Course Number: BIMS 4200-001
Class Meeting Time: T & TR 4:00-6:45 PM
Location: TBA

Instructor: Dr. Felix Omoruyi
Office: Center for the Sciences 130B
Hours: MW – 12:00 – 2:00 PM
TR – 12:00 – 1:00 PM
Phone: 361-825-2473 (office)

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BIMS 4200: Professional Skills for CLS
Syllabus SSI 2012

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 and 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 examination questions will be based on the objectives, reading and class assignments.
Assignments must be turned in to 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 research, assignments, quizzes and final exam

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Research</td>
<td>25%</td>
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<tr>
<td>Quizzes</td>
<td>50%</td>
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<tr>
<td>Final</td>
<td>25%</td>
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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.

Recommended Textbooks:
Texas A&M University-Corpus Christi
Clinical Laboratory Science Program
BIMS 4200: 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.
Tu, June 05
a. Literature Review/Research Introduction
b. Overview: Time Management, Stress Management
c. Laboratory Safety

Th, June 07
a. Management Functions
b. Education and Training

Tu, June 12
a. Communications
b. Decision Making and Problem Solving
   Exam 1

Th, June 14
a. Principles of Leadership
b. Job Design and Job Descriptions
   c. Human Resource Management

Tu, June 19
b. Cost Benefit Analysis

Th, June 21
a. Effective Budgeting
b. Ethical Issues in Laboratory Management
   Exam 2

Tu, June 26
a. Laboratory Information Systems
b. Policy and Procedure Manuals
   c. Quality Management

Th, June 28
a. Cost of Quality
b. Compliance Issues – Regulations

Tu, July 03
a. Marketing laboratory Services
b. Review

Th, July 05
   Final

General Disclaimer:
The instructor reserves the right to modify the schedule when necessary. These changes will be announced during regularly scheduled lecture periods. In case of absence during this announcement, it is the responsibility of the student to obtain the information as no effort will be made to contact students who were absent when the announcement was made.