

# CLASS SYLLABUS



COURSE TITLE: MLAB 147 – Medical Laboratory Procedures 2  
CLASS SECTION: BX01ABC  
TERM: W2023  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Blended

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən 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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<https://camosun.ca/about/covid-19-updates>

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Tarah Craig  
EMAIL: craigt@camosun.bc.ca  
OFFICE: CHW 317  
HOURS: Thursdays 1600-1700 CHW 128

*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.*

## CALENDAR DESCRIPTION

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In this course, students continue to develop and enhance their collecting skills using advanced phlebotomy techniques and point of care procedures. Students experience what it is like to work in community laboratories and hospitals through case-based simulation learning and integrated laboratory practice. Students learn how Laboratory Information Systems (LIS), specimen accessioning, and accurate data entry within electronic health records relate to optimal outcomes. Students learn how Certified Medical Laboratory Assistants participate in promoting Quality Management in the workplace.

**Note:** Only open to students in the Certified Medical Laboratory Assistant program.

PREREQUISITE(S): **All of:** C+ in AHLT 104; C+ in AHLT 112; C+ in MLAB 117; C+ in MLAB 121; C+ in MLAB 139.  
CO-REQUISITE(S): n/a  
PRE/CO-REQUISITE(S): C+ in AHLT 134

## COURSE DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	14	42
Seminar			
Lab / Collaborative Learning	2	14	28
Supervised Field Practice			
Workplace Integrated Learning			
Online			
	TOTAL HOURS		<b>70</b>

## COURSE LEARNING OUTCOMES

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

- Demonstrate keyboarding proficiency while performing the duties of a Certified Medical Laboratory Assistant.
- Identify and discuss the use of information management, e.g. Laboratory Information Systems (LIS), electronic technologies, verbal and written information within medical laboratory services.
- Identify and explain the nature and purpose of following standard operating procedures, policies, and protocols on specimen integrity while performing advanced collecting techniques.
- Perform Quality Improvement, Quality Assurance, and Quality Control measures in the medical laboratory simulation environment and discuss the purpose of Quality Management.
- Apply the components of laboratory testing procedures (professionalism, interpreting requests, planning and preparing for collecting procedures, establishing patient relationships, performing collection procedures, and pre-analytical preparation) to patient case-based scenarios simulating complex practice situations with LIS fluency.

## COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

(also known as “sub-outcomes” or “learning objectives”)

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- Applies knowledge of personal protective equipment, hygiene and infection control within routine laboratory practices as well as advanced practices i.e., accidents, injury, emergencies or other unpredictable incidents. (CSMLS - 1.01, 1.03, 1.04, 1.11, 1.12, 1.13, 1.14) (BCSLs - Unit 1A: CoPC7, Unit 2C: 1.12, 1.11 1.14)
- Able to do maintenance, reagent changes and quality control on laboratory equipment, recognize malfunctions and implement corrective actions, documenting all. (CSMLS - 6.03, 6.07, 6.08, 8.05, 8.06, 8.08) (BCSLs - Unit 1B: 8.04, 8.08, Unit 1F: 6.04 6.05 6.06 6.07 6.08 6.09 6.11 6.12)
- Demonstrate knowledge of accreditation standards and the essentials of quality management systems and be able to make recommendations for improvement. Understand risk management and all of the controls put in place to manage or prevent incidents in the work place. (CSMLS –2.13, 2.14, 6.01, 6.04, 6.05, 6.06, 6.09, 6.10, 6.11, 6.12, 8.06, 8.08) (BCSLs - Unit 1B: 8.06, Unit 1F: 6.01, 6.03, 6.04 6.05 6.06 6.07 6.08 6.09 6.11 6.12,6.10, 2.13, Unit 2C: 1.06 2.14)

4. Demonstrates patient verification according to policy and procedure and accessions patients into Laboratory Information Systems (LIS) maintaining accuracy and confidentiality in a simulated environment. (CSMLS - 2.10, 6.02, 6.13) (BCSLs – Unit 1A: CoPC7,9 Unit 1D: 7.01, Unit 1F: 6.02, 6.04 6.05 6.06 6.07 6.08 6.09 6.11 6.12, 6.13, Unit 3A: 2.04, Unit 3H: 2.10)
5. Follows policies and procedures for accessioning, specimen collection, handling and storage of samples across all disciplines while assessing suitability for testing. (CSMLS - 2.02, 2.03, 2.04, 2.06, 2.07, 2.08, 2.09, 2.11, 2.12, 6.02, 7.02, 7.04) (BCSLs – Unit 2C: 2.02 2.03, Unit 3A: 2.04, 2.02 2.06 2.09, Unit 3D, Unit 3E, Unit 3F, Unit 3G]

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Warekois & Robinson. (2015) Phlebotomy: Work text and Procedure Manual 5th Ed.

