**Lab Training Program Business Proposal Summary**

***Scope:***

* Healthcare has become increasing dependent on diagnostic services with an estimated 70% of medical decisions being based on diagnostic and laboratory testing1.
* To stay competitive, [Your university or hospital] needs to create an in-house medical laboratory scientist (MLS) training program [specify what type of program MLT/HT/MLS].
	+ Training program would consist of two portions [define proposed training structure]: didactic classroom learning and on-site clinical laboratory training in our laboratories. A small classroom and student simulation laboratory would need to be created on the [define location of proposed program] Campus.
	+ Students would complete on-site clinical laboratory training across our health system and be well prepared to join the [Your hospital laboratory] team.
* Laboratory training program has the potential to lead to cost reductions in travelers, overtime, recruitment, shift premium/critical staffing bonuses, and non-productive hours.
* Additional funding would lead to further reductions with Medicare Pass-Through Reimbursement, school tuition, and grant funding.
* Goal of the laboratory training program is to address the laboratory workforce shortage and upcoming retirements.
* This educational program allows us to meet the needs of our expanding health system, while being fiscally responsible.

**Estimated Cost:** $[work with finance department - find a champion]

***The “Why”:***

Next five years, [Your institution] has a projected pipeline expansion:

* [New Locations]
	+ [projected number] MLS staff team members and [number] laboratory supervisors needed.
* Additional expansion of our ambulatory campuses and primary care offices [define additional locations where laboratory needs are expanding]
	+ Greater volume of laboratory testing and expansion of existing personnel

***[Your Institutions] Laboratory Workforce – Current State***

* % turnover across laboratories across [Your institution – HR can help with number]
	+ % market adjustment by local competitor
* qualified laboratory personnel will only continue grow as our workforce continues to retire, with % of staff over the age of 46 (n = number of employees; Figure 2).



Figure 2: [Your Institution] System Laboratory Personnel breakdown by Age (n = [total MLT/MLS])

* Increase need to fill open MLS positions ([HR secure number]).
	+ [Total] MLS positions (FTE and PRN)
	+ [Total] laboratory supervisor positions

***Health System Financial Costs***

* Increase in both non-productive and recruitment cost for laboratory personnel positions.
* Operations maintained through travelers, overtime, critical staff bonuses, borrowing existing staff.

***Financials Estimates (Figures 3 and 4): -*** Please Add Financials Figures with

* Initial investment is
* Payback period in years.
* Internal rate of return in %
* Annual operating margin ranges from $xxx,xxx
* Recurring costs are $xxx,xxx+ depending on the number of students.
	+ Offset by reductions in premium pay, critical staffing bonuses, travelers, and non-productive training hours.

***Medical Laboratory Science Training Programs***

* Individuals graduating with a B.S. in biological sciences.
	+ Not qualified for jobs in healthcare laboratories
	+ Need additional specialized medical laboratory training.
		- Preparing blood products for transfusions
		- Clinical chemistry
		- Clinical hematology (assisting in diagnosing blood disorders)
		- Clinical microbiology (identifying bacteria and appropriate antibiotics)
		- Molecular biology (specialized techniques, virus, and bacteria detection)
		- Emerging/sophisticated technology and concepts
* Graduates with 4-year biological science degrees from local universities
	+ [List under bullets where students will be coming from – surrounding universities]
* New [Institution and MLT/MLS/HT] program will provide these individuals the specialized professional laboratory skills and accreditation needed to work in our healthcare system.

***Conclusion:***

* [Your institution] has an opportunity to create their [type of program] program.
* Program creates a smoother workplace transition and decreases staffing shortages.
* Positive financial outcome by reductions in non-productive hours, critical staffing reductions, and staff retention.
* [Your Institution] must confront the laboratory workforce shortage in a proactive approach, or the downstream effect will affect patient care, staffing, and productivity significantly.
* Growth for the future and a strong foundation are the driving factor behind this program.

**References**

1. Forsman, RW. Why is the laboratory an afterthought for managed care of organizations? Clinical Chemistry, Volume 42, Issue 5, 1 May 1996, Pages 813 -816, <https://doi.org/10.1093/clinchem/42.5.813>

\*\*Refer to the “*Reference Table for Drafting & Supporting a Medical Laboratory Science Training Program”*  - reference table will assist during making your business case. These are a few references to help you speak to your proposal\*\*