

**MLAB 147 Medical Laboratory Procedures 2**  
**Winter 2020**

**COURSE OUTLINE**

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The course description is available on the web:  
<http://camosun.ca/learn/calendar/current/web/mlab.html#mlab147>

*Ω Please note: This outline will not be kept indefinitely. Students are recommended to keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

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**1. Instructor Information**

- (a) **Instructor** Sharon Duggan  
(b) **Office hours** Thursdays 10:00 – 10:50 am  
(c) **Location** CHW 317 Desk #101  
(d) **Phone** (250) 370-4766 **Alternative:**  
(e) **E-mail** [duggans@camosun.bc.ca](mailto:duggans@camosun.bc.ca)  
(f) **Website**

**2. Intended Learning Outcomes**

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.

**3. Required Materials**

Textbook: Warekois & Robinson. (2015) Phlebotomy: Work text and Procedure Manual 4th Ed.

#### 4. Course Content and Schedule

#### 5. Basis of Student Assessment (Weighting)

|                                 |             |
|---------------------------------|-------------|
| Quiz #1                         | 15 %        |
| Quiz #2                         | 15 %        |
| Quiz #3                         | 15 %        |
| Audit Assignment                | 25 %        |
| Final Exam                      | 30 %        |
| Presentation (Group Assignment) | 40 %        |
| <b>TOTAL</b>                    | <b>100%</b> |

#### 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

#### 7. Recommended Materials to Assist Students to Succeed Throughout the Course

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#### 8. College Supports, Services and Policies

##### Immediate, Urgent, or Emergency Support



If you or someone you know requires immediate, urgent, or emergency support (e.g., illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts:

<http://camosun.ca/about/mental-health/emergency.html> or  
<http://camosun.ca/services/sexual-violence/get-support.html#urgent>

##### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, centre for accessibility, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit Student Services at <http://camosun.ca/services>

##### College Policies

Policies are available on the College website at <http://camosun.ca/about/policies>. Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with college policies.

Education and academic policies include, but are not limited to, [Academic Progress](#), [Admission](#), [Course Withdrawals](#), [Grading](#), [Involuntary Health and Safety Leave of Absence](#), [Prior Learning Assessment](#), [Medical/Compassionate Withdrawals](#), [Sexual Violence and Misconduct](#), [Standards for Awarding Credentials](#), [Student Ancillary Fees](#), [Student Appeals](#), and [Student Penalties and Fines](#).

## Student Conduct Policy

The [Student Conduct Policy](#) provides clear expectations of appropriate academic and non-academic student conduct and establishes processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct. It is the student's responsibility to become familiar with the content of this policy.

### A. GRADING SYSTEMS

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>

The following two grading systems are used at Camosun College:

#### 1. Standard Grading System (GPA)

| Percentage | Grade | Description                          | Grade Point Equivalency |
|------------|-------|--------------------------------------|-------------------------|
| 90-100     | A+    |                                      | 9                       |
| 85-89      | A     |                                      | 8                       |
| 80-84      | A-    |                                      | 7                       |
| 77-79      | B+    |                                      | 6                       |
| 73-76      | B     |                                      | 5                       |
| 70-72      | B-    |                                      | 4                       |
| 65-69      | C+    |                                      | 3                       |
| 60-64      | C     |                                      | 2                       |
| 50-59      | D     |                                      | 1                       |
| 0-49       | F     | Minimum level has not been achieved. | 0                       |

#### 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

| Grade | Description   |
|-------|---|
| COM   | The student has met the goals, criteria, or competencies established for this course practicum or field placement.  |
| DST   | The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement. |
| NC    | The student has not met the goals, criteria or competencies established for this course, practicum or field placement.  |

### B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

| Temporary Grade | Description  |
|-----------------|--|
| I               | <i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.             |
| IP              | <i>In progress</i> : A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course. |

|    |   |
|----|---|
| CW | <i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement. |
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