

COURSE SYLLABUS



COURSE TITLE:	MLAB 117 – Medical Laboratory Procedures 1
CLASS SECTION:	BX01A-C
TERM:	F2024
COURSE CREDITS:	3
DELIVERY METHOD(S):	Synchronous

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](#).

INSTRUCTOR DETAILS

NAME:	Alex Purdy
EMAIL:	PurdyA@camosun.ca
OFFICE:	CHW 317-102
HOURS:	Variable

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. I will respond to emails within two days, excluding weekends.

CALENDAR DESCRIPTION

Restricted to students in Certified Medical Laboratory Assistant

In this course, students learn about 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 behaviors. Students demonstrate critical 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
EQUIVALENCIES:	N/A

COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

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

- 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.

Competencies

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

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

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

WEEK or DATE RANGE	LABS (Monday) and LECTURES (Wednesday)	OTHER NOTES
1. Sept 3-6 Labour Day	<ul style="list-style-type: none"> • Orientation and Welcome • Unit 1 Introduction to Phlebotomy 	Review D2L
2. Sept 9-13	<ul style="list-style-type: none"> • Unit 2 Venipuncture Equipment • Unit 3 Anatomy of Phlebotomy 	Ch. 8
3. Sept 16-20	<ul style="list-style-type: none"> • Unit 4 Venipuncture Procedure, Order of Draw, and Phlebotomy Materials with Task Trainers 	Ch. 9
4. Sept 23-27	<ul style="list-style-type: none"> • Unit 5 Requisitions and Labels 	Ch. 9

WEEK or DATE RANGE	LABS (Monday) and LECTURES (Wednesday)	OTHER NOTES
	<ul style="list-style-type: none"> Unit 6 WIS and Syringe Collections 	
5. Sept 30 – Oct 4 National Day for Truth and Reconciliation	<ul style="list-style-type: none"> Unit 7 Capillary Collections 	Ch. 10
6. Oct 7-11	<ul style="list-style-type: none"> Unit 8 Patient Complications 	Ch. 11
7. Oct 14-18 Thanksgiving	<ul style="list-style-type: none"> Unit 9 Specimen Handling, Processing and Transportation 	Ch. 16
8. Oct 21-25	<ul style="list-style-type: none"> Written Assessment #1 Unit 10 Foundations of Lab Safety 	Ch. 3
9. Oct 28 – Nov 1	<ul style="list-style-type: none"> Unit 11 Infection Control and Safety 	Ch. 4
10. Nov 4-8	<ul style="list-style-type: none"> Unit 12 Professional Communication 	Ch. 4
11. Nov 11-15 Remembrance Day observed	<ul style="list-style-type: none"> Unit 13 Organizations that impact MLAs 	Ch. 2
12. Nov 18-22	<ul style="list-style-type: none"> Written Assessment #2 Guest Speakers 	
13. Nov 25-29	<ul style="list-style-type: none"> Guest Speakers 	
14. Dec 2-6	<ul style="list-style-type: none"> Basic Life Saving Review and Make up Week 	
15. Dec 9-13	<ul style="list-style-type: none"> Final Exam Week 	

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

DESCRIPTION	WEIGHTING
Quizzes	5%
Participation	5%
Written Assessments	25%
Assignments	40%
Final Exam	25%

DESCRIPTION	WEIGHTING
<p>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. https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf</p>	<p>TOTAL 100%</p>

COURSE GUIDELINES & EXPECTATIONS

Attendance

- Students are expected to be on time and to leave their cameras on for the first portion of any online lecture.
- Tardiness disrupts the class, for face-to-face labs if students are more than 5 minutes late (and/or the classroom door is shut), they may not enter the classroom until the class break period.
- If you choose not to or are unable to attend a lecture it is the student's responsibility to acquire all information given during a class missed, incl. notes, hand-outs, assignments, changed exam dates etc.
- 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 or lecture.
- Missed exams cannot be made up except in case of documented illness (doctor's note required). If this occurs the instructor must be informed that the student will be missing the exam before the exam start time.

Student Assessment

Students must achieve a minimum of 65% and complete all assignments in order to use this course as a prerequisite.

- Detailed information regarding assignments will be available on D2L.
- Complete all assignments on time and submit them 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.
- Unless otherwise stated, all assignments will be submitted via D2L.

SCHOOL OR DEPARTMENTAL INFORMATION

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

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

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.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library

Support Service	Website
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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. To contact the Office of Student Support: 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.