Course Number: BIMS 4200-001
Instructor: Dr. Felix Omoruyi
Class Meeting Time: T & TR 4:00-6:45 PM
Office: Center for the Sciences 130B
Location: CS- 111
Hours: MW – 12.00 – 2.00 PM
TR – 12:00 – 1:00 PM
Phone: 361- 825-2473 (office)
Summer 1
E-mail: felix.omoruyi@tamucc.edu

BIMS 4200: Professional Skills for CLS
Syllabus SSI 2014

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.

RECOMMENDED TEXTBOOKS


ACADEMIC INTEGRITY/PLAGIARISM

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.
DROPPING A CLASS

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. June 20, 2014 is the last day to drop a class with an automatic grade of “W” this term.

CLASSROOM/PROFESSIONAL BEHAVIOR

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

STATEMENT OF CIVILITY

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

GRADES

The final grade will be based on the points scored on research, assignments, quizzes and final exam

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Research</td>
<td>25%</td>
</tr>
<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

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 on the process, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, consult Texas A&M University-Corpus Christi University Procedure 13.02.99.C2.01 Student Grade Appeal Procedures (http://www.tamucc.edu/provost/university_rules/index.html), and the College of Science and Engineering Grade Appeals webpage (http://sci.tamucc.edu/students/GradeAppeal.html). For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school or the College of Science and Engineering Dean’s Office.

ATTENDANCE

Students are expected to attend all lectures. If you know in advance that you will miss an exam due to official University business, you must provide the Professor with official documentation of the absence at least fourteen days prior to missing. It is the student’s responsibility to obtain official documentation in timely fashion. Once the documentation has been verified, the Professor will decide how to handle the absence. In the overwhelming majority of cases, assignments and exams will be turned in or completed prior to the planned, official absence. Exams given outside regularly scheduled times may vary in format and content at the discretion of the faculty member. Absolutely nothing may be turned in late by anyone for any reason.

HONESTY

As stated in the university catalog, "University students are expected to conduct themselves in accordance with the highest standards of academic honesty." Therefore, cheating will not be tolerated and will result in a failing grade for the course. Unannounced quizzes may be given throughout the course of the semester. There is no provision for making up late work and/or missed exams or quizzes. A grade of zero will be entered for any late or missed exam or quiz due to an unexcused absence. The only excused absences are personal illness, immediate family medical emergency or immediate family funeral.

DISABILITIES ACCOMMODATIONS

The Americans with Disabilities Act (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 of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.
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.
Texas A&M University-Corpus Christi
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SSI 2014 Schedule

Tu, June 03  a. Literature Review/Research Introduction
b. Overview: Time Management, Stress Management
c. Laboratory Safety

Th, June 05  a. Management Functions
b. Education and Training

Tu, June 10  a. Communications
b. Decision Making and Problem Solving
Exam 1

Th, June 12  a. Principles of Leadership
b. Job Design and Job Descriptions
  c. Human Resource Management

Tu, June 17  a. Fundamentals of Financial Management
b. Cost Benefit Analysis

Th, June 19  a. Effective Budgeting
b. Ethical Issues in Laboratory Management
Exam 2

Tu, June 24  a. Laboratory Information Systems
b. Policy and Procedure Manuals
  c. Quality Management

Th, June 26  a. Cost of Quality
b. Compliance Issues – Regulations
  c. Marketing laboratory Services

Tu, July 01  Review

Th, July 03  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.