

# COURSE SYLLABUS



COURSE TITLE: MLAB 147 – Medical Laboratory Procedures 2  
CLASS SECTION: BX01  
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: Tarah Craig  
EMAIL: [CraigT@camosun.ca](mailto:CraigT@camosun.ca)  
OFFICE: CHW 317-88  
HOURS: Varied, please email me to see availability.

*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

### Restricted to students in Certified Medical Laboratory Assistant

In this course, students continue to develop and enhance their collecting skills using advanced phlebotomy techniques and point of care procedures. Students experience what it is like to work in community laboratories and hospitals through case-based simulation learning and integrated laboratory practice. Students learn how Laboratory Information Systems (LIS), specimen accessioning, and accurate data entry within electronic health records relate to optimal outcomes. Students learn how Certified Medical Laboratory Assistants participate in promoting Quality Management in the workplace.

PREREQUISITE(S): **All of:** C+ in AHLT 104; C+ in AHLT 112; C+ in MLAB 117; C+ in MLAB 121; C+ in MLAB 139.  
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:

- a) Demonstrate keyboarding proficiency while performing the duties of a Certified Medical Laboratory Assistant.

- b) Identify and discuss the use of information management, e.g. Laboratory Information Systems (LIS), electronic technologies, verbal and written information within medical laboratory services.
- c) Identify and explain the nature and purpose of following standard operating procedures, policies, and protocols on specimen integrity while performing advanced collecting techniques.
- d) Perform Quality Improvement, Quality Assurance, and Quality Control measures in the medical laboratory simulation environment and discuss the purpose of Quality Management.
- e) 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 complex practice situations with LIS fluency.

### Competencies

1. Applies knowledge of personal protective equipment, hygiene and infection control within routine laboratory practices as well as advanced practices i.e., accidents, injury, emergencies or other unpredictable incidents. (CSMLS - 1.01, 1.03, 1.04, 1.11, 1.12, 1.13, 1.14) (BCSLS - Unit 1A: CoPC7, Unit 2C: 1.12, 1.11 1.14)
2. Able to do maintenance, reagent changes and quality control on laboratory equipment, recognize malfunctions and implement corrective actions, documenting all. (CSMLS - 6.03, 6.07, 6.08, 8.05, 8.06, 8.08) (BCSLS - Unit 1B: 8.04, 8.08, Unit 1F: 6.04 6.05 6.06 6.07 6.08 6.09 6.11 6.12)
3. Demonstrate knowledge of accreditation standards and the essentials of quality management systems and be able to make recommendations for improvement. Understand risk management and all of the controls put in place to manage or prevent incidents in the work place. (CSMLS –2.13, 2.14, 6.01, 6.04, 6.05, 6.06, 6.09, 6.10, 6.11, 6.12, 8.06, 8.08) (BCSLS - Unit 1B: 8.06, Unit 1F: 6.01, 6.03, 6.04 6.05 6.06 6.07 6.08 6.09 6.11 6.12,6.10, 2.13, Unit 2C: 1.06 2.14)
4. Demonstrates patient verification according to policy and procedure and accessions patients into Laboratory Information Systems (LIS) maintaining accuracy and confidentiality in a simulated environment. (CSMLS - 2.10, 6.02, 6.13) (BCSLS – Unit 1A: CoPC7,9 Unit 1D: 7.01, Unit 1F: 6.02, 6.04 6.05 6.06 6.07 6.08 6.09 6.11 6.12, 6.13, Unit 3A: 2.04, Unit 3H: 2.10)
5. Follows policies and procedures for accessioning, specimen collection, handling and storage of samples across all disciplines while assessing suitability for testing. (CSMLS - 2.02, 2.03, 2.04, 2.06, 2.07, 2.08, 2.09, 2.11, 2.12, 6.02, 7.02, 7.04) (BCSLS – Unit 2C: 2.02 2.03, Unit 3A: 2.04, 2.02 2.06 2.09, Unit 3D, Unit 3E, Unit 3F, Unit 3G]

---

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Warekois & Robinson. (2015) Phlebotomy: Work text and Procedure Manual 5th Ed.

