

ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

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| Proposal # 15-28 | Title: Phlebotomy Course "Fast Track" Completion |
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page -- <http://www.msun.edu/admin/provost/senate/proposals.htm>

Documentation and forms for the curriculum process is also available on the web page:
<http://www.msun.edu/admin/provost/forms.htm>

***** (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.

| | Date | Action Taken | Signature | Date | Comments/Reason for Disapproval | Sent to | Date | Transmittal E-mail sent |
|---|---------|--|-----------------|--------|---------------------------------|---------------------|--------|--------------------------|
| *Abstract received by Senate Secretary | | Copy to Senate President. Forward to Provost. | | | | | | |
| *Provost | | <input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved | | | | | | |
| Received by Senate Secretary | 12/1/15 | Tracking form initiated | <i>DBredley</i> | | Forwarded to <i>Ed Com.</i> | <i>Gary Surratt</i> | 2/1/16 | <i>handed personally</i> |
| General Education Committee (if applicable) | 2/1/16 | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>NA</i> | 2/1/16 | Does not apply to Gen. Ed. | | 2/1/16 | |
| Curriculum Committee (if applicable) | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Academic Senate | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Full Faculty (if necessary) | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Provost | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Chancellor | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| MSU | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| BOR | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| NWCCU | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Provost | | Advise originating college and Academic Senate of status. Update Web page. | | | | | | |
| Registrar | | Catalog/Policy Manual Update | | | | | | |

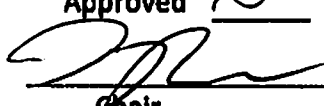
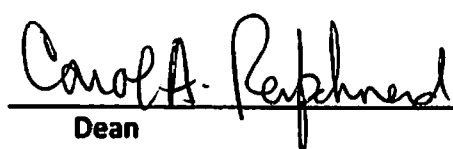
NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward. ***Abstract and pre-approval required for new programs ONLY.**

CEASN PROPOSAL TRACKING SHEET

(Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

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| Proposal Number: 2015-2016 # 19 | Title: Phlebotomy Course "Fast Track" Completion |
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| | Date | | | |
|--|----------|---|--------------------------------------|--|
| Received by CEASN Administrative Assistant | 11.16.15 | | | |
| Forwarded to CEASN College Meeting | 12.1.15 | Approved <input checked="" type="checkbox"/> | Disapproved <input type="checkbox"/> | |
| | |  Chair | 12/1/15 Date | |
| | | Signature | | |
| Returned to CEASN Administrative Assistant | 12/1/15 | | | |
| Forwarded to Dean for Signatures | 12/1/15 |  Dean | 12-1-15 Date | |
| | | Signature | | |
| Returned to CEASN Administrative Assistant | 12/1/15 | | | |
| Forwarded to Professional Education Unit | N/A | Approved <input type="checkbox"/> | Disapproved <input type="checkbox"/> | |
| | | Signature | Date | |
| Returned to CEASN Administrative Assistant | 12/1/15 | | | |
| Forwarded to ACAD Senate | 1/9/16 | | | |

COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College CEASN Program Area: Health Science Phlebotomy Course completion
Date 11/17/15

Submitter: *Alyssa Williams* Signature
Dean: *J. Hare* Signature (indicates "college" level approval)
Date: 11/17/15

Please provide a brief explanation & rationale for the proposed revision(s):

Phlebotomy was identified by the U.S. Bureau of Labor Statistics¹ as an occupation expected to grow by 27% from 2012-2022. This proposal is a new educational offering in healthcare at MSU-Northern. Phlebotomy Fundamentals with Lab embraces the first part of a two-course sequence to meet national standards for instruction. This course begins a pathway leading to multiple avenues of education and employment in health care. Course planning focuses on explicit essential learning with enhanced face-to-face teaching. This starter course offers flexibility and transferability to employment anywhere blood is drawn including, hospitals, medical and diagnostic laboratories, blood donor centers, and doctor's offices. It certifies to the employer that MSU-Northern students are competent in entry laboratory skills.

Please provide the following information

College: **CEASN**

Program Area: **Health Science Phlebotomy Course Completion**

Date: **11/17/15**

Course Prefix & No.: **HS 1XX**

Course Title: **Phlebotomy Fundamentals with Lab**
Credits: **3 credits (2 Lecture, 1 Lab)**

Required by: **Health Science Phlebotomy Course completion**

Selective in: **Health Science**

Elective in:

General Education: **No**

Lecture: **2 credits**

Lecture/Lab: **1 credit**

Gradable Lab: **Yes**

Contact hours lecture: **30**

Contact hours lab: **15**

Current Catalog Description (include all prerequisites):

None- new course

¹ Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Phlebotomists, on the Internet at <http://www.bls.gov/oooh/healthcare/phlebotomists.htm> (visited October 23, 2015).

Proposed or New Catalog Description (include all prerequisites):

This theory and lab course is designed to introduce students to fundamental lab principles. Clinical skills are developed in the performance of blood collection methods using standard precautions and proper techniques in venipuncture, specimen collection and analysis. Combination teaching methods using enhanced face-to-face and online instruction of 30 hours with 15 hands-on lab simulation hours prepares the student for clinical experience in HS 2XX, Phlebotomy Internship.

