Carla Cantagallo  
Email: [dllservice@email.uky.edu](mailto:dllservice@email.uky.edu)

Phone: 859 257-0500, ext. 2171; (800) 828-0439 (option #6)

DL Interlibrary Loan Service:

[http://www.uky.edu/Libraries/libpage.php?lweb\\_id=253&llib\\_id=16](http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16)

## **COURSE DESCRIPTION**

### **Bulletin Description:**

This course will focus on concepts of laboratory organization, principles of laboratory management, and fundamental instructional skills necessary for the entry-level medical laboratory scientist. Additional course topics include leadership, career planning, and professionalism. Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.

### **Student Learning Outcomes:**

By the end of the semester, given readings, activities, and examinations, the students will be able to demonstrate the following learning outcome:

Students will demonstrate entry level knowledge and practical application skills in the areas of laboratory education and management.

### **General Course Objectives:**

Upon completion of this course, the successful student will:

1. Define the role of the medical laboratory practitioners in the healthcare system.
2. Discuss the major organizational structure concepts.
3. Compare and contrast laboratory certifying and accrediting bodies.
4. Describe the regulatory guidelines and compliance issues that applicable to clinical laboratories.
5. List and describe all general CLIA requirements for clinical laboratories.
6. Develop a laboratory budget.
7. Perform cost-benefit analysis for the laboratory.
8. Discuss concerns involved in staffing and personnel scheduling.
9. Describe the issues and components of computer based laboratory information systems (LIS).
10. Compare and contrast the various leadership styles.
11. Discuss ethical issues in leadership and management.
12. Prepare a resume and cover letter.
13. Demonstrate the use of education techniques and terminology sufficient to train/educate users and providers of laboratory services by: 1) describing different learning styles; 2) writing instructional objectives and test questions for each learning domains and levels of difficulty.

Specific lecture objectives are provided for each topic presented/discussed in MLS 450.

### **Required Text:**

Harmening, D. (2007). Laboratory Management; Principles and Processes, 2<sup>nd</sup> edition. F.A. Davis Company Publishers. (ISBN: 978-0-8036-1599-X)

**Grading:**

Exam I	15.0%
Exam II	15.0%
Exam III	15.0%
Final Exam (cumulative)	30.0%
Education Project	15.0%
Assignments	10.0%

**Exams:** Exams are multiple choice of the type used on the professional certification exam. The Final Exam is comprehensive. The date and time frame for taking exams can be found in the course schedule.

**Education Project:** Develop an education presentation including selection of a topic, objectives for topic, PowerPoint presentation, handouts with references, and test questions. Specific details can be found on Blackboard.

**Assignments:** Consist of homework activities promoting understanding of the lecture topic. Assignments can be found on Blackboard. All assignments are due on the assigned date (see course schedule below) by 5:00pm.

**Mid-Term Evaluation:**

Students will be provided with a mid-term evaluation. Exams taken and assignments due before mid-term (mid-term date can be found on the UK Academic Calendar) will be used to determine mid-term progress.

**Grading Scale:**

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

## **COURSE POLICIES**

**Professional Preparation:** This program prepares students for entry into the clinical laboratory science profession. As such, instructors have a responsibility to assist students in learning about ethical and professional behavior. Professional behavior in this program includes adhering to the highest standards of academic honesty and conversing respectfully with faculty and fellow students.

**Make-up opportunity:** When there is an excused absence a student will be given an opportunity to take the missed exam. It is the student's responsibility to inform the instructor of the absence, preferably in advance. Rescheduling of the exam will be determined by the instructor.

**Excused Absences:**

S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

- a) serious illness;
- b) illness or death of family member;
- c) University-related trips;
- d) major religious holidays;
- e) other circumstances you find to be "reasonable cause for nonattendance".

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

**Verification of Absences:**

The instructor has the right to request appropriate verification of an excused absence. Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence (except where prior notification is required) and of making up the missed work (see "Make-up Opportunity" policy above).

