

# CLASS SYLLABUS



COURSE TITLE: MLAB 121 – Laboratory and Phlebotomy Skills 1  
CLASS SECTION: BX01-03  
TERM: S2023  
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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*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: Lauren Nagy  
EMAIL: [nagyl@camosun.ca](mailto:nagyl@camosun.ca)  
OFFICE: CHW 317, online  
HOURS: By appointment

*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 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.

**Note:** Only open to students in Allied Health & Technologies programs.

PREREQUISITE(S): **One of:** B in Foundations of Math 10; B in Math 039  
CO-REQUISITE(S): N/A  
PRE/CO-REQUISITE(S): C+ in MLAB 117

## COURSE DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			
Seminar			

Lab / Collaborative Learning	4	14	
Supervised Field Practice			
Workplace Integrated Learning			
Online	1	14	
	TOTAL HOURS		70

## COURSE LEARNING OUTCOMES

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

- a) demonstrate the ability to use correct procedures and techniques in obtaining specimens for analysis.
- b) demonstrate knowledge of correct protocols and procedures for labelling, processing, transporting, and storing specimens obtained during laboratory practice.
- c) 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.

## COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

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

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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
Week 1 May 1/2	Welcome	
Week 2 May 8/9	Task Trainers and Phlebotomy Equipment	
Week 3 May 15/16	Task Trainers with Multisample Needles, Patient Positioning, Vein Selection, and Sharps Disposal	CSMLS 1.07, 1.15
Week 4 May 23	<b>No class Mon, May 22 (Victoria Day)</b> Phlebotomy, SNOD, Patient Identification, and Confidentiality	7.01, 7.04 BCSLS Unit 1D: 7.01, Unit 3A: 2.04
Week 5 May 29/30	Requisition and label review, verify relevant information required, phlebotomy	CSMLS 2.02, 2.09
Week 6 Jun 5/6	Phlebotomy Assessment Prep	
Week 7 Jun 12/13	Lab Assessment #1 – Phlebotomy Capillary Collections	Unit 3C, CSMLS 2.04
Week 8 Jun 19/20	Phlebotomy and Capillary Collections	CSMLS 2.04
Week 9 Jun 26/27	Phlebotomy and Capillary Collections	CSMLS 2.04
Week 10 Jul 4	<b>No class Mon, Jul 3 (Canada Day)</b> Lab Assessment #2 - Capillary	Unit 3C
Week 11 Jul 10/11	Phlebotomy and Capillary Collections and Specimen Collection	Unit 2B,
Week 12 Jul 17/18	Lab Assessment #3 Phlebotomy	Unit 3C
Week 13 Jul 24/25	Final Phlebotomy and Capillary Collections, Final Skills Check Scenario Component	BCSLS – Unit 1A: CoPC7
Week 14 Jul 31/Aug 1	Final Skills Check	BCSLS Unit 3B – 2.06, 7.06
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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT EVALUATION

DESCRIPTION	WEIGHTING
Quiz	10
Lab Participation and Professionalism	10

DESCRIPTION	WEIGHTING
Major Project	20
Lab Assessments	30
Final Lab Skill Assessment	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](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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### 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.

### 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 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.
- Unless otherwise stated, all assignments will be submitted via D2L

## 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.

**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.