Course Specifications

Course Title:	**Laboratory Management and Quality Control**
Course Code:	**373423-2**
Program:	**Bachelor's in Clinical Laboratory Sciences (Level-7)**
Department:	**Clinical Laboratory Sciences**
College:	**Applied Medical Sciences**
Institution:	**Taif University**

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A. Course Identification

1. Credit hours: 2 hours
2. Course type **a.** University ☐ College ☐ Department ☑ Others ☐ **b.** Required ☑ Elective ☐
3. Level/year at which this course is offered: Level 8 / Fourth Year
4. Pre-requisites for this course (if any)**: None**
5. Co-requisites for this course (if any)**: None**

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	2 hours /week= 30 hours/semester	100%
2	**Blended**	None	0%
3	**E-learning**	None	0%
4	**Correspondence**	None	0%
5	**Other**	None	0%

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	**Lecture**	30
2	**Laboratory/Studio**	None
3	**Tutorial**	None
4	**Others** (specify)	None
	Total	30
Other Learning Hours*		
1	**Study**	33
2	**Assignments**	3
3	**Library**	None
4	**Projects/Research Essays/Theses**	None
5	**Others**(specify)	None
	Total	**33**

***The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description

This course will enable students to understand the significance of communication skills, types and channels of communication in professional life and while dealing with local community.

2. Course Main Objective

Upon completing this course, the students can follow laboratory safety rules, recognize hazardous situations and be able to carry out laboratory procedures correctly. Furthermore, it will be possible for the students to communicate and record data correctly.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge:**	
	None	
2	**Skills:**	
2.1	Evaluate the significance of different components of laboratory testing procedure.	S1
2.2	Explain the total quality management process in an appropriate manner.	S3
3	**Competence:**	
3.1	Illustrate ethical behaviour and patient-centred attitude in health care setting.	C2
3.2	Demonstrate excellent management skills in appropriate utilization of time and resources.	C3
3.3	Employ leadership, critical thinking and problem solving skills in attaining research excellence for advancement of future career prospects.	C4

C. Course Content

No	List of Topics	Contact Hours
1	An Introduction to Laboratory Management, Management theories, Management functions	2
2	Material management/ Planning process	2
3	Organization and Components of the laboratory	2
4	The general plan of administrative organization of diagnostic & reference laboratories.	2
5	Staffing of the laboratory	2
6	Safety procedures in laboratories	2
7	Procedures of equipment selection, operation & maintenance	2
8	Specimen collection, transportation, preservation & storage.	2
9	Problem-solving: Decision making, and the Information system.	2
10	Quality Management System (Pro-analytical, Analytical, Post-analytical)	2

11	Total quality management and its tools, Concept, Component and Dimension of quality	4
12	Quality Control and Quality assurance	2
13	Quality Improvement, Quality standards and criteria.	2
14	Quality Of Care Evaluation & Accreditation.	2
	TOTAL	**30**

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
2.0	**Skills**		
2.1	Evaluate the significance of different components of laboratory testing procedure.	- Lectures	- Exams - Assignments
2.2	Explain the total quality management process in an appropriate manner.	- Lectures	- Exams
3.0	**Competence**		
3.1	Illustrate ethical behaviour and patient-centred attitude in health care setting.	- Lectures - Student learning activities (Research)	- Exams - Assessment of scientific activities
3.2	Demonstrate excellent management skills in appropriate utilization of time and resources.	- Lectures - Group discussion	- Exams - Assessment of scientific activities
3.3	Employ leadership, critical thinking and problem solving skills in attaining research excellence for advancement of future career prospects.	- Problem-based learning - Student learning activities (Research)	- Exams

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Mid-Term Exam	8th Week	30%
2	Activity	Throughout the semester	10%
3	Final Exam	17th/18th Week	60%
	Total		**100%**

***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

- Course instructors are available for individual consultation in their free time. They are usually full-time permanent members present on-campus from 8:00 am to 2:30 pm on all working days. Appointments can be made in person with the instructor through email etc. Days and time availability of each instructor are posted on their doors. Course instructors provide a range of academic and course management advice including course planning and its progression.

- Each student at the department of Clinical Laboratory Sciences has an academic adviser who is available for individual consultation and guidance. Appointments can be made in person with the instructor through email etc. Days and time availability of each adviser are posted on their doors. The academic adviser can provide support with time management, exam preparation, clarification of subject requirements, feedback on performance and dealing with personal issues as well.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	• Clinical Laboratory Management: Lynne Shore Garcia, editor (2004). • Handbook of Laboratory Health and safety, 2nd Edition (1995). • Fundamentals of Management, James H. Donnelly, James L. Gibson, John M. Ivancevich - 10th ed. (1998). • Textbook of Clinical Laboratory Supervision, Kathleen Becan-McBride (1982). • The Practice of Supervision and Management, International Student ed., (1979).
Essential References Materials	None

Electronic Materials	None
Other Learning Materials	None

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms
Technology Resources (AV, data show, Smart Board, software, etc.)	Data show, Blackboard and A/V
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student's feedback on effectiveness of teaching and quality of courses.	Students	Indirect: Questionnaire Survey at the end of each semester.
Alignment map of course ILOs with that of program ILOs.	Development and accreditation committee	Direct: Student's Performance.
Availability of learning resources, facilities and equipments related to each course.	Students and faculty	Indirect: Questionnaire Survey at the end of each semester.
Evaluation of teaching	Peer evaluators	Direct: Peer evaluation
Standard of student achievement	Examination Committee	Direct: Students grades
Periodical review of course effectiveness and planning for its improvement.	Teaching staff/ Development and accreditation committee	Indirect: Review by Department Committee

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes,Quality oflearning resources, etc.)
Evaluators (Students,Faculty, Program Leaders,Peer Reviewer, Others (specify)
Assessment Methods(Direct, Indirect)

H. Specification Approval Data

Council / Committee	Department Meeting
Reference No.	Meeting No.10
Date	10-9-1440