

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.04.02.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 2/14, 3/15, 5/17, 12/17, 1/18, 5/23
REVIEW DATE: 2/7, 1/8, 1/9, 2/10, 2/11, 1/12, 2/13, 3/16, 5/18, 3/19, 4/20, 4/21, 5/24

SUBJECT: LECTURE INSTRUCTOR RESPONSIBILITIES

JOB SUMMARY:

Delivers instruction, performs evaluation of course material, and contributes to overall function of the School of Medical Laboratory Science.

POSITION RESPONSIBILITIES:

1. Develops syllabi, learning objectives, and plans related learning experiences.
2. Reviews and updates course material to reflect new content in theory and current laboratory practices.
3. Documents additions, deletions, or changes of curriculum using the Curriculum Review Form.
4. Prepares course syllabus, outline, lectures, audiovisual materials, and supplementary handouts.
5. Delivers instruction by lecture or other appropriate learning methods.
6. Selects appropriate evaluation methods for testing.
7. Provides academic counseling to assist students in maximizing their education.
8. Determines final grade for the class.
9. Assists program officials in the development of curriculum and the formulating and implementing of program policies and procedures.
10. Participates in continuing education activities that contribute to knowledge, skills, and educational methodologies.
11. Works with program officials to meet goals and objectives of the program.
12. Evaluates program effectiveness.
13. Utilizes available program resources.
14. Maintains a positive and caring atmosphere in which students can learn.
15. Attends faculty meetings.

EDUCATION:

Medical Laboratory Scientist/Equivalent

Baccalaureate degree in medical laboratory science or in a related biological/chemical science from an accredited college or university and current certification by the American Society of Clinical Pathology (ASCP) or an equivalent nationally recognized certifying agency.

EXPERIENCE:

One year of clinical experience in or related to the section.

SKILLS:

Demonstrates ability to work well with others, effective communication skills, leadership qualities, the ability to impart knowledge and teach skills that will enable the student to achieve entry-level competency as a medical technologist graduate.

PROFESSIONAL DEVELOPMENT:

1. Faculty members are required to maintain a high level of competency in area of instruction through the use of ongoing professional development activities.
2. It is recommended that main faculty members obtain 36 hours of continuing education every three years in laboratory or patient safety (i.e., quality control, quality assurance), blood banking, chemistry, hematology, microbiology, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest. The majority of continuing education hours should be in the laboratory area of instruction.
3. Professional development activities include, but are not limited to:
 - Continuing education courses from programs and societies such as Accreditation Council for Continuing Medical Education (ACCME), American Society for Clinical Pathology (ASCP), and American Society of Clinical Laboratory Science (ASCLS)–PACE programs
 - Employer-offered courses (in-service, instrument training, vendor-sponsored, etc.)
 - Lab related college/university coursework
 - Teleconferences, subscription, or online self-instructional courses
 - Completion of advanced BOC certification:
 1. Specialist/diplomate certification
 2. Categorical or higher level certification
4. Professional development hours do not include lecture time or faculty meetings.
5. Professional development activities are to be reported to the program director on an annual basis.

PROGRAM DIRECTOR: _____ DATE: _____

INSTRUCTOR: _____ DATE: _____