

Course Material Submission Form

OAN Match Definition Form

Today's Date: March 19, 2008

Use this table to specify institutional data	
College/University:	Bowling Green State University
Name and title of individual submitting on behalf of the college/university	
Name:	Robert Harr
Title:	Chair, Dept. Public and Allied Health
Address:	504 Life Science Building, Bowling Green, OH 43403
Email:	rharr@bgnnet.bgsu.edu
Phone:	419-372-2833
Fax:	419-372-0332

Indicate the reason for this submission:

New Course Match
 Course Renumbering Only (do not use for calendar changes)
 Revised Materials - Faculty review panel requested clarification
 Revised Materials - Institution submitting additional information
 Revised Materials - Course content revised by institution, including situations of both content and credit hour change
 Revised Materials - Other

Describe specific revisions being made for "Revised Materials" submissions:
 Contact hours are increased by 1 hour per week and credit hours are increased from 1 to 2 semester hours.

Institutional Notes to Faculty Panel (the institution is encouraged to add any additional clarifications for this submission):

Table 1 – Use this table to describe the course match for which materials are being submitted for the first time or revised.

Proposed effective year and term of match (Final effective date will depend on actual approval of match by faculty panel. Effective Year and Term is the first term in which students taking the course will receive matching credit.)

Semester institutions complete this row:
 2008-09 Academic Year Summer Autumn Spring

Quarter institutions complete this row:
 20 Academic Year Summer Autumn Winter Spring

Ohio Articulation	OHL008
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Number (OAN) (Use a separate form for each OAN.):	
Number of courses in the match:	1 (up to 10)
Current status of match:	<input type="checkbox"/> First time submission <input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input type="checkbox"/> Disapproved <input type="checkbox"/> Error <input checked="" type="checkbox"/> Resubmitted <input type="checkbox"/> Pending <input type="checkbox"/> Error with enrollment <input type="checkbox"/> Not submitted
Course or Courses being matched to or currently matched to the OAN listed above. (Course Numbers must be exactly what will appear on a student's transcript.):	Course Number
	1. MEDT 201
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
10.	

Table 2 - Use this table to submit course materials for the first time or to revise previously submitted course materials. You must submit each course in a separate form, repeating the match definition information in Table 1 above for each form submitted.

Course Number. (Course Numbers must be exactly what will appear on a student's transcript.):	MEDT 201	Course Title:	Orientation to the Professions of Medicine/Medical Technology
Hours (be sure that the hours for this course matches the hours in the OAN.)			
<input checked="" type="checkbox"/> Semester Hours		<input type="checkbox"/> Quarter Hours	
Total Credit Hours	2	Lecture Hours	1
		Laboratory Hours (if applicable)	1
Course Placement in Major:		<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Major Not Offered <input type="checkbox"/> Other	
Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition): None			
Catalog/Course Description: Catalog Description: MEDT 201. Orientation to the Professions of Medicine/Medical Technology (2). Spring. Professional aspects of medical technology, medicine, and the allied health fields; introduction to laboratory procedures, topics concerning direct and indirect patient care, tour of hospital lab facilities, and review of current clinical practice issues. Time: one-hour lecture and two-hour laboratory/discussion session per week.			
Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations): Turgeon, ML. Linne and Ringsrud's Basic Techniques in Clinical Laboratory Science, 5 th ed. Mosby, 2006. Orientation to the Professions of Medicine/Medical Technology Lessons and required reading posted on BlackBoard			

Course Objectives and/or Plan of Work:

(Provide a clear indication of how the course objectives align with the matched OAN's learning outcomes. This will facilitate the faculty panel course review process.)

1. Discuss the different careers available in the profession of medical technology.
2. Explain the differences between the terms licensure, certification, registration and accreditation.
3. Describe the different governing groups and agencies involved in the profession of medical technology.
4. Identify the organizations associated with the following initials and describe what they are:
 - a. ASCLS
 - b. ASCP
 - c. MT/CLS
 - d. MLT/CLT
 - e. NCA
 - f. NAACLS
 - g. JCAHO
 - h. CAP
 - i. CLIA
5. Identify the major routine tests performed in the following sections of the clinical lab.
 - a. Blood Bank
 - b. Chemistry
 - c. Hematology
 - d. Immunology
 - e. Microbiology
 - f. Urinalysis
6. Define the term "universal (standard) precautions". Identify the two primary bloodborne pathogens they are meant to prevent.
7. Create a clinical laboratory safety checklist that identify key elements in the four categories below:
 - a. Biohazards
 - b. Firehazards
 - c. Electrical hazards
 - d. Chemical hazards
8. Describe the proper procedure for performing a venipuncture.
9. List the common anticoagulants used in collecting blood for laboratory testing.
10. Cite the appropriate order of draw when additive tubes are used.
11. Successfully perform a phlebotomy on an anatomical correct prosthetic arm.
12. Perform a successful venipuncture.
13. Describe the proper procedure for obtaining quality specimens for the lab (venous, arterial and capillary).
14. Describe the proper procedures for processing whole blood specimens when serum or plasma is needed including general storage requirements.
15. Compare and contrast a standard and control as used in laboratory testing.
16. Discuss the importance of quality assurance in a clinical laboratory setting.
17. State the reason why controls must be used in laboratory testing.
18. Define the terms "precision" and "accuracy".

