

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE
EFFECTIVE DATE: 8/8/22
REVISION DATE: 5/24
REVIEW DATE: 5/23

(MLS.04.01.00.00)

SUBJECT: PROGRAM DIRECTOR RESPONSIBILITIES

PURPOSE:

The purpose is to identify the responsibilities and qualifications of the medical laboratory professional serving as program director, in accordance with NAALCS standards.

POLICY:

1 Organization

- 1.1. Organizes recruitment/admission, schedules, orientation, student learning experiences, community outreach events, graduation processes
- 1.2. Coordinates clinical laboratory experience and lecture experience assuring that activities assigned to students are educational
- 1.3. Holds regular meetings with members of management to ensure quality of the program

2 Administration

- 2.1. Oversees the daily operation of the MLS program
- 2.2. Communicates with university officials, hospital management, program officials, legal counsel, local and state program directors, accrediting agency, professional organizations and peers, and students
- 2.3. Drafts and updates MLS policies and procedures in accordance to NAACLS requirements, safety regulatory agencies, and hospital policy

3. Instruction

- 3.1. Lecture instructor for several classes
- 3.2. Grades assignments and exams
- 3.3. Assistant clinical instructor for Hematology differentials
- 3.4. Conducts counseling sessions with students as needed
- 3.5. Edits and approves student hours
- 3.6. Acts as academic/career advisor to potential, current, and former students of the program
- 3.7. Resolves student grievances and formal complaints demonstrating fair practices
- 3.8. Facilitates additional courses as needed
- 3.9. Processes student records and transcripts
- 3.10. Assists students in applying for external certification examination, demonstrating knowledge about certification processes

4. Evaluation

- 4.1. Collects data for program outcomes and statistics on a regular basis, including student roster, external certification results, graduation and attrition, job placement rates, graduate retention at SFH, applicants and interviews, student status, and student GPA
- 4.2. Assesses evaluations of program (i.e. student evaluations of faculty and clinical rotations; faculty evaluations of program director, students, and overall program operations; graduate evaluations of program operations; and employer evaluations of graduates)
- 4.3. Reviews summary data with faculty to evaluate individual performance and develop plan for improvement, if warranted
- 4.4. Implements changes to the program based on assessment of program outcomes and evaluations

5. Continuous Quality Improvement

- 5.1. Assesses overall program performance
- 5.2. Prepares annual report, documenting occurrences or changes that impact the MLS program and provides resolutions if applicable
- 5.3. Summarizes program strengths and weaknesses
- 5.4. Presides as chairman of program advisory committee, to which program outcomes and statistics are presented for overall program assessment
- 5.5. Systematically reviews program outcomes and statistics on a regular basis

6. Curriculum Planning and Development

- 6.1. Plans curriculum and selects course content
- 6.2. Demonstrates knowledge of educational methodology
- 6.3. Maintains curriculum in accordance with NAACLS standards
- 6.4. Reviews university and MLS program curriculum annually
- 6.5. Updates course goals and objectives if needed
- 6.6. Reviews correlation of objectives to test questions
- 6.7. Reviews and updates course syllabi
- 6.8. Assesses curriculum content in relation to today's clinical laboratory
- 6.9. Evaluates and selects required textbooks for students based on quality of content

7. Directing other Program Faculty/Staff

- 7.1. Recruits and selects lecture instructors
- 7.2. Recruits clinical instructors with lab supervisor's assistance
- 7.3. Conducts instructor orientation; initial and ongoing
- 7.4. Facilitates faculty and clinical instructor meetings
- 7.5. Provides continuing education information (i.e. webinars, audio-conferences, tutorials, etc.)
- 7.6. Performs an assessment of faculty performance

8. General Effectiveness of the Program

8.1. Recruitment

- 8.1.1. Attends university career fairs annually
- 8.1.2. Presents MLS program information to universities
- 8.1.3. Composes recruitment materials (i.e. flyers, brochures) within NAACLS requirements
- 8.1.4. Updates MLS school website information
- 8.1.5. Works with Human Resources to provide scholarships to our students in exchange for a two-year work commitment

8.2. Application and Admission Process

- 8.2.1. Provides application packets to university advisors and potential candidates
- 8.2.2. Receives and processes applications, transcripts, references, background check reports
- 8.2.3. Coordinates selection of students with assistance of the Admission Committee
- 8.2.4. Attends annual matching meeting at a university affiliate location
- 8.2.5. Acts as Matching Chairman, if appointed by OCCLSA

8.3. University Affiliations

- 8.3.1. Acts as a liaison to university affiliates for Saint Francis Hospital
- 8.3.2. Presides as member of the OCCLSA
- 8.3.3. Submits billing statements to university for services rendered
- 8.3.4. Prepares official Saint Francis School of Medical Laboratory Science transcripts for universities for credit transfer
- 8.3.5. Reviews affiliation agreements with the OCCLSA, the Saint Francis Education Department, and Legal Counsel
- 8.3.6. Communicates student progress with university affiliates

8.4. Orientation

- 8.4.1. Constructs student orientation manual
- 8.4.2. Organizes and coordinates new MLS student orientation
- 8.4.3. Recruits professionals to aid in the orientation process

8.5. Graduation

- 8.5.1. Ensures eligibility of students to graduate
- 8.5.2. Organizes activities of graduation and coordinates the commencement ceremony

8.6. Other

- 8.6.1. Participates in the budgetary process of the program and reviews budget expenditures
- 8.6.2. Engages in a minimum of 36 hours of documented continuing professional education every 3 years
- 8.6.3. Exhibits an understanding of accreditation and certification procedures and maintains NAACLS accreditation of the program
- 8.6.4. Has regular and consistent contact with students, faculty and program personnel

9. **Qualifications**

- 9.1. Has an earned master's or doctoral degree
- 9.2. Holds ASCP-BOC generalist certification as a Medical Laboratory Scientist/Medical Technologist
- 9.3. Has three years of teaching experience
- 9.4. Has knowledge of education methods and administration as well as current NAACLS accreditation procedures and certification procedures

REVIEWED BY:

Program Director, School of Medical Laboratory Science