Prerequisites: Successful completion of the admissions process

Course Outcome Objectives:

Upon completion of the MSU-Northern Phlebotomy Fundamentals with Lab, a phlebotomy student will prove competent in, but not limited to:

- **Recognition of basic medical terminology as it relates to basic clinical laboratory tests and procedures;**
- **Identification of basic anatomy and physiology of the circulatory system as it relates to clinical pathology;**
- **Demonstration of safe handling of specimen collection, transporting, handling and processing overall within the lab and simulation setting;**
- **Assimilation of practices regarding quality assurance, recognition, adherence, and self-improvement in a clinical practice and simulation setting, as it relates to safety policies, infection control, risk factors and complications of specimen collection, monitoring, and reporting.**
- **Demonstration of professional conduct, interpersonal and communication skills with peers, all members of the education team, university staff and the public**
- **Demonstration of understanding regarding legal implications and privacy issues related to the healthcare work environment**
- **Performance of basic skills in the use of electronic health medical record**

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CEASN Program Area: Health Science Phlebotomy Course completion
Date 11/17/15

Submitter  Dean  Date 11/17/15
Signature Signature (Indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Phlebotomy was identified by the U.S. Bureau of Labor Statistics¹ as an occupation expected to grow by 27% from 2012-2022. This proposal is a new educational offering in healthcare at MSU-Northern. This course [and pre-requisites HS 1XX] completes requirements for a postsecondary non-degree award and provides the preparation to test for national certification. Course planning focuses on internship time in the clinical setting learning the primary responsibilities of a phlebotomist including; venipuncture, skin puncture, specimen processing, and patient registration.

Course completion certifies to the employer that MSU-Northern students are competent in entry level laboratory and phlebotomy skills. This phlebotomy course embraces the national standards providing hands-on experiences to achieve 100 clinical hours in accredited facilities under the mentorship of practicing laboratory professionals.

Please provide the following information

College: CEASN

Program Area: Health Science Phlebotomy Course Completion

Date: 11/ /15

Course Prefix & No.: HS 2XX

Course Title: Phlebotomy Internship

Credits: 3 credits

Required by: Health Science Phlebotomy Course completion

Selective in: Health Science

Elective in:

General Education: No

Lecture:

Lecture/Lab: 3 credit

Gradable Lab: Yes

Contact hours lecture:

Contact hours lab: 100

¹ Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Phlebotomists, on the internet at <http://www.bls.gov/oph/healthcare/phlebotomists.htm> (visited October 23, 2015).

**Current Catalog Description (include all prerequisites):
HS 1XX Phlebotomy Fundamentals & Lab**

Proposed or New Catalog Description (include all prerequisites):

This lab course is designed to introduce students to lab practices in the clinical setting. Clinical skills in venipuncture, specimen collection and analysis will be performed during this 100 hour hands on experience. Phlebotomy is unique, but essential to provide safe, quality, patient-centered care related to clinical laboratory science.

Upon completion of the MSU-Northern Phlebotomy Internship, a phlebotomy student will prove competent to perform duties in clinical laboratory settings required for phlebotomy technicians in healthcare, but not limited to:

- **Campus Certificate of Completion, Phlebotomy, Fast Track:**

Students successfully completing these courses, HS 1XX Phlebotomy Fundamentals & Lab and HS 2XX (Clinical Internship), will be eligible to sit for the ASCP (American Society for Clinical Pathology) PBT (Phlebotomy Technician) certification examination. These fast track courses can be completed in one semester. This is an entry level course and awards basic academic credits and a fast track phlebotomy certificate only.

- **Campus Certificate of Completion, Phlebotomy (2 semesters):**

Students successfully completing these courses, HS 1XX Phlebotomy Fundamentals & Lab and HS 2XX (Clinical Internship), will be eligible to sit for the ASCP (American Society for Clinical Pathology) PBT (Phlebotomy Technician) certification examination. This course can be completed in two semesters. It is recommended for those requiring financial aid, Certificate of Completion-Phlebotomy, EMS, Laboratory Science, or Nursing pathway toward an Associate Degree.

Prerequisites: HS 1XX Phlebotomy Fundamentals & Lab

Course Outcome Objectives:

Upon completion of the MSU-Northern Phlebotomy Internship, a phlebotomy student will prove competent to perform duties in clinical laboratory settings required for phlebotomy technicians in healthcare, but not limited to:

- Applies understanding of medical terminology as it relates to basic clinical laboratory tests and procedures;
- Applies understanding of basic anatomy and physiology of the circulatory system as it relates to clinical pathology;
- Applies safe handling of specimen collection, transporting, handling and processing overall within the lab clinical setting;
- Demonstrates quality assurance, recognition, adherence, and self-improvement in a clinical lab setting, as it relates to safety policies, infection control, risk factors and complications of specimen collection, monitoring, and reporting.
- Demonstrates professional conduct, interpersonal and communication skills with peers, all members of the education team, university staff and the public
- Exhibits an understanding of the legal implications and privacy issues related to the healthcare work environment
- Demonstrates and performs basic skills in the use of electronic health medical record