

# Dakota County Technical College

## **BMET 1122: Administrative Functions**

### **A. COURSE DESCRIPTION**

Credits: 4

Lecture Hours/Week: 3

Lab Hours/Week: 1

OJT Hours/Week: \*.\*

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:** 08/26/2013 - Present

**C. OUTLINE OF MAJOR CONTENT AREAS**

#### **D. LEARNING OUTCOMES (General)**

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

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

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

None noted