19. Write the formula for computing the coefficient of variation (CV) and calculate CV when given mean and standard deviation.
20. Identify the major components of a Code of Medical Ethics and apply it to selected situations in Clinical Laboratory Science.
21. Demonstrate the ability to use basic clinical laboratory equipment and instrumentation used in this course.

Description of Assessment and/or Evaluation of Student Learning (The assessment plan needs to be appropriate for the expected rigor of the course) :

The performance of each student will be evaluated based on:

BlackBoard Exams and/or assessments, laboratory reports, written assignments from clinical site visit and research article. The final grade will be based upon the following criteria:

All labs have a page of homework questions to answer which will either be in a written format or BlackBoard assessment. These will be answered completely and submitted by 5:00 pm the day BEFORE the next lab. They will be graded by the end of the week and should be used as a study guide for your exams.

Research Article Review and Report: This consists of a 2-3 page typed review in your own words of a technical article from a clinical journal, medical research article, or internet search. The instructor will discuss this with you as the semester progresses. The student may choose his/her own journal article subject to the instructor's approval.

Summary of hospital tour. A summation of the facility that the student has toured along with an evaluation of the lab .

Grades are determined as follows:

- | | | |
|----|--|-----|
| 1. | Lab Results and Homework Questions: | 40% |
| | Note: The labs cannot be made up so don't miss any | |
| 2. | Review Articles: | 10% |
| 3. | Summary of Hospital Tour: | 10% |
| 4. | Midterm Exam: | 20% |
| 5. | Final Exam: | 20% |

Grading Scale: A=100-90 B= 89-80 C= 79-70 D= 69-60 F= <60

Master Syllabi and Working Syllabi (if both are used):

Course No. MEDT 201
Orientation to the Professions of Medicine/Medical Technology
Spring, 2009

Catalog Description: MEDT 201. *Orientation to the Professions of Medicine/Medical Technology (2).* Spring. Professional aspects of medical technology, medicine, and the allied health fields; introduction to laboratory procedures, topics concerning direct and indirect patient care, tour of hospital lab facilities, and review of current clinical practice issues. Time: one-hour lecture and two-hour laboratory/discussion session per week.

Instructor: Catherine Shaffner, MT(ASCP)SH, CLS(NCA)

Time/Room: **Tuesday Section:** **T 8:30a-11:20a** **Room: 513 Life Science Bldg**
Wednesday Section: **W 8:30a-11:20a** **Room: 513 Life Science Bldg**

Learning Formats: Lecture and Laboratory Sessions with Discussion

Office: 504 Life Science
Office Hours W 10:30am- 11:45am or by appointment

Phone: 419-372-6193
E-mail: cmshaff@bgsu.edu

Required Text: Turgeon, ML. Linne and Ringsrud's Basic Techniques in Clinical Laboratory Science, 5th ed. Mosby, 2006
Orientation to the Professions of Medicine/Medical Technology
Lessons and Required Reading posted on BlackBoard

Recommended / Supplemental Text: NA

Professionalism: Professionalism is required at all times in this course as evidenced by meeting the following attitudinal objectives:

- 1.) Choose to be punctual and prepared for classes.
- 2.) Conserve reagents and supplies by using them wisely.
- 3.) Act respectfully when interacting with faculty and other students.
- 4.) Demonstrate safe and accountable behaviors in the laboratory.
- 5.) Follow written and oral instructions.
- 6.) Respond positively to constructive criticism.
- 7.) Organize so that tasks can be performed concurrently.
- 8.) Promote the discipline by explaining its value to others.
- 9.) Interact respectfully with peers and instructors.
- 10.) Participate enthusiastically in class discussions and activities.

Program Goals: Develop entry-level competency in the field of Clinical Laboratory Science. This requires demonstrating the following learning outcomes:

- 1) Perform routine and complex laboratory procedures accurately and precisely.
- 2.) Describe the methods used in routine laboratory procedures, correlate laboratory results to their clinical significance, and make appropriate recommendations for further testing.

