CAMOSUN COLLEGE

School of Health & Human Services
Department: Allied Health & Technologies
Certified Medical Laboratory Assistant

PRAC 180 CMLA Clinical Practicum
Fall 2020

COURSE OUTLINE

The course description is available on the web:
http://camosun.ca/learn/calendar/current/web/prac.html#prac180

Camosun College will continue to follow the guidance of the Provincial Health Officer, the B.C. Government and WorkSafeBC, and as such may revise the delivery of courses. Courses with an approved face-to-face component may need to move to online or remote delivery if necessary.

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafeBC and the BC Government to ensure the health and wellbeing of students and employees, Camosun College is providing you with every possible protection to keep you safe including COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. Please refer to: http://camosun.ca/covid19/faq/covid-faqs-students.html
However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor and if needed, alternatives will be discussed.

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.*

1. Instructor Information

(a) **Instructor**   Alex Purdy

(b) **Office hours**

(c) **Location**

(d) **Phone**   **Alternative:**

(e) **E-mail**   purdya@camosun.ca

(f) **Website**

2. Intended Learning Outcomes

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

a) demonstrate professionalism in a variety of settings by adhering to laboratory best practices, workplace protocols and procedures, and all school policies and guidelines.
b) apply knowledge of laboratory procedures, human anatomy and physiology, pathology, professionalism, communication, and scientific principles to safely collect and prepare optimal quality diagnostic specimens.
c) use best practices for managing patient and client interactions in a competent, safe, and responsible manner, with cultural humility while observing legal and ethical workplace standards.
d) communicate effectively with patients and clients, other members of the public, and all members of the health care team while performing the duties of the Medical Laboratory Assistant.

e) recognize appropriate learning opportunities within the clinical practice setting to expand on and maintain clinical competence through reflective practice.

f) demonstrate entry to practice requirements of the British Columbia Society for Laboratory Science and Canadian Society for Medical Laboratory Science for Medical Laboratory Assistants.

3. Required Materials

4. Course Content and Schedule

Online Assignments

Grading Scheme for Online Assignments: **COM (complete)** – assignment criteria met; **IP (in progress)** – one or more assignment criteria not met (details, including corrective actions and a timeline for revisions, will be provided in the grade item feedback on D2L); **NC (incomplete)** - default status for all assignments until they have been completed.

Online assignments must be completed in a timely manner in order to maintain ongoing status in the clinical practicum. An assignment that remains in the NC status **after** the assignment deadline may lead to dismissal from the clinical placements site until requirements have been met.

All assignments must be submitted to the D2L Dropbox. Acceptable formats include an image of the document captured using a personal device, such as a cell phone; a .pdf file; a screen shot; or other electronic formats. All documents must be legible and right side up.

You must achieve a COM grade in this course in order to use it for CMLA Program completion."

Requirement	Location of Document	Deadline
Certificates of Completion for Placement Orientations (NEO and SPECO)	Placement site intranet or web portal *require HSPnet number to obtain network login	Complete prior to practicum
Confidentiality Agreement Form	Placement site intranet *require HSPnet number to obtain network login	Complete prior to practicum
Clinical Practicum Acknowledgement Form	Student Portfolio *photocopy and scan or use image capturing device	End of Day 2
Orientation Checklist	Student Portfolio *photocopy and scan or use image capturing device	End of Week 1
Formative Evaluations	Student Portfolio *scan or use image capturing device	End of Weeks 2, 3, and 4
Summative Evaluation	Student Portfolio *scan or use image capturing device	End of Week 5
Reflections and Learning Plans	Create using Word or other electronic document *see D2L week 1-2 module for further details	End of Week 6 - Academic Week
11 Required Procedures	Student Pocketbook *scan or use image capturing device	End of Week 5
2 Optional Procedures	Student Pocketbook *scan or use image capturing device	End of Week 5
Summary of Competency Assessments	Student Portfolio *scan or use image capturing device	End of Week 5
200 Minimum Successful Collections	Student Pocketbook *scan or use image capturing device	Submit Weekly

Clinical Requirements

All portfolio requirements must be met by the end of week 7. Specific details regarding the number and types of procedures that must be included are found in the Clinical Portfolio of Experience and Competence.

Phlebotomy Audits:

Accession numbers and the week in which procedures were **performed** must be recorded in the portfolio. Once the minimum number of cases has been obtained, the Clinical Instructor must sign to validate that all procedures listed in the portfolio represent the student's satisfactory performance and that the Designated Employee validated the student's level of participation at the time the procedure was performed.

Competency Assessments:

Three detailed competency assessment forms must be completed and signed off by the Designated Employee as evidence that the student was able to competently perform a variety of routine laboratory

procedures. Competency assessments may be attempted after the student has first performed the procedure unassisted and obtained quality samples that meet the portfolio criteria for acceptability. The student must demonstrate critical criteria and meet the minimum score on each assessment to receive a complete grade in the course.

Formative Evaluations:

The formative evaluation must be completed by the Designated Employee weekly. The formative evaluation should also indicate whether or not the student is demonstrating reasonable progression or if the student has missed any clinical time. The formative evaluation should also indicate whether or not the student is using observation forms to collect feedback on performance, which is a mandatory learning activity that must be completed on a regular basis. Feedback from observation forms may be used to supplement the decision-making regarding formative assessment of student performance. The student must achieve a satisfactory formative evaluation by the end of week 6 in order to receive a complete grade in the course.

Final Assessment Details

Clinical assessments conducted during this course will be based on the minimum level of competence expected for a novice.

Clinical progression and maintenance of competence must be demonstrated and evident by meeting expectations on weekly formative evaluations. Cumulative and ongoing competence must be demonstrated through participation in a minimum number of unassisted procedures where all critical criteria were demonstrated, and completion of a minimum number of successful attempts at competency. Inability to meet these expectations will result in failure to complete the clinical course.

The summative evaluation result for this course (complete or incomplete) will depend on the status of completion for all required clinical activities and online course assignments. Additional information about each of the assignments, clinical activities, and assessments can be found in the clinical course on D2L.

5. COURSE SCHEDULE

The following schedule is subject to change if deemed necessary by the instructor. Specific dates and deadlines are listed in the course on D2L. Check the D2L course news for updates.

Week	Evaluations	Competency Assessments	Online Assignments (due end of Week 6-7)
	Designated Employee	Designated Employee	Clinical Instructor
0			
0			
1	Week 1 Formative		
1			
2	Week 2 Formative	Assessment 1	
2			
3	Week 3 Formative	Assessment 2	
3			
4	Week 4 Formative	Assessment 3	
4			
5	Summative Assessment		
5			
6			Academic Assessment
6			#1-5
7			
7			

There is no final examination for this course.

Education Approval: 2018-11-21   Updated: 2020-09-01

5. Basis of Student Assessment (Weighting)

6. Grading System

☐ Standard Grading System (GPA)

☒ Competency Based Grading System

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

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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal*: 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.