

# COURSE SYLLABUS



COURSE TITLE:	MLAB 121 – Laboratory and Phlebotomy Skills 1
CLASS SECTION:	BX01A-C
TERM:	F2023
COURSE CREDITS:	3
DELIVERY METHOD(S):	Synchronous

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

NAME:	Alex Purdy
EMAIL:	<a href="mailto:PurdyA@camosun.ca">PurdyA@camosun.ca</a>
OFFICE:	CHW 317-102
HOURS:	3-4 pm on Wednesdays via Zoom or as needed

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

### **Restricted to students in Certified Medical Laboratory Assistant**

In this course, students learn basic phlebotomy and specimen collection skills by practicing these techniques on each other. Students develop the manual dexterity and workplace behaviours required through a hands-on approach to learning in authentic outpatient clinic and critical care environments. Students learn to demonstrate critical clinical and laboratory safety indicators under the direct supervision of instructors with supporting online modules.

PREREQUISITE(S):	All of: C+ in MLAB 117
CO-REQUISITE(S):	All of: C+ in MLAB 117
EQUIVALENCIES:	N/A

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## COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

Upon successful completion of this course, a student will be able to:

- demonstrate the ability to use correct procedures and techniques in obtaining specimens for analysis.
- demonstrate knowledge of correct protocols and procedures for labelling, processing, transporting, and storing specimens obtained during laboratory practice.
- demonstrate the correct daily use of and maintenance for laboratory and clinic equipment used in specimen management.

- d) apply and convey basic anatomic knowledge, laboratory principles, patient considerations, communication skills, and professional best practices of a Medical Laboratory Assistant under the direct supervision of instructors.
- e) successfully complete the required number of technically accurate venipunctures and collections in accordance with British Columbia Society of Laboratory Science (BCSLs) eligibility requirements for clinical practicum participation and performing collections on members of the public

**Competencies:**

1. Demonstrate introductory phases of pre-analytical collection techniques in obtaining specimens for analysis (CSMLS -1.07, 2.02, 2.04, 2.09, 7.01, 7.04, 7.06) (BCSLs - Unit 1A: CoPC7, Unit 1D: 7.01, Unit 2B, , Unit 3A: 2.04)
2. Demonstrates knowledge of phlebotomy equipment, procedures and the human anatomy and physiology required to perform specimen collections in a safe manner for both patient and self in diverse situational examples. (CSMLS - 1.15) (BCSLs - Unit 3A, Unit 3B 2.06, Unit 3C)
3. Completes the required number of technically accurate venipuncture collections in accordance with BCSLS. (BCSLs Unit 3B – 2.06)

**REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION**

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Required Materials:

Warekois & Robinson. (2019) Phlebotomy: Work text and Procedure Manual 5th Ed.

Recommended Material:

Complete Phlebotomy Exam Review, (2015) 2nd Edition

**COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION**

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK of	ACTIVITY or TOPIC	Competencies
Sept 6 - Week 1	Welcome	
Sept 11/12 - Week 2	Task Trainers and Phlebotomy Equipment	
Sept 18/19 - Week 3	Task Trainers, Patient Positioning, Vein Selection, and Sharps Disposal. Phlebotomy	CSMLS 1.07, 1.15
Sept 25/26 – Week 4	Phlebotomy, SNOD, Patient Identification, and Confidentiality	CSMLS 7.01, 7.04 BCSLs Unit 1D: 7.01, Unit 3A: 2.04

Oct 2/3 – Week 5	Truth and Reconciliation Day Requisition and label review, verify relevant information required	CSMLS 2.02, 2.09
Oct 9/10 – Week 6	Thanksgiving Phlebotomy Assessment Prep	
Oct 16/17 – Week 7	Lab Assessment #1 - Phlebotomy	Unit 3C
Oct 23/24 – Week 8	Phlebotomy and Capillary Collections	CSMLS 2.04
Oct 30/31 – Week 9	Phlebotomy and Capillary Collections	
Nov 6/7 – Week 10	Lab Assessment #2 - Capillary	Unit 3C
Nov 13/14 - Week 11	Remembrance Day Phlebotomy and Capillary Collections and Specimen Collection	Unit 2B,
Nov 20/21 – Week 12	Lab Assessment #3 Phlebotomy	Unit 3C
Nov 27/28 – Week 13	Final Phlebotomy and Capillary Collections, Final Skills Check Scenario Component	BCSLs – Unit 1A: CoPC7
Dec 4/5 – Week 14	Final Skills Check	BCSLs Unit 3B – 2.06, 7.06
Dec 11 – Week 15	Finals Week – No Exam	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Quiz	5
Discussion	15
Major Project	20
Lab Assessments	30
Final Assessments	30
<b>TOTAL</b>	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information. <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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## SCHOOL OR DEPARTMENTAL INFORMATION

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Health & Human Services Student Handbook: <http://camosun.ca/learn/school/health-human-services/student-info/index.html>

General Practicum Information: <http://camosun.ca/learn/school/health-human-services/student-info/practicum-info.html>

Allied Health & Technologies Department Handbooks:

- Certified Medical Laboratory Assistant: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/cmla.html>
- Diagnostic Medical Sonography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/sono.html>
- Medical Radiography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/mrad.html>

Students enrolled in Allied Health & Technologies Programs must achieve a minimum of 65% or a “COM” in each of their courses in order to use their course as a pre-requisite and progress in their program.

Students enrolled in Allied Health & Technologies Programs must participate in learning activities that include intimate and direct personal contact with their classmates during supervised practice. Students are training to perform the duties of a healthcare professional. These duties usually require constant, close physical contact with patients and clients. Students may be required to simulate and perform these activities on one another during this course. Students may also be required to use special hygiene practices and protective gear to protect themselves from the transmission of communicable diseases (like COVID-19). Risks associated with learning and performing the physical duties of a healthcare profession cannot be entirely eliminated by any amount of caution or protection. Students who refuse or are incapable of participating and performing these activities due to personal or medical limitations may only continue to participate in their course work when supported by officially registered accommodations or temporary medical advisory.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](http://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="http://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>

Support Service	Website
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course

instructors. Please visit the CAL website for contacts and to learn how to get started:

<https://camosun.ca/services/academic-supports/accessible-learning>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.