

This is a SouthArk Master Syllabus. The course syllabus distributed by the instructor may include additional requirements, must be followed by the student in the given term, and is considered to supersede the Master Syllabus.

Course Number

MLSC 2312

Course Title

Seminar in Management and Professional Development

Course Description

Individual investigation of selected problems in many areas of the clinical laboratory. Class requirements include resume' preparation, career opportunities, management structure, and certain aspects of laboratory management, and ASCP board preparation.

College Mission

South Arkansas Community College promotes excellence in learning, teaching, and service; provides lifelong educational opportunities; and serves as a cultural, intellectual, and economic resource for the community.

College Wide Student Learner Outcomes

Critical Thinking

Responsibility

Communication

ACTS Course

Program Course

Medical Laboratory Science

Program Outcomes

1. Collect, process, and report testing on biological specimens.
2. Recognize factors that affect methods and test results and take appropriate actions within established guidelines.
3. Perform and monitor routine departmental quality control.
4. Perform preventive and corrective maintenance of equipment and instruments.
5. Apply principles of laboratory safety, including Standard Precautions, and evaluate new technologies within the department.

ACTS Outcomes

None

Course Learner Outcomes

CLO #	Course Learner Outcomes (CLO)	Unit Outcomes/ Competencies	ACTS	Program Outcomes	Critical Thinking	Communication	Responsibility	Assessment
CLO 1	List the administrative levels of a clinical laboratory and describe the role of each level.	4,5		2		C1		Final Exam
CLO 2	Create a resume' and the interview.	24, 25, 26, 27		5		C1		Final Exam
CLO 3	Discuss the legal impact of Living wills, Medicare fraud and abuse, HIAPPA, and ABN's .	6,7,8		2		C2		Final Exam
CLO 4	Discuss the basic elements of HIPPA and OSHA.	20,21		2		C2		Final Exam
CLO 5	Analyze the dynamics of team building, problem solving and laboratory management.	1, 2, 3		1	CT2			Final Exam
CLO 6	Calculate cost per test and other basic accounting techniques.	12, 13, 14, 15, 16, 17		1	CT3			Final Exam

CLO 7	Create and analyze a Quality Assurance program.	22, 23		3, 4	CT3			Final Exam
CLO 8	Analyze Levy-Jennings charts.	18, 19		3	CT3			Final Exam
CLO 9	Recognize and report child abuse.	9, 10, 11		5			R2	Final Exam
CLO 10	Create and demonstrate a laboratory skill to another student.	28, 29		1		C4		Oral Presentation

Unit Outcomes/ Competencies/ Objectives

Lecture One

1. Recognize and contrast different personality traits that will make a successful team.
2. Select a team to accomplish a given task.
3. Apply strengths of different personality traits while minimizing personality trait weaknesses.

Lecture Two

4. List the 5 CLIA recognized types of laboratory personnel.
5. Break down the specific duties of each of the 5 types of laboratory personnel.
6. Analyze workplace ethics and discriminate between employee rights and patient rights.
7. Explain a "Living Will"
8. Discriminate cultural and religious beliefs as they apply to the medical profession.

Lecture Three

9. Explain the law governing "child maltreatment".
10. Recognize child abuse in the healthcare setting.
11. Demonstrate how to report abuse and neglect.

Lecture Four

12. Map the flow of money as it flows in the laboratory and how it is used in the operation of the clinical laboratory.
13. Calculate a "cost per test."
14. Discriminate between a Cost Center and a Revenue Center.
15. Define Cost Accounting.
16. Explain a DRG.
17. Illustrate "Cost Shifting"

Lecture Five

18. Analyze a quality control chart using Westgard rules.
19. Discriminate between HIPPA violations and the "need to know" types of patient information.
20. Explain the role of the legal system within the healthcare profession.
21. Discuss the role of the FDA and OSHA within the clinical laboratory.

Lecture Six

22. Construct a Quality Assurance Program.
23. Explain the difference between Quality Control and Quality Assurance.
24. Create a Resume.

Lecture Seven

25. Discriminate between legal and illegal questions that can be asked during an interview.
26. Demonstrate the proper method of response to questions during the interview process.
27. Compare the correct and incorrect apparel to wear to an interview.

Lecture Eight

28. Illustrate the proper method of teaching a skill to another student.
29. Critique a student on their teaching method.

Assessment Description(s)

This course will be assessed on three components. The first component is a presentation the student will make to the class. This presentation will be to demonstrate a laboratory skill by both spoken instructions and visual demonstration of the skill being taught. The second component will be that of a research paper at least 5 pages in length. The topic of the paper will be selected by the student and approved by the instructor. The third component will be a written final consisting of multiple choice, fill in the blank and short essay answers.

Materials and Technological Requirements

No books assigned for this class

Class Attendance Policy

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student's responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of "WE" if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

Regular Semester

Courses which meet once a week	2 absences
Courses that meet twice per week	3 absences
Courses that meet four times per week	5 absences

Summer Session

Courses that meet four times per week in a five week session	3 absences
Courses which meet two evenings per week in a 10 week session	3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course. Some of the selective-admission, health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

Jury Duty/Military/Official School Function

Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Make-up work for scheduled absences will be at the discretion of the instructor.

In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

Medical leave

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

- 1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
- 2) Receive appropriate accommodations related to coursework (i.e., excused from labs with potentially harmful chemicals, have a larger desk, etc.)
- 3) Resume their studies where they left off once they return to classes
- 4) Be allowed to make up any missed work related to medical leave
- 5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract.
- 6) Be given a reasonable time frame in which to complete missed coursework

Academic Honesty Policy

Students enrolled at South Arkansas Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If, upon investigation, the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a Student Academic Misconduct Form, written report of the incident, to the appropriate dean.
- The dean will submit form to Vice President for Learning to determine disciplinary action.
- The Vice President for Learning will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college's academic appeals procedure.

Equal Opportunity-Affirmative Action Statement

South Arkansas Community College does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

Library Services

Library Homepage: <http://southark.libguides.com/homepage> Library Contact: LibraryStaff@southark.edu or 870.864.7115

Procedures to Accommodate Students with Disabilities:

If you need reasonable accommodations because of a disability, please report this to the Vice President of Student Services with proper documentation. . VPSS Contact: 870.875.7262

The Early Alert System

In an effort to ensure student retention and success, South Arkansas Community College employs an Early Alert System to identify and support at-risk students as soon as possible in a given semester. The intent of Early Alert is to provide this assistance while there is still time to address behaviors or issues that have the potential of preventing students from completing their courses and degree plans. Students referred through the Early Alert System will be required to work on a corrective action plan with their student advising coach and to include attendance accountability and mandatory academic tutoring either in the academic division or in the Testing and Learning Center (TLC).

Once the Student Advising Coach has met with the referred student, and again when the student has met the prescribed corrective actions, the coach will update the Early Alert System so that the instructor is kept informed of the progress in resolving issues.

Behavioral Review Team

At South Arkansas Community College (SouthArk), we are committed to proactive leadership in student wellbeing and campus safety. By focusing on prevention and early intervention with campus situations that involve any person experiencing distress or engaging in harmful or disruptive behaviors, the BRT will serve as the coordinating hub of existing resources to develop intervention and support strategies and offer case management. Students, faculty, staff, and campus guests are encouraged to report any person on campus who is a concern. BRT Contact: 870.875.7262 BRT@southark.edu

Date of Revision: 9/23/2016