---

### 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	DATE	ACTIVITY or TOPIC	Assigned This Week
1	2 Sep 2024	<b>Lecture</b> – Course introduction <b>Lab</b> – Butterfly and syringe collections with task trainers	<b>Quiz #1</b> – Butterfly & Syringe Collections
2	9 Sep 2024	<b>Lecture</b> – Pre-analytical variables <b>Lab</b> – Pre-analytical variables class activity	<b>Assignment #1</b> – Pre-Analytical Variables Presentation
3	16 Sep 2024	<b>Lecture</b> – Special populations <b>Lab</b> – Managing Special Populations Activity	
4	23 Sep 2024	<b>Lecture</b> – Special collections and procedures 1 <b>Lab</b> – Blood Cultures, Blood Gases	<b>Assignment #2</b> – Blood Culture Poster or Paper
5	30 Sep 2024	<b>Lecture</b> – Special collection and procedures 2 <b>Lab</b> – Presentations, Managing Pediatric Patients	<b>Quiz #2</b> – Advanced Procedures
6	7 Oct 2024	<b>Lecture</b> – Special collection and procedures 3 <b>Lab</b> – Aliquoting, Double Spins, Presentations (if needed)	
7	14 Oct 2024	<b>Lecture</b> – Introduction to Quality Management (QM) <b>Lab</b> – Equipment Maintenance, Inventory	<b>Assignment #3</b> – Quality Management Assignment
8	21 Oct 2024	<b>Lecture</b> – QM 1 <b>Lab</b> – Risk Management, Workplace Inspections	<b>Assignment #4</b> – Procedure Creation Assignment
9	28 Oct 2024	<b>Lecture</b> – QM 2 <b>Lab</b> – Quality Controls, Reagents, Procedures	<b>Quiz #3</b> – Quality Management
10	4 Nov 2024	<b>Lecture</b> – QM 3 <b>Lab</b> – Procedure Creation/ Quality Improvement	
11	11 Nov 2024	<b>Lecture</b> – TBD <b>Lab</b> – Complex Phlebotomy Simulation	
12	18 Nov 2024	<b>Lecture</b> – LIS & MP <b>Lab</b> – Chemical Hazard/WHIMIS/Spill Kit Review Activity	<b>Quiz # 4</b> – Lab Practices
13	25 Nov 2024	<b>Lecture</b> – Practicum Overview <b>Lab</b> – Practicum Documentation Overview + In Class Assignment	<b>Assignment #5</b> – Pre-Practicum in Class Assignment
14	2 Dec 2024	<b>Lecture</b> – Exam Overview or Make Up Lecture <b>Lab</b> – Review Games (Optional)	

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
Assignments (5)	
Patient Variables Presentation      10%	40%
Blood Culture Poster or Paper      10%	
Procedure Creation      10%	

DESCRIPTION	WEIGHTING	
Quality Laboratory Management      7.5%		
Laboratory Practices                      2.5%		
Quizzes (4) – Allowed to be taken twice.		
Butterflies and Syringe Draws              5%	20%	
Advanced Procedures Quiz                      5%		
Quality Management                              5%		
Laboratory Practices                              5%		
Practical Assessment		15%
Final Exam	25%	
	<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](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

### 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, both under the assignments tab and in the content section.
- 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.
- A student is only permitted to miss one assignment per term
- Unless otherwise stated, all assignments will be submitted via D2L.
- 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 as tardiness disrupts the class. 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. Since lectures are online, please enter the zoo room quietly and without disruption.
- If you choose not to or are unable to attend lecture **it is your responsibility to acquire all information given during a class missed**, including notes, hand-outs, assignments, changed exam dates etc. **Please email the instructor as a courtesy so they are aware of your absence.**
- Attendance in labs is mandatory. If a lab must be missed due to **unforeseen circumstances** or **pre-arranged conditions**, a make up lab can be planned with the instructor. This will be up to the student to arrange with the instructor.

- Notification of a missed lab must be sent to your instructor at least one hour before lab start time whenever possible.
- 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

---

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](http://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</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 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](https://camosun.ca/services/sexual-violence-support-and-education). 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

<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.