

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

Proposal # 15-32	Title: Phlebotomy Course "Fast Track" Completion Certificate
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

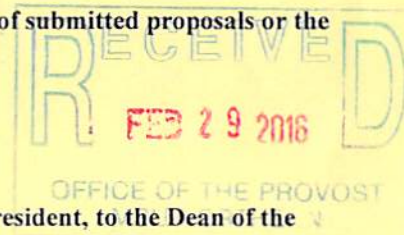
All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.

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.**



See back for tracking form

	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	DB Bradley		Forward to Edcom.	Gary Suddell	2/1/16	handed personally
General Education Committee (if applicable)	2/1/16	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved NA	Darryl L. Jackson	2/1/16	Does not apply to Gen. Ed.	Senate Sec	2/1/16	interoffice to Byron
Curriculum Committee (if applicable)	2-4-16	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	BCG	2-4-16	Change Name to Fast Track "Cert."	Senate Sec	2/6/16	handed to Korman
Academic Senate	2-9-16	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Home Robert			Senate Sec	2/11/16	interoffice to Provost
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Wm. J. Ruff	3-15-16				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Gregory D. Kugel	3-17-2016				
MSU		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		May 2016				
BOR		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		May 2016				
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.**
Academic Senate Form 1 (Revised 3/21/2012)

May 19-20, 2016

171-2808-R0516

ITEM

Request for authorization to offer Phlebotomy "fast track" program

THAT

The Montana Board of Regents grant Montana State University Northern Nursing to implement a Phlebotomy "fast track" program to our students.

EXPLANATION

A new program offering in health science which addresses knowledge and skills necessary for employment in the area of phlebotomy. Completion of the "fast track" program provides the ability to take the national certification exam. This course offers the option to complete only the courses needed to achieve national certification.

ATTACHMENTS

Academic Proposal Form

**Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM**

ITEM 171-2808-R0516Meeting Date May 19-20 2016Institution: MSU NorthernCIP Code: 51.1009Program/Center/Institute Title: Phlebotomy Course "fast track"Includes (please specify below): Online Offering Options

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:****Campus Approvals**

1a. Placing a program into moratorium (Program Termination and Moratorium Form)

1b. Withdrawing a program from moratorium

2. Adding, re-titling, terminating or revising a campus Certificate of 29 credits or less

3. Adding a BAS/AA/AS Area of Study

4. Offering an existing program via distance or online delivery

OCHE Approvals

5. Re-titling an existing postsecondary educational program

6. Terminating an existing postsecondary educational program (Program Termination and Moratorium Form)

7. Consolidating existing postsecondary educational programs (Curriculum Proposal Form)

8. Adding a new minor where there is a major or an option in a major (Curriculum Proposal Form)

9. Revising a program (Curriculum Proposal Form)

10. Adding a temporary Certificate or AAS Degree Program Approval limited to 2 years

**Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM**

B. Level II:

1. Establishing a new postsecondary educational program (Curriculum Proposal and Completed Intent to Plan Form)
2. Exceeding the 120 credit maximum for baccalaureate degrees *Exception to policy 301.11*
4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit

Specify Request:

Completion of this "fast track" program provides the ability to take the national certification exam. This course offers the option to complete only the courses needed to achieve national certification. Upon completion of the "fast track", the student will be awarded 6 health science credits and a campus certificate of completion. This track alone, is not enough credits to be eligible for financial aid. These credits are applicable to degree plans in health sciences and nursing.

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.

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 Disapproved


Chair

12/1/15
Date

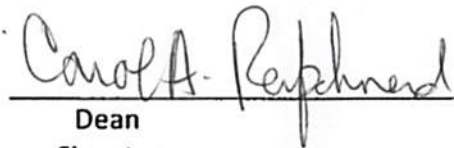
Signature

Returned to CEASN Administrative Assistant

12/1/15

Forwarded to Dean for Signatures

12/1/15


Dean

12-1-15

Signature

Returned to CEASN Administrative Assistant

12/1/15

Forwarded to Professional Education Unit

N/A

Approved Disapproved

Signature

Date

Returned to CEASN Administrative Assistant

12/1/15

Forwarded to ACAD Senate

1/9/16

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: *Adrian Williams* Dean *J. Starr* 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. 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/ooh/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 Date 11/17/15

Submitter [Signature] Signature Dean [Signature] 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. 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: 11/17/15

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

Current Catalog Description (include all prerequisites):

HS 1XX Phlebotomy Fundamentals & Lab

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/ooh/healthcare/phlebotomists.htm> (visited October 23, 2015).

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.

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

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Faculty and/or course instructor with background in healthcare. Lecture style class which could be face-to-face, enhanced face-to-face, or online. Learning Resources would be made available through the bookstore and on D2L.

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College MSU - NORTHERN Program Area Emergency Medical Service (EMS) Date 9-17-15

Submitter Andy Williams Dean Stacy Carol A. Kephner Date 09/18/2015
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
This is a new course not found under the ECP state course list. This course is required to meet the goals of the TAACCCT4 Grant.

Please provide the following information:

College: MSU - Northern

Program Area: EMS Program

Date: 9/18/15

Course Prefix & No.: ECP 1xx

Course Title: Basic Life Support for Health Care Providers

Credits: 1

Required by: Nursing and EMT, AEMT, Paramedic

Selective in:

Elective in:

General Education:

Lecture:

Lecture/Lab: 1 credit (15 contact hours)

Gradable Lab: yes

Contact hours lecture: 3 contact

Contact hours lab: 12 contact

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

The BLS Healthcare Provider Course teaches the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-valve-mask device, and oxygen), use of an AED, and relief of a Foreign Body Airway Obstruction. The course is designed for healthcare providers who care for patients in a wide variety of settings, both in and out of hospital.

Course Outcome Objectives:

1. Demonstrate on an adult manikin the current sequences and techniques for CPR
2. Demonstrate on a child manikin the current sequences and techniques for CPR
3. Demonstrate on an infant manikin the current sequences and techniques for CPR
4. Demonstrate on an adult manikin the appropriate usage of a barrier device and BVM
5. Understand the signs and symptoms of heart attack and stroke
6. Use of an Automated Defibrillator
7. Relief of foreign body airway obstruction for adult, child, and infant victims

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Adult and infant manikins, student manuals, barrier devices, BVMs, AHA DVD, Instructor book. All of these items have been funded through the TAACCCT4 grant.

Revised: 11/24/15 T-4