Course Syllabus

Course title: Medical Laboratory Procedures 2
Class section: MLAB **-** 147 **-** BX01C
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 Lҡwungən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

Instructor Details

Name: Tania Pozney
Email: pozneyt@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	Hours: By appointment

Course Description

Course Description:
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.

Prerequisites:
All of:

- C+ in AHLT 104
- C+ in AHLT 112
- C+ in MLAB 117
- C+ in MLAB 121
- C+ in MLAB 139

Pre or Co-requisites:
All of:

- C+ in AHLT 134

Course Learning Outcomes / Objectives

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

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

2. Identify and discuss the use of information management, e.g. Laboratory Information Systems (LIS), electronic technologies, verbal and written information within medical laboratory services

3. Identify and explain the nature and purpose of following standard operating procedures, policies, and protocols on specimen integrity while performing advanced collecting techniques

4. Perform Quality Improvement, Quality Assurance, and Quality Control measures in the medical laboratory simulation environment and discuss the purpose of Quality Management

5. 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

Course Competencies

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]

Course Materials

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

Course Delivery Hours

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	15	45
Labs	2	15	30
		TOTAL HOURS:	75

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

Course Schedule, Topics, and Associated Preparation / Activity

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

Week	Lecture	Lab	Quizzes/Assignments
Week 1	Course introduction	Line draws overview	
Week 2	**Unit 1** - Line Draws	MLAB 147/151/Nursing line draw activity * See D2L for schedule	Quiz #1 - Line draws
Week 3	**Unit 2** - Pre-analytical Variables	Pre-analytical variables activities	Assignment #1 - Pre-analytical variables

Week	Lecture	Lab	Quizzes/Assignments
Week 4	**Unit 3** - Special Populations	NO LAB	
Week 5	**Unit 4** - Special Collections and Procedures	Special population and special collection activities	Assignment #2 - Special collections
Week 6	Introduction to Quality Arterial and Capillary Blood Gases	Arterial and capillary blood gas activity Special collection activity	Quiz #2 - Advanced procedures
Week 7	READING BREAK		
Week 8	**Unit 5** - Equipment Maintenance and Inventory	Equipment and maintenance activity Introduction to quality assignment	Assignment #3 - Quality management
Week 9	**Unit 6** - Quality Control, Reagents, and Procedures	Quality control activity	Assignment #4 - Procedure creation
Week 10	**Unit 7** - Quality Management and Assurance	Quality management activity	
Week 11	**Unit 8** - Chemical Hazards, SDS, and WHMIS	SDS and WHMIS activity	Quiz #3 - Quality management
Week 12	**Unit 9** - LIS and MSP Potential previous student guest speaker	MLAB 147/151 complex phlebotomy simulations	
Week 13	Practicum Preparation	Review of practicum booklets	Assignment #5 - Practicum reflections
Week 14	Review, Final Exam Q&A	Potential lab tour, review	

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Assignments (5)	**40%**
Quizzes (3)	**30%**
Final Exam	**30%**
TOTAL	**100%**

CMLA:

NOTE: Students must achieve at least a ("C+") 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.

Course Guidelines & Expectations

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

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 disease (like COVID-19). Risk associated with learning and performing the physical duties of a healthcare professional cannot be entirely eliminated by any amount of caution or protection. Students who refuse or incapable of participating and performing these activities due to personal or or medical limitations may only continue to participate in their course work when supported by officially registered accommodations or temporary medical advisory.

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

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.

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