Course Syllabus

Course title: Laboratory & Phlebotomy Skills 1
Class section: MLAB **-** 121 **-** 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 Lәkʷәŋәn (Songhees and Kosapsum) and WSÁNEĆ 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

Office:	Hours:
Room #317	By appointment

Course 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.

Pre or Co-requisites:
All of:

- C+ in MLAB 117

Course Learning Outcomes / Objectives

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

1. Demonstrate the ability to use correct procedures and techniques in obtaining specimens for analysis

2. Demonstrate knowledge of correct protocols and procedures for labelling, processing, transporting, and storing specimens obtained during laboratory practice

3. Demonstrate the correct daily use of and maintenance for laboratory and clinic equipment used in specimen management

4. 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

5. 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 Competencies

COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES (also known as "sub-outcomes" or "learning objectives"):

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)

Course Materials

Title: Phlebotomy Worktext & Procedure Manual
Authors: Warekois
Publisher: Mosby
Publication Date: 2024
Edition: 6
Digital Object Identifier (DOI): 9780323936101

Course Delivery Hours

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lab	4	15	60
Online	1	15	15
		TOTAL HOURS:	75

** Please note that Camosun is standardized on a 15-week semester which, where applicable, includes a final evaluation week. When an evaluation week is not required this may create a

discrepancies in total hours.

Course Schedule, Topics, and Associated Preparation / Activity

Week or Date Range	Activity or Topic	Asynchronous	Competencies
Week 1	Orientation, Course overview, Introduction to Phlebotomy Equipment	Ch 1 Ch 1 Quiz	7.01, 7.04, Unit 1A, Unit 1D
Week 2	Safety and equipment review, Task Trainers	Ch 7 & 8 Ch 8 Quiz Review Week 2/3 Elsevier videos	Unit 3B, Unit 1A
Week 3	Task Trainers, SNOD, Phlebotomy	Ch 9 Ch 9 Quiz	Unit 3A, 2.04, Unit 3B
Week 4	Task Trainers, Phlebotomy	Ch 5 Ch 5 Quiz Review Week 4/5 Elsevier videos	Unit 2B
Week 5	Requisition and Label review, Cross-Over Activity	Ch 10 Ch 10 Quiz	2.06, 2.02, 7.06, Unit 1A, CoPC7
Week 6	Task Trainers, Phlebotomy **Assessment #1 (Phlebotomy - single tube)**	Ch 11 Ch 11 Quiz Begin Major Project - IDE	2.09, Unit 1D, Unit 3B
Week 7	**Reading Break** (Submit Major Project topic, group, mode of presentation)		
Week 8	Task Trainers, Phlebotomy, Capillary Collections	Ch 16 Ch 16 Quiz	Unit 3C
Week 9	Task Trainers, Phlebotomy, Capillary Collections **Assessment #2 (Capillary)**	Ch 3 & 4 Ch 3 & 4 Quiz	2.09, Unit 3C
Week 10	Phlebotomy, Capillary Collections, Cross-Over Activity	Written Phlebotomy Scenario	1.07, 2.02, 2.09, CoPC7

Week or Date Range	Activity or Topic	Asynchronous	Competencies
Week 11	Phlebotomy, Capillary Collections **Assessment # 3 (Multi-tube phlebotomy)**		2.09, Unit 3B
Week 12	Phlebotomy, Capillary Collections	Tests and Tubes Quiz	2.02
Week 13	Interactive Activities (VDT & IDE Festival)	Major Project Self-Assessment	7.06
Week 14	**Final Assessment (Multi-tube phlebotomy)**		2.09, Unit 3B
Week 15	**Exam Week**		

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Quizzes	**10**
Assignments	**20**
Lab Assessments	**30**
Final Assessment (Written and Skills)	**30**
Participation	**10**
TOTAL	**100%**

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

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

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

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

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

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](#) 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

Services are free and available to all students.

Academic Supports	Enrollment Supports
[Centre for Accessible Learning](#)	[Academic Advising](#)
[English, Math and Science Help Centres](#)	[Financial Aid and Awards](#)
[Library](#)	[Registration](#)
[Writing Centre & Learning Skills](#)	[Tuition and Fees](#)
Health and Wellness	**Applied learning**
[Counseling](#)	
[Fitness and Recreation](#)	[Co-operative Education and Career Services](#)
[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.