

# CLASS SYLLABUS



COURSE TITLE: MLAB 117 – Medical Laboratory Procedures 1  
CLASS SECTION: BX01ABC  
TERM: S2024  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Synchronous, Blended

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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<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: Tania Pozney  
EMAIL: PozneyT@camosun.ca  
OFFICE: CHW 317  
HOURS: Flexible – must be pre-arranged

*I will respond to emails within a day or two, except over the weekend. Please do not email me on a Sunday about a lab, quiz, or assignment on the Monday or Tuesday as I won't have time to get back to you.*

*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 learn about the laboratory professionals and their role in the diagnosis and treatment of human disease. Building on a general knowledge of human anatomy, students take a closer look at the venous system and the components of circulating blood in the human body. Using the basic components of laboratory testing procedures, students integrate foundational technical skills for specimen collecting with safe work practices and professional behaviours. Students demonstrate clinical and laboratory safety indicators, display appropriate levels of decision-making, and use therapeutic communication strategies by practicing their skills on each other.

PREREQUISITE(S): **One of:** C in Biology 12; C in BIOL 090; C in BIOL 103

CO-REQUISITE(S): n/a

PRE/CO-REQUISITE(S): n/a

## COURSE DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	15	45
Seminar			
Lab / Collaborative Learning	2	15	30
Supervised Field Practice			

Workplace Integrated Learning  
Online

	TOTAL HOURS	75

## COURSE LEARNING OUTCOMES

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

- a) Compare and contrast the duties, roles, and responsibilities of Certified Medical Laboratory Assistants (CMLA) in community clinics and hospitals.
- b) Apply knowledge of venous anatomy and blood component to identify, describe, and perform the correct procedures and various techniques for blood collection and sample preparation.
- c) 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 common practice situations.
- d) Discuss the implications of varied patient health conditions (physical and emotional) on all patient and client interaction commonly encountered by Medical Laboratory Assistants.

## COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

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

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1. Demonstrates knowledge of venous anatomy and blood collection terminology and equipment to identify, describe, and perform the correct procedures and various techniques for blood collection and sample preparation. *(BCSLs- Unit 2A, Unit 3B, Unit 3C)*
2. Follow current policies and procedures for specimen collection, handling, labeling and transportation of samples. *(CSMLS -1.08, 2.03, 2.04, 2.06, 2.07, 2.14) (BCSLs - Unit 2C: 2.14, 1.11 1.14, Unit 3C)*
3. Apply the foundational principles of laboratory safety, routinely utilizing laboratory hygiene, personal protective equipment, and infection control practices. *(CSMLS -1.01, 1.02, 1.08) (BCSLs - Unit 2C)*
4. Understand the professional roles and responsibilities of the Medical Laboratory Assistant, professional organizations, and the health care system for both public and private sectors and the importance of following current standards and practices. *(CSMLS - 7.10) (BCSLs – Unit 1A: CoPC3, Unit 1C: 7.10)*

## 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	Lab – Monday	Lecture - Wednesday	Assignment	BCSLs and CSMLS
1	Orientation day – NO LAB	Review course outline Unit 1 Intro to phlebotomy	<b>Assignment 1</b> - D2L scavenger hunt	
2	Unit 2 Venipuncture equip and materials, intro to order of draw and tubes, intro to task trainers	Unit 3 Anatomy of phlebotomy	<b>Quiz 1</b> – Circulatory system	Unit 3B
3	<b>STAT – NO LAB</b>	Unit 4 Venipuncture procedure and order of draw	<b>Assignment 2</b> - What's your SMART goal?	Category 2, 2.06
4	Task trainer review, order of draw Chapter 9 worksheet	Unit 5 Requisitions and labels	<b>Quiz 2</b> – Order of draw	Unit 3C
5	Requisitions and labels	Unit 6 Capillary collection	<b>Assignment 3</b> - What's wrong here?	Unit 3B
6	Capillary Collection	Unit 7 Patient identification, complications	<b>Assignment 4</b> – Lab testing	Unit 2B,
7	<b>Midterm written in lab</b>	Unit 8 Specimen handling, transport, time constraints		Category 1, 1.08. Category 2, 2.03, 2.07. Unit 1A, CoPC3,
8	Body fluid exposure, waste clean up, case studies, specimen handling	Unit 9 Infection control		Category 1, 1.01. Category 2, 2.14 Unit 2C
9	<b>STAT - NO LAB</b>	Unit 10 Foundations of lab safety, SDS, WHMIS	<b>Assignment 5</b> - WHMIS	Category 1, 1.02 Unit 2C
10	Specimen Handling (TDG, CAT A and B)	Unit 11 Organizations that impact MLAs and healthcare	<b>Quiz 3</b> – WHMIS	Category 7, 7.10. Unit 1C, 7.10
11	Guest Speakers: Island Health	Guest Speakers: Canadian Blood Services	<b>Assignment 6</b> - Phases of analytical testing	
12	Cross over lab with MLAB 121	Unit 12 Professional communication	<b>Quiz 4</b> – Review Quiz	
13	Guest Speakers: Lifelabs	Guest Speakers: BCSLS		
14	Open lab if needed	No lecture unless needed		

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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT EVALUATION

DESCRIPTION	WEIGHTING
Assignments (6)	40
Quizzes (4)	15
Midterm	15
Final Exam	30
	<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](#) 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.
- Complete all assignments on time and submit by 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. Depending on the reason, students who have prearranged an extension may still have 10% of the total possible mark deducted per day from late assignments. This will be clearly defined by the instructor so the student is aware of the grading. If an extension is not arranged before the due date, the assignment will automatically have 10% deducted per day, up to 5 days. After 5 days the assignment can not be handed in and will be given a zero.
- Unless otherwise stated, all assignments will be submitted via D2L.
- **The use of AI generated tools is permitted ONLY for brainstorming and organizing your ideas. Its use will not be tolerated when passed off as original writings for class assignments. Any assignment that can be proven to have used AI tools in an unauthorized way will be treated as plagiarism and given a zero.**
- 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; tardiness disrupts the class. When students are more than 5 minutes late (and/or the door is shut), they cannot enter the classroom until the class break period. Since lectures are online, please enter the ZOOM session without disruption and with volume muted.
- 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.
- Attendance in labs is **mandatory**. If a lab must be missed due to **unforeseen circumstances** or **pre-arranged conditions**, a make up lab can possibly be planned with the instructor. **Please arrange with the instructor ahead of time so they are aware of your absence.**

- 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/>.

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

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Support Service	Website
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>
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.

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

### 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](http://camosun.ca/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.

**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.