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

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	READINGS	Assign	Due:
1	Jan 10	<b>Lecture:</b> Special Populations & Patient Variables <b>Lab:</b> Pediatric & Geriatric Mock Collections	Phlebotomy Worktext & Procedures Manual – Chapter 9	Assignment #1	
2	Jan 17	<b>Lecture:</b> WIS, Syringes & Intro to Special Handling <b>Lab:</b> Special Handling Procedures 1	Phlebotomy Worktext & Procedures Manual – Chapter 11	Discussions Part 1	
3	Jan 24	<b>Lecture:</b> Pre-Analytical Variables <b>Lab:</b> Patient Variables Presentations	Phlebotomy Worktext & Procedures Manual – Chapter 12	Assignment #2	Assignment #1 Discussions Part 1
4	Jan 31	<b>Lecture:</b> Special Handling Procedures 2 <b>Lab:</b> Special Handling Procedures 2	Phlebotomy Worktext & Procedures Manual – Chapter 14	Discussions Part 2	
5	Feb 7	<b>Lecture:</b> Line Draws + Blood Gases <b>Lab:</b> Capillary Blood Gas Collection + TBD	Phlebotomy Worktext & Procedures Manual – Chapter 13	Quiz #1	Discussions Part 2
6	Feb 14	<b>Lecture:</b> Quality Management/Assurance/Phlebotomy <b>Lab:</b> Workplace Inspection + Risk Management	Phlebotomy Worktext & Procedures Manual – Chapter 18		Assignment #2 Quiz #1
7	Feb 21	<b>Reading Week</b> – No Lecture or Lab			
8	Feb 28	<b>Lecture:</b> Quality Management/Assurance/Phlebotomy <b>Lab:</b> Simulated Workplace: Quality Control		Assignment #3	

#	WEEK OF	ACTIVITY or TOPIC	READINGS	Assign	Due:
9	Mar 7	<b>Lecture:</b> Equipment Maintenance & Inventory <b>Lab:</b> Simulated Workplace: Equipment Maintenance, Inventory	Phlebotomy Worktext & Procedures Manual – Chapter 3		
10	Mar 14	<b>Lecture:</b> Chemical Hazards <b>Lab:</b> Simulated Workplace: Chemical Hazards + SDS		Quiz #2	
11	Mar 21	<b>Lecture:</b> Laboratory Information Systems & MSP <b>Lab:</b> Guest Presenter from BD TBC			Assignment #3 Quiz #2
12	Mar 28	<b>Lecture:</b> Review Class + In Class Assignment <b>Lab:</b> To Be Confirmed: Complex Phlebotomy Simulation		Assignment #4	Assignment #4
13	Apr 4	<b>Lecture:</b> Practicum Overview <b>Lab:</b> Practicum Booklet Overview + In Class Assignment		Assignment #5 Quiz #3	Assignment #5 Quiz #3
14	Apr 11	<b>Lecture:</b> Final Exam Overview <b>Lab:</b> Make Up Lab (if needed)			
15	Apr 18	<b>Final Exam</b> – To be determined			

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 noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT EVALUATION

DESCRIPTION	WEIGHTING
<b>Assignments/Presentation (5)</b> Patient Variables Presentation – 10% Blood Cultures Assignment – 10% Quality Management Assignment – 10% Review Assignment – 2.5% Pre-Practicum Assignment – 2.5%	35%
<b>Quizzes (3)</b> Advanced Procedures Quiz – 10% Quality Management Quiz – 10% Laboratory Practices Quiz – 5%	25%
<b>Discussions (2)</b> Sample Integrity Discussion – 7.5% Distraction Technique Discussion – 7.5%	15%
<b>Final Exam</b>	25%
<b>TOTAL</b>	100%

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### Student Assessment

Students must achieve a minimum of 65% in order to pass this course and use it as a prerequisite.

- Detailed information regarding assignments will be available on D2L.
- Skills checks have critical measurable values, if these values are not performed correctly or in the correct order this will result in a failure to meet requirements.
- Complete all assignments on time and submit on the designated due dates. In exceptional circumstances, students may request an extension; however, that extension must be arranged with the instructor before the due date. Students who have not prearranged an extension will have 10% of the total possible mark deducted per day from late assignments.
- Incomplete assignments will not be accepted. All submissions must contain student name, C#, title and date.
- Unless otherwise stated, all assignments will be submitted via D2L.
- In emergency circumstances, a student may arrange to take an assessment before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the instructor. Holidays or scheduled flights are not considered to be emergencies. The student may be required to provide verification of the emergency circumstance.

(Camosun Academic Policy) <http://camosun.ca/learn/calendar/current/pdf/academic-policies.pdf>

### Attendance

- Students are expected to be on time and to leave their cameras on for the first portion of lecture in order to perform attendance. Tardiness disrupts the class so while lectures are online, please enter the collaborate room quietly and without disruption. When students are more than 5 minutes late (and/or the classroom door is shut), they cannot enter the classroom until the class break period.
- If you choose not to or are unable to attend lecture **it is your responsibility to acquire all information given during a class missed**, incl. notes, hand-outs, assignments, changed exam dates etc. Email the instructor as a courtesy.
- Attendance of labs are mandatory and missed sessions will result in lost marks. See the D2L for a full description of the lab assessments. **If an absence must occur, please notify the instructor at least one hour before the start of lab**
- Missed exams cannot be made up except in case of documented illness (doctor's note required). The instructor must be informed that the students will be missing the exam before the exam start time.

## 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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>

Support Service	Website
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</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.

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

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### 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: <http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

For the 147 extra marks, send your instructor Tarah a meme related to medical laboratory. Extra marks are awarded to those who reviewed the course outline. Five marks will be given to one of the quizzes, or the Blood Culture Poster (whichever grade is lowest).



**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.