- 3.) Perform quality control and assurance procedures and evaluate the results to recognize errors and document/implement corrective actions.
- 4.) Observe safe laboratory practices at all times and recognize potential laboratory hazards.
- 5.) Use appropriate formulas, statistics, and algorithms to calculate results, evaluate methods and instrument performance.
- 6.) Recognize and take appropriate action to correct pre analytical, analytical, and post analytical errors.
- 7.) Compare and contrast common analytical methods including their sensitivity, specificity, and sources of error.

Course Competencies: At least 70% of the course objectives must be satisfied as evidenced by a minimum score of 70% on each exam. Competency is the level of performance expected of a career entry practitioner. Each procedure requires a set of skills that must be performed correctly in order to produce an accurate result. Test results and controls that are within acceptable limits are evidence that competency has been achieved. When results are unacceptable, each task will be evaluated to identify any that are being done incorrectly, and these must be corrected by remediation. Should a task not be performed successfully after this remediation process, the student will not receive a passing grade for the course.

- Course Objectives:**
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 4. Identify the organizations associated with the following initials and describe what they are:

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19. Write the formula for computing the coefficient of variation (CV) and calculate CV when given mean and standard deviation.
20. Identify the major components of a Code of Medical Ethics and apply it to selected situations in Clinical Laboratory Science.
21. Demonstrate the ability to use basic clinical laboratory equipment and instrumentation used in this course.

Attendance Policy: Attendance is mandatory. Your final grade will be reduced by 5% for each unexcused absence. Lateness to class on more than 2 occasions will reduce your course grade by 2% for each subsequent occurrence. An excused absence is defined as one of the following: 1) illness with a doctor's excuse. 2) death in the immediate family. 3) military duty. 4) religious observances at the dean's discretion.

Makeup Policy for Absenteeism: Students will not be allowed to make up an unexcused absence. Students WILL be permitted to make up an excused absence by supplemental assignment(s). Students WILL NOT be permitted to make up any missed lab. Missed exams for unexcused absences count as zero. Make-up exams will be given for excused absences.

Evaluation Instruments: The performance of each student will be evaluated based on: BlackBoard Exams and/or assessments, laboratory reports, written assignments from the clinical site visit and research article.

Grading: The final grade will be based upon the following criteria:

All labs have a page of homework questions to answer which will either be in a written format or BlackBoard assessment. These will be answered completely and submitted by 5:00 pm the day BEFORE the next lab. They will be graded by the end of the week and should be used as a study guide for your exams.

Research Article Review and Report: This consists of a 2-3 page typed review in your own words of a technical article from a clinical journal, medical research article, or internet search. The instructor will discuss this with you as the semester progresses. The student may choose his/her own journal article subject to the instructor's approval.

Summary of hospital tour. A summation of the facility that the student has toured along with an evaluation of the lab .

Grades are determined as follows:

- | | | |
|----|--|-----|
| 1. | Lab Results and Homework Questions: | 40% |
| | Note: The labs cannot be made up so don't miss any | |
| 2. | Review Articles: | 10% |
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| 5. | Final Exam: | 20% |

Grading Scale: A=100-90 B= 89-80 C= 79-70 D= 69-60 F= <60

Passing Criteria:

A score of 70% is REQUIRED to pass this course. A score of 70% is REQUIRED on the first attempt of each exam. If a student does not achieve a passing score on an exam, remediation will be required, based on the course instructor's discretion. If a satisfactory score is still not achieved, the student will be required to make up the course, or a portion of the course, as an independent study if he/she is a MEDT major.

Academic Honesty:

Students are expected to follow the Code of Academic Conduct (the Academic Honesty Policy) in the BGSU Student Handbook at all times. All written phrases and/or ideas taken from others must be cited appropriately. All work done in this class is expected to be your own. You should not compare your laboratory results with those of other students. Unless directed otherwise, even when working in groups, each student must analyze their own samples. The minimum penalty for noncompliance is zero credit for the assignment.

Assignments:

Late Assignments are subject to escalating penalties:

First time an assignment is late, the assignment grade is reduced ½ percent / grade per day late. Second time an assignment is late, the assignment grade is reduced 1 full percent / grade per day late, etc. Assignments are NOT accepted after the FRIDAY past the due date. Assignments not submitted are counted as zero.

Students with Disabilities:

In the event that you need special accommodations for test-taking or note-taking please respond to the office below. Special accommodations will be made only by direct interaction with this office.

Disability Services for Students
413 South Hall

The goal of the Disability Services for Students Office is to help provide equal access and reasonable accommodations to BGSU students with disabilities. Students wishing to discuss their eligibility for such accommodations are encouraged to contact the office.