**Late work:** Late work will not be accepted for a grade unless approved by instructor. If approved, points will be deducted for late work at the rate of 5 points per day. After one week, late work will not be accepted.

**Submission of assignments:** Assignments and project information will be available on Blackboard. All assignments (including education project) are to be accessed and submitted via Blackboard. All assignments are due on the assigned date (see course schedule) by 5:00pm.

**Questions Concerning Grades:** All assignments and exams will be evaluated. Any assignment graded incorrectly or questions concerning the grading must be brought to the instructors' attention within one week of the grade being posted/returned. One week after grades have been posted/returned they become final and no corrections will be made.

**Electronic Device Policy:** Generally cell phone use is not permitted for any reason. All cell phones must be placed in the "off" or "silenced" position during class. If there is a situation where a student might need to be notified during a class period, please alert the instructor to this potential and carefully monitor your phone. Other electronic devices (except for computers and i-Pads) such as smartphones, i-Pods, MP3 Players, and electronic game devices should be turned off.

**Academic Integrity, Cheating, and Plagiarism:** Each student in the class and program are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on academic integrity please see Students Rights and Responsibilities, Part II, Section 6.3 (<http://www.uky.edu/StudentAffairs/Code/part2.html>). Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures.

**Academic Accommodations:** If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859-257-2754, email address [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

**Severe Weather:** It is the policy of the University of Kentucky to keep all offices open and classes meeting as scheduled except under extraordinary conditions.

If severe weather should result in changes to the university schedule, the university will follow specific procedures about when those decisions are made and how they will be announced. Details of those procedures are available at <http://www.uky.edu/PR/News/severeweather.htm> .

All faculty, staff and students should note that announcements regarding the cancellation of classes and closure of offices, or a delayed opening will normally be made by 6 a.m. through the local news media. The most up-to-date and complete information will be available from the UK Infoline at 859-257-5684, UK TV Cable Channel 16, or the UK Web site at <http://www.uky.edu/>

### COURSE SCHEDULE

Date	Topic	Chapter	Assignments
TBD	Medical Laboratory Science Profession	Hand-outs	
TBD	Educational Overview	8	Education Project (Due: TBD)
TBD	Learning Styles	Hand-outs	
TBD	Instructional Goals and Objectives	Hand-outs	Writing Objectives (Due: TBD)
TBD	Assessment	Hand-outs	Writing Test Questions (Due: TBD)
TBD	Demonstrations and Task Analysis	Hand-outs	Task Analysis (Due: TBD)
<b>TBD</b>	<b>Exam 1 (Time: TBD)</b>		
TBD	Organizational Structure	1	
TBD	Regulatory Guidelines	13	CLIA (Due: TBD)
TBD	Quality Assurance and Quality Improvement	Hand-outs	
TBD	Test Comparison and Method Evaluation	Hand-outs	
TBD	Human Resource Guidelines, Laws and Regulations	5	
TBD	Work Descriptions and Job Analysis	6	Writing Job Descriptions (Due: TBD)
TBD	Performance Evaluation and Development	7	
<b>TBD</b>	<b>Exam 2 (Time: TBD)</b>		



TBD	Fundamentals of Finances	9	
TBD	Cost/Benefit Analysis	10	
TBD	Effective Budgeting	11	Lab Budget (Due: TBD)
TBD	Compliance Issues		
TBD	Workflow and Staffing	13	
TBD	Laboratory Information Systems	14	
TBD	Ethical Issues	15	Ethical Case Studies (Due: TBD)
<b>TBD</b>	<b>Exam 3 (Time: TBD)</b>		
TBD	Career Planning	18	
TBD	Career Planning: Resume and Cover Letters	Hand-outs	Resume and Cover Letter (Due: TBD)
TBD	Leadership Overview and Styles	Hand-outs	
TBD	Leadership Principles	Hand-outs	
TBD	Professionalism	Hand-outs	
<b>TBD</b>	<b>Final Exam (Time: TBD)</b>		