



# CAMOSUN COLLEGE

School of Health & Human Services

Department: Allied Health & Technologies  
Certified Medical Laboratory Assistant



[Camosun.ca/hhs-handbook](http://camosun.ca/hhs-handbook)

## MLAB 117 Medical Laboratory Procedures 1 Fall 2019

### COURSE OUTLINE

---

The course description is available on the web:  
<http://camosun.ca/learn/calendar/current/web/mlab.html#mlab117>

*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** Sharon Duggan
- (b) **Office hours** Tuesdays 1630-1720
- (c) **Location** Room 317 Desk #101
- (d) **Phone** (250) 370-3000 ext. 4766      **Alternative:** [Click or tap here to enter text.](#)
- (e) **E-mail** DugganS@camosun.bc.ca
- (f) **Website** [Click or tap here to enter text.](#)

#### 2. Intended Learning Outcomes

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

- a) compare and contrast the duties, roles, and responsibilities of Certified Medical Laboratory Assistants (CMLA) in community clinics and hospitals.
- b) apply knowledge of venous anatomy and blood components to identify, describe, and perform the correct procedures and various techniques for blood collection and sample preparation.
- c) 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 common practice situations.
- d) discuss the implications of varied patient health conditions (physical and emotional) on all patient and client interactions commonly encountered by Medical Laboratory Assistants.

#### 3. Required Materials

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

#### 4. Course Content and Schedule

Week	Topic
1	<ul style="list-style-type: none"> <li>• Group agreements</li> <li>• Role of the Medical Laboratory Assistant, the importance of professionalism and professional organizations lecture</li> <li>• Introduction to the Circulatory system, location of arteries and veins on the patient lecture</li> <li>• Tour of lab, lab safety and PPE</li> </ul>
2	<ul style="list-style-type: none"> <li>• Foundations of Laboratory safety lecture</li> <li>• Infection Control lecture</li> <li>• Use of task trainers and practicing phlebotomy</li> </ul>
3	<ul style="list-style-type: none"> <li>• <b>Assessment #1</b></li> <li>• Patient identification lecture</li> <li>• Patient requisition interpretation lecture</li> <li>• Lab to practice reading requisitions, introducing self and identifying the patient</li> </ul>
4	<ul style="list-style-type: none"> <li>• Pre-analytical sample preparation as it pertains to selecting the correct tube for the test ordered</li> <li>• Order of draw, mix or not?</li> <li>• Lab practicing order of draw and mixing specimens according to protocol</li> </ul>
5	<ul style="list-style-type: none"> <li>• Pre-analytical sample processing for suitability, retention and disposal</li> <li>• Lab on sample integrity, storage and disposal</li> </ul>
6	<ul style="list-style-type: none"> <li>• <b>Assessment #2</b></li> <li>• Lecture on blood and capillary collections with a focus on maintaining specimen integrity</li> <li>• Practice pre- analytical blood collection procedures in the laboratory</li> </ul>
7	<ul style="list-style-type: none"> <li>• Lecture on the factors that effect Interpersonal communication and collaboration</li> <li>• confidentiality</li> <li>• Practice communication tools in the lab both MLA to patient and inter-professionally</li> </ul>
8	<ul style="list-style-type: none"> <li>• Health care system and professional laboratory organization responsibilities</li> <li>• Lecture on patient health conditions and their impact to professional interactions</li> <li>• Patient case-based scenarios lab</li> </ul>
9	<ul style="list-style-type: none"> <li>• <b>Assessment #3</b></li> <li>• Common laboratory terminology used for specimen collection and measurement systems</li> <li>• Medical terminology, abbreviations/symbols and periodic table</li> <li>• Lab on terminology and measurements</li> </ul>
10	<ul style="list-style-type: none"> <li>• Lecture on patient complications that can occur and how to appropriately respond and follow up</li> <li>• Patient complications case-based scenarios practice</li> </ul>

Week	Topic
11	<ul style="list-style-type: none"> <li>• <b>Dynamic Group Environment Assignment</b></li> <li>• Review Lecture, study time</li> <li>• Chance to practice new techniques i.e. capillary in the lab</li> </ul>
12	<ul style="list-style-type: none"> <li>• Time for assignment</li> </ul>
13	<ul style="list-style-type: none"> <li>• Present assignment</li> </ul>
14	<ul style="list-style-type: none"> <li>• <b>Final Exam</b></li> <li>• Feedback on assignment in the lab</li> </ul>

Assessment #1	10%
Assessment #2	10%
Assessment #3	10%
Labs and Homework	20%
Presentation (Group Assignment)	20%
Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

## 5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

- (a) Assignments
- (b) Quizzes
- (c) Exams
- (d) Other (e.g. Project, Attendance, Group Work)

## 6. Grading System

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

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

Click or tap here to enter text.

## 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.