



# Course Syllabus

**Course title:** Medical Laboratory Procedures 1

**Class section:** MLAB - 117 - BX01B

**Term:** 2025W

**Course credits:** 3

**Total hours:** 75

**Delivery method:** Blended

## Territorial Acknowledgement

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Łək̓ʷəŋən (Songhees and Kosapsun) and W̱SÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

## Instructor Details

**Name:** Lauren Nagy

**Email:** NagyL@camosun.ca

## Instructor Statement

*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.*

## Instructor Office Hours

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**Office:**

**Hours:**

Room #317

By appointment

## Course Description

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### **Course Description:**

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.

### **Prerequisites:**

One of:

- C in Anatomy and Physiology 12
- C in Camosun Alternative

## Course Learning Outcomes / Objectives

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Upon successful completion of this course, the learner will be able to

1. Compare and contrast the duties, roles, and responsibilities of Certified Medical Laboratory Assistants (CMLA) in community clinics and hospitals
2. Apply knowledge of venous anatomy and blood components to identify, describe, and perform the correct procedures and various techniques for blood collection and sample preparation
3. 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

4. Discuss the implications of varied patient health conditions (physical and emotional) on all patient and client interactions commonly encountered by Medical Laboratory Assistants

## Course Competencies

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### 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)

## Course Materials

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**Title:** Phlebotomy Worktext & Procedure Manual

**Authors:** Warekois

**Publisher:** Mosby

**Publication Date:** 2024

**Edition:** 6

**Digital Object Identifier (DOI):** [9780323936101](https://doi.org/10.1016/j.wor.2024.101011)

**Additional Information**

Required

**Title:** Complete Phlebotomy Exam Review

**Authors:** Pamela Primrose

**Publisher:** Elsevier Health Sciences

**Publication Date:** 2015-03-06

**Additional Information**

Recommended



## Course Delivery Hours

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	15	45
Lab	2	15	30
		<b>TOTAL HOURS:</b>	<b>75</b>

Please be advised that Camosun College calculates an exam week within the semester

## Course Schedule, Topics, and Associated Preparation / Activity

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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 or Date Range	Lab Activities	Lecture	Asynchronous
Week 1	Monday: Orientation Tuesday: Unit 1: Introduction to Phlebotomy	Unit 2: Venipuncture Equipment	Ch 1 & Ch 8 D2L Scavenger Hunt
Week 2	Venipuncture Equipment	Unit 3: Anatomy of Phlebotomy	Ch 7 & 8 Circulatory System Quiz
Week 3	Task Trainers	Unit 4: Venipuncture Procedure and Order of Draw	Ch 9 Week 2/3 Discussion

<b>Week or Date Range</b>	<b>Lab Activities</b>	<b>Lecture</b>	<b>Asynchronous</b>
Week 4	Requisitions and Labels	Unit 5: Requisitions and Labels	What's your SMART Goal?
Week 5	Cross-Over Activity	Unit 6: Capillary Collections	Ch 10 Patient Requisition and Order of Draw assignment
Week 6	Capillary Collections and Blood Spot Cards	Unit 7: WIS and Syringe Collections	Ch 8 & 9 What's Wrong Here? assignment
Week 7	<b>Reading Break</b>		
Week 8	<b>Written Assessment #1</b>	Unit 8: Patient Identification, Complications, and Terminology	Ch 5 & 11 Glucose assignment
Week 9	Complications/Blood and Body Fluid Exposure	Unit 9: Specimen Handling, Processing and Transportation	Discussion Week 9/10
Week 10	Cross-Over Activity	Unit 10 & 11: Foundations of Lab Safety and Infection Control	Phases of Analytical Testing assignment
Week 11	Specimen Collection and Safe Work Practices/ TDG	Unit 12: Organizations in Healthcare	Practice Quiz
Week 12	<b>Written Assessment #2</b>	Unit 13: Professional Communication & Patient-Based Scenarios	
Week 13	Interactive Activity (TBD)	Guest Speaker	
Week 14	Make-up/Wrap-up/Review	Guest Speaker	
Week 15	<b>Final Exam</b>		

## Evaluation of Learning: Weighted

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<b>DESCRIPTION</b>	<b>WEIGHTING</b>
<b>Participation</b>	<b>10</b>
<b>Asynchronous Assignments</b>	<b>35</b>
<b>TOTAL</b>	<b>100%</b>

DESCRIPTION	WEIGHTING
Quizzes	5
Written Assessments	25
Final Exam	25
<b>TOTAL</b>	<b>100%</b>

**NOTE: Students must achieve at least a ("C+") or COM in all program courses.**

### Grade Reviews and Appeals

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>

**The Centre for Accessible Learning (CAL) is part of Camosun's Student Affairs unit.** CAL coordinates academic accommodations and provides related programs and services to students with documented disabilities.

Students who require academic accommodations are expected to request and arrange accommodations through CAL in a timely fashion. While we understand that not all accommodation needs are known to students at the beginning of a course, accommodations cannot be provided unless the proper process is followed through CAL and an accommodation letter has been released to the instructor. Students are responsible for providing CAL with the proper documentation prior to the beginning of a course.

