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

Proposal # 15-31 | Title: Phlebotomy Course Certificaten

(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 Proposa' 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 ..acking page on the Provost site will be updated as required.

Subcommittee and Academic Senate college representatives will notify eir 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
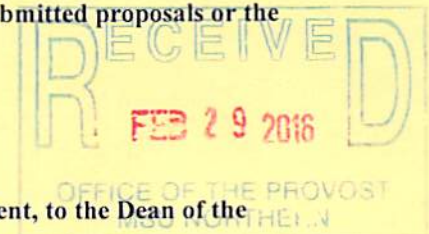
	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	12/1/15	Tracking form initiated	DBradley		Forward to General Senate	Gary	2/1/16	handed personally
General Education Committee (if applicable)	2/1/16	☐ Approved ☐ Disapproved NA	Gary R Johnson 2/1/16		Does not apply to Gen Ed.	Senate Sec	2/1/16	interoffice to Bryon
Curriculum Committee (if applicable)	2-4-16	☑ Approved ☐ Disapproved	R.J.—	2-4-16		Senate Sec	2/16/16	board to Karen
Academic Senate	2-9-16	☑ Approved ☐ Disapproved	Karen Gilbert			Senate Sec	2/4/16	interoffice to Provost Office
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost		☒ Approved ☐ Disapproved	Wm. J. Ruffg	3-15-16				
Chancellor		☑ Approved ☐ Disapproved	Gregry O. Kugl	3-17-2016				
MSU		☑ Approved ☐ Disapproved		May 2016				
BOR		☑ Approved ☐ Disapproved		May 2016 meeting				
NWCCU		☐ Approved ☐ 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 26, 2016

To: Bill Rugg
        Provost and Vice Chancellor of Academic Affairs
        Montana State University Northern

From: John Cech
        Deputy Commissioner for Academic and Student Affairs

RE: Approval of April 2016 Level I Academic Items

The following April 2016 Level I Academic Items were approved:

Item 171-2808-LI0416: Notification of the Establishment of a Phlebotomy "Fast Track" Program

Item 171-2809-LI0416: Notification of the Establishment of a Phlebotomy Certificate

Sincerely,

John E. Cech, Ph.D.
Deputy Commissioner for Academic & Student Affairs
Montana University System

MONTANA STATE UNIVERSITY ~ Campuses at Billings, Bozeman, Great Falls, and Havre
THE UNIVERSITY OF MONTANA ~ Campuses at Butte, Dillon, Helena, and Missoula
Dawson Community College (Glendive) ~ Flathead Valley Community College (Kalispell) ~ Miles Community College (Miles City)

May 19-20, 2016

171-2809-R0513
ITEM
<u>Request for authorization to offer Phlebotomy Certificate</u>

THAT
The Montana Board of Regents grant Montana State University Northern Nursing permission to implement a Phlebotomy Certificate program.

EXPLANATION
Completion of the program provides the ability to take the national certification exam. Additionally, this course offers the option to continue on into other health science pathways, as well as, nursing. This program area offers the student opportunity to be employed. It also offers the student enough credit hours to be eligible for financial aid and the ability to advance their education in healthcare as a foundation to build upon.

ATTACHMENTS
Academic Proposal form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: **171-2809-R0516**　　　　Meeting Date: **May 19-20, 2016**

Institution: **Montana State University Northern**　　CIP Code: _____

Program Title: **Phlebotomy Certificate**

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 the Academic Affairs Handbook.

X　A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

___　**1a.** Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

___　**1b.** Withdrawing a program from moratorium

___　**2.** Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

X　3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

___　**4.** BAS/AA/AS Area of Study

___　B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

___　**1.** Re-titling an existing major, minor, option or certificate

___　**2.** Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

___　**3.** Revising a program (Curriculum Proposal Form)

___　**4.** Distance or online delivery of an existing degree or certificate program

___　**5.** Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

___　Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

___ **C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

___ **1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

___ **D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

___ **1. Re-titling a degree (ex. From B.A. to B.F.A)**

___ **2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

___ **3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

___ **4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal 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 the program provides the ability to take the national certification exam. Additionally, this course offers the option to continue on into other health science pathways, as well as, nursing. This program area offers the student opportunity to be employed. It also offers the student enough credit hours to be eligible for financial aid and the ability to advance their education in healthcare as a foundation to build upon.

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 # 18	Title: Phlebotomy Course Certificate

Date

Received by CEASN Administrative Assistant   11·16·15

Forwarded to CEASN College Meeting   12·1·15   Approved ✗   Disapproved _____

_____ _____ 12/1/15
Chair Signature   Date
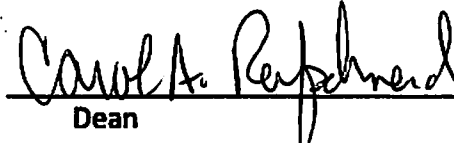
Returned to CEASN Administrative Assistant   12/1/15

Forwarded to Dean for Signatures   12/1/15   _Carol A. Rappenread_ 12-1-15
Dean 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

PROGRAM/DEGREE REVISION FORM

NEW **X**   DROPPED_____   MAJOR REVISION_____   FOR INFORMATION ONLY_____

College _CEASN_____   Program Area _Health Science_____   Date _11/17/15_

Submitter _____ Dean _____ Date _11/17/2015_

Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

A new program offering in Health Science which addresses knowledge and skills necessary for employment in the area of phlebotomy. Completion of the program provides the ability to take the national certification exam. Additionally, this course offers the option to continue on into other health science pathways, as well as, nursing. This program area offers the student opportunity to be employed. It also offers the student enough credit hours to be eligible for financial aid and the ability to advance their education in healthcare as a foundation to build upon.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE _Phlebotomy Course Certificate_____

Current Program listed in 15-16 Catalog

Course Prefix	#	Course Title	Credits
		New Program Proposal in Health Sciences	

Proposed Program for 16-17 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
1st Semester				
HS	1XX	Phlebotomy Fundamentals with Lab		3
M	121	College Algebra or Math	3	
HIT	101	Health Data Content Structure		3
PSYX or SOCI	100 101	Intro to Psychology or Intro to Sociology	3	
ECP	1xx	Basic Life Support for HealthCare Providers		1
AHMS	144	Medical Terminology		3
		Sub Total	6	10
		Total Credits	**16**	
2nd Semester				
HS	2xx	Phlebotomy Internship		3
BIOH	201	Human Anatomy & Physiology I & LAB	4	
PHL	221	Intro to Philosophy & Medical Ethics	3	
WRIT	101	College Writing	3	
		Sub Total	10	3
		Total Credits	**13**	
		Course Completion Total	**29 Credits**	

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

Equipment needed such as phlebotomy supplies for drawing blood, phlebotomy chairs, and basic setups will be provided through TAACCCT 4 grant. Self-Study and initial application fee for national accreditation, along with initial annual membership to NAACLS, phlebotomy program accreditor, also funded through TAACCCT 4. Program Instructor, covering Lewistown & Havre campus'; Program Director, covering entire Phlebotomy Program dependent upon student numbers and implementation on two campus, funding through MSUN after startup.

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_____ ean _____ Date_ 11/17/2015
    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 Statistics[1] 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

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[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 _Philip Williams_ Dean _Starr / Carol A Reifschneider_ 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 Statistics[1] 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

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[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.

<div align="center">

COURSE REVISION FORM

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NEW __X__ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College _MSU - NORTHERN_____ Program Area _Emergency Medical Service (EMS)__ Date _9-17-15_

Submitter _Arlys William_ Dean _Starr / Carol A. Humphrey_ 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