



Jordan University of Science and Technology
Faculty of Applied Medical Sciences
Allied Medical Sciences Department

LM792 Advanced Clinical Laboratory Management

Second Semester 2022-2023

Course Catalog

2 Credit Hours. An advanced course in laboratory management covers laboratory organization, regulations, accreditation, method evaluation, staffing, competency assessment, cost analysis, inventory control, laboratory information systems, waste disposal, and marketing.

Teaching Method: Electronic Course

Text Book

Title	Management in Laboratory Medicine
Author(s)	John R. Snyder, D. S. Wilkinson
Edition	3rd Edition
Short Name	Management in Laboratory Medicine
Other Information	

Course References

Short name	Book name	Author(s)	Edition	Other Information
Henry's Clinical Diagnosis and Management by Laboratory Methods.	Henry's Clinical Diagnosis and Management by Laboratory Methods.	Richard A. McPherson, MD and Matthew R. Pincus, MD, PhD	24th Edition	

Instructor

Name	Dr. REFAT NIMER
Office Location	-

Office Hours	Sun : 10:00 - 11:15 Sun : 12:30 - 14:30 Mon : 11:00 - 12:00 Wed : 10:00 - 12:00 Thu : 10:00 - 11:15 Thu : 13:30 - 14:30
Email	rmnimer@just.edu.jo

Class Schedule & Room	
Section 1: Lecture Time: Mon : 18:00 - 19:00 Room: متزامن الحضور منصة الكترونية	

Tentative List of Topics Covered		
Weeks	Topic	References
Week 1	Introduction to laboratory management and administration	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Week 2	Goals and objectives of clinical laboratories	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Week 3	Space organization and workflow	From Management in Laboratory Medicine
Week 4	Personnel management: staffing, authority, scheduling, Staffing, scheduling	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Week 5	Motivation and Leadership styles	From Management in Laboratory Medicine
Week 6	Laboratory equipment, preventive maintenance, reagents, consumables	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Week 7	Laboratory request forms and reports	From Management in Laboratory Medicine
Week 8	Communication skills	From Management in Laboratory Medicine
Week 9	Laboratory information systems	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Week 10	Quality control and evaluation methods	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Week 11	Safety and hazards in clinical laboratories	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .

Week 12	Laboratory wastes and their disposal	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Weeks 13, 14	Ethical, legal, and financial aspects	From Management in Laboratory Medicine , From Henry's Clinical Diagnosis and Management by Laboratory Methods .
Weeks 15, 16	Journal Club	

Mapping of Course Outcomes to Program Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
Understand the principles of management in clinical laboratories. [1A, 1F]	5%	
Understand the goals and objectives of medical laboratories. [1D, 1F]	10%	
Understand the laboratory designs, workflow, and laboratory organization and equipment management. [1A, 1F]	15%	
Understand the laboratory information system. [1A, 1F]	10%	
Understand the communication skills and describe the leadership styles [1A, 1F]	10%	
Understand the request forms and reporting forms, properties, and characteristics. [1B, 1F]	10%	
Understand personal management in the medical laboratory, workload, staffing, motivation, and updating. [1F]	10%	
Understand the finance of laboratory, quality control programs, waste disposal, and safety regulations. [1A, 1B, 1D]	20%	
Understand the legal and ethical aspects of laboratory performances. [1A, 1D]	10%	

Relationship to Program Student Outcomes (Out of 100%)					
A	B	C	D	E	F
31.67	11.67		16.67		40

Policy	
Statement on Professionalism	Professional behavior is expected of students at all times. Attitude and professional behavior are the minimum criterion for passing this class. Examples of unprofessional behavior include but are not limited to: missing classes, tardiness, lack of attention for a speaker, talking to others during lecture, leaving a lecture before its completion without prior authorization of the instructor, working on other class material during class, and sleeping during class.
Cheating	University regulations will be applied on cases of cheating and/or plagiarism.
Cell phone	The use of a cellular phone is prohibited in classrooms and during exams. The cellular phone must be switched off in class rooms and during exams.

Absences	University regulations will be applied. Students are not allowed to be absent for more than 20% of lectures for any reason or excuse. If a student exceeds the absence limit, he or she will not be allowed to sit for future course exams. (Please review university regulations for more details).
Make-up Exam	Make-up exams are entitled to students who miss the exam with accepted legal or medical excuses endorsed by the instructor within 24 hours after the scheduled exam (Please review university regulations for more details).

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