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 can be reviewed on the CAL exams page**

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

**Please consult the CAL webpage for more information:**

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

## Artificial Intelligence: A Guide for Students

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**Generative Artificial Intelligence (GenAI)** is an evolving technology that brings potential benefits but also substantial risks. While GenAI tools have the ability to transform how we work and learn, it is essential for the college community to adapt to these changes in a thoughtful and secure way.

**When using GenAI tools, students should ensure proper citation and attribution guidelines are followed.** This includes acknowledging AI assistance in reports ,presentations, or any external communications. Clear citation helps build trust, ensures ethical use, and reduces the risk of misinformation or copyright issues.

**For citation support visit the college's citation style guide.**

<https://camosun.libguides.com/cite>

### **Artificial Intelligence: A Guide for Students**

Visit the following website to learn about AI use in academic settings.

<https://camosun.libguides.com/artificialintelligence/home>

## **Course Guidelines & Expectations**

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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.

### **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 is going to be missed, you must notify your instructor by email at least one hour before the start of lab whenever possible. 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.

## **Participation in Learning Activities**

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## **Written Assignments**

Assignments are due by 23:59 on the assigned day unless otherwise specified. Unless otherwise directed by individual course outlines or assignment descriptions, assignments must be: word processed, double spaced, font meeting APA 7th edition guidelines, with a title page and reference list in APA 7th edition format. Student requiring an extension for the due date of an assignment must discuss with the instructor, at least 24 hours before the due date. Assignment submitted late without an approved extension will result in a 10% deduction in mark for each day late, and will not be accepted after 7 days post due date.

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

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.

## School or Departmental Information

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**Students are required to read and are accountable for the College policies (outlined below) and practicum guidelines as described in the School of Health and Human Services (HHS) and program handbooks.**

[CMLA Program Handbook](#)

### **Clinical and Practice Placements in HHS**

<https://camosun.ca/programs-courses/school-health-and-human-services/hhs-programs/practicums>

### **School of Health and Human Services (HHS)**

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#top>

### **HHS Program Handbooks**

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#program>

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## 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.

## College Policies

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### **Academic Integrity**

Students are expected to follow the college's [Academic Integrity policy](#), and be honest and ethical in all aspects of their studies. To help you understand these responsibilities review the online [Academic Integrity guide](#).

The college's [Academic Integrity policy and supporting documents](#) detail the process for addressing and resolving matters of academic misconduct.

### **Academic Accommodations for Students with Disabilities**

If you have a documented disability and need accommodations contact the Centre for Accessible Learning (CAL). CAL will arrange the appropriate academic accommodations so you can participate in all academic activities. Visit the [CAL website](#) for more information

### **Academic Progress**

The [Academic Progress policy](#) details how the college monitors students' academic progress and what steps are taken if a student is at risk of not meeting the college's academic progress standards.

### **Acceptable Technology Use**

The [Acceptable Technology Use](#) policy outlines how students are expected to use college technology resources, this includes using your own devices on the college's network. The use of the college resources in a way that violates a person's right to study in an environment free of discrimination, harassment or sexual violation is prohibited.

### **Course Withdrawals Policy**

For details about course withdrawal see the [Course Withdrawals policy](#). Be aware of the [deadlines for fees, course drop dates, and tuition refunds](#).

### **Grading Policy**

To learn more about grading see the [Grading Policy](#).

### **Grade Review and Appeals**

The process to request a review of grades is outlined in the [Grade Review and Appeals policy](#).

## Medical / Compassionate Withdrawals

If you have experienced a serious health or personal issue, you may be eligible for a [medical/compassionate withdrawal](#). The [Medical / Compassionate Withdrawal Request form](#) outlines what is required.

## Sexual Violence

If you have experienced sexual violence on or off campus, you can get support from the Office of Student Support. The Office of Student Support is a safe and private place to talk about what supports are available and your options for next steps. Visit the [sexual violence support and education site](#) to learn more or email [oss@camosun.ca](mailto:oss@camosun.ca) or phone: 250-370-3046 or 250-370-3841.

## Student Misconduct (Non-Academic)

Camosun expects students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Review the [Student Misconduct Policy](#) to understand the college's expectations of conduct.

Looking for other policies? See [Camosun College Policies and Directives](#)

## Services and Supports

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Services are free and available to all students.

Academic Supports	Enrollment Supports
<a href="#">Centre for Accessible Learning</a>	<a href="#">Academic Advising</a>
<a href="#">English, Math and Science Help Centres</a>	<a href="#">Financial Aid and Awards</a>
<a href="#">Library</a>	<a href="#">Registration</a>
<a href="#">Writing Centre &amp; Learning Skills</a>	<a href="#">Tuition and Fees</a>
Health and Wellness	Applied learning
<a href="#">Counseling</a>	<a href="#">Co-operative Education and Career Services</a>
<a href="#">Fitness and Recreation</a>	

[Office of Student Support](#)

[Makerspace](#)

The [Centre for Indigenous Education Centre and Community Connections](#) provides cultural and academic supports for Indigenous students.

[Camosun International](#) provides supports to international students.

[The Ombudsperson](#) provides an impartial, independent service to ensure students are treated fairly. The service is a safe place for students to voice and clarify concerns and complaints.

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

## 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 the course content or schedule. When changes are necessary the instructor will give clear and timely notice.