Phone: 419-372-8495

Fax: 419-372-8496

MEDT 201 Orientation to the Professions of Medicine/Medical Technology Class Schedule

- Week 1: "Medical Technology", "Clinical Laboratory Science", "Laboratory Medicine", "Clinical Pathology", "CLIA" and on and on and on. What do they mean?
- Week 2: Holy Smoke - You Can't Do That In The Lab. Safety in the Clinical Lab and the "Rules of Engagement"
- Week 3: Finger Sticks: You've had it done to you -- now let's do it to someone else - Point of Care Testing Devices - Whole blood glucose monitoring
- Week 4: Steady As You Go!!!! Can You Hit The Precision Bull's Eye? Let's find out how well you can pipet?
- Week 5: What!!! More pipetting and Now The Math Too !!!! Cereal (oops!!!) Serial Dilutions.
- Week 6: Now that you are over the fingerstick, let's graduate to venipuncture. Standard Precautions all over again, artificial veins, and all those color codes.
- Week 7: Same Thing All Over Again – For Real This Time (and let's get those cells off while your at it).
- Week 8: They are very small and hard to find, but can sure cause a ruckus -- BUGS !!!!
- Week 9: The art of NOISE! No way, We're making (blood) Films !!! One Fish, Two Fish, Red Fish, Blue Fish – Oh Silly Me – Let's try that again – Red Cell, White Cell What Do You Do

Lets "TEST YOUR KNOWLEDGE" RESEARCH ARTICLE and MIDTERM EXAM DUE

Week 10: What's your (blood) type? Immunohematology

Week 11: Those pregnancy tests you see advertised on TV -- How do they work? And How To Detect the Dreaded "KISSING DISEASE"

Week 12: How Sweet It Is !!!! Plasma Glucose Determination

Week 13: What's a dipstick? Analysis of Body Fluids

Week 14: Let's talk HIPPA! (Medical ethics in the laboratory)

Week 15: Hospital Tours

Week 16: Final Exams

Additional Documentation:

OBR Use

Approved-Effective Date	
Pending (i.e. Additional Information Requested)	
Disapproved	
Today's Date	

Course Material Submission Form

Instructions and notes

1. Submit completed forms to atpanels@regents.state.oh.us.
2. Use this form to define course matches and to submit new or revised course materials for faculty panel review. Please do not submit a form for multiple OANs or Courses.
3. For course renumbering and credit hour revision, remember to withdraw the old match.
4. For course renumbering and credit hour revision, you may want to include information about how the new numbers relate to the old in the Institutional Notes to the Faculty Panel.
5. Click check boxes to check the item. Text fields will expand as you enter information. Press tab to move forward through form. Press Shift-tab to move backward. Note that these tables are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form. It is possible to paste tables as nested tables. Use the Edit Menu "Paste as Nested Tables" selection.
6. Once you are done entering your information, save the data file. Under the File menu, choose "Save as" and then enter the name (no spaces!) of the file using the following naming conventions:
 - a. For course material submissions: **Institution-OAN-Course Number-Sequence-Version. Institution** is the 4 character HEI institution designation. **OAN** is the Ohio Articulation Number whose match is being defined or revised. **Course Number** is the **transcript** course number. **Sequence** is an indication of which course of a multi-course match is addressed in this form. The sequence is of the form (n of m) for an m-course match. For example, 1 of 1 for a single course match or 1 of 2 and 2 of 2 for a 2 course match. **Version** is a number indicating the revision number of this submission. Start with "Ver1" for the first time submission and include the "Ver".

Example:

If you are submitting course materials for Rhodes Community College MATH110 for OMT005 the name of the file would be LMTC-OMT005-MATH110-(1 of 1)-Ver1.

If you are submitting course materials for Rhodes Community College MATH111 and MATH112 for OMT006 the name of the files would be LMTC-OMT006-MATH111-(1 of 2)-Ver1 and LMTC-OMT006-MATH112-(2 of 2)-Ver1.

7. Course materials must be submitted according to timelines below:

Considering the submissions of **new** courses for TAG matches, our goal is to work toward a timeline as follows:

Submit Course Material:	Start of Term 1
Faculty Panels Review Submitted Courses:	During Term 1
Approved course is effective:	Start of Term 2
Approved course is matched for transcript processing:	Term 3

A new match will have to be approved according to the timeframes below:

Course Approval Sample Timelines

Quarter Institutions

	Summer	Autumn	Winter	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1	By 3/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 2/28	By 5/31

Semester Institutions

	Summer	Autumn	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 5/31

- If you want to submit supplementary supporting documentation, you may do that. Simply send the file along with this form and name the supplementary file **Institution-OAN-Course Number-Supplement. Institution, OAN, and Course Number** are as described in Number 6 above. Include the word **"Supplement"**. Just be sure to reference the supplement from the appropriate spot in this document.
- Remember that all institutions are required to have at least one course match for each OAN in all TAGs for which they have corresponding programs.
- This form should be used for all submissions or resubmissions starting immediately.
- If you encounter problems or have questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us
 Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us
 Candice Grant (614) 644-0642 cgrant@regents.state.oh.us