ADMINISTRATIVE FUNCTIONS — BMET 1122

A. Course Description

- Credits: 4.00
- Lecture Hours/Week: 3.00
- Lab Hours/Week: 1.00
- OJT Hours/Week: 0
- Prerequisites: None
- Corequisites: None
- MnTC Goals: None

This course introduces students to the basic operation of hospitals; the requirements of regulatory agencies; biomedical departmental policies and procedures and the managing of information, work orders and vendors.

B. Course Effective Dates: 8/26/13 – Present

C. Outline of Major Content Areas

- As noted on course syllabus

D. Learning Outcomes

1. Create a bill of materials (BOM) for a project
2. Create a purchase order
3. Define National Fire Protection Association (section 99) standards
4. Define a wet area
5. Describe inventory control
6. Describe quality control
7. Describe the FDA Safe Medical Device Act
8. Describe the Health Insurance Portability and Accountability Act (HIPAA)
9. Describe the functions of the State Department of Health
10. Document preventive maintenance schedules
11. Estimate costs and order parts
12. Explain FDA reporting guidelines
13. Identify OSHA electrical, chemical and bloodborne pathogens hazards
14. Identify continuing education learning opportunities
15. Identify hospital policies and procedures
16. List major equipment manufacturers
17. List the departments of a hospital and their function
18. List trade associations
19. Perform cost comparisons
20. Prepare for audits and inspections
21. Process invoices
22. Process work orders
23. Remain current on new technology
24. Understand process for recommending new equipment to hospital staff and administrators
25. Understand the joint commission standards
26. Understand the need for patient confidentiality
27. Understand the need to develop relationships with vendors
28. Utilize OEM manuals
29. Utilize manufacturer's catalogs and websites

E. **Minnesota Transfer Curriculum Goal Area(s) and Competencies**

F. **Learner Outcomes Assessment**
   
   As noted on course syllabus

G. **Special Information**

   None noted