

Camosun College
Continuing Education

Medical Laboratory Assistant Program

2014



VICTORIA

| BRITISH COLUMBIA

| CANADA

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Working together with



Camosun College reserves the right to modify or cancel any program, course, timetable or objective without notice.

Medical Laboratory Assistant Program

Welcome! Camosun is proud to be Vancouver Island's leading provider of Medical Laboratory Assistant education. This is an important and meaningful profession, and we are dedicated to supporting your success.

This comprehensive program is for caring people who want a new career in health care. We will teach you everything you need to know to get started working in a community or hospital medical laboratory as a Lab Assistant, doing the pre-analytical work of phlebotomy and specimen collection, ECG's, and processing specimens and clerical work to ensure swift and accurate lab results. Our students come from all ages and backgrounds.

This catalogue will provide you with details about this outstanding program taught by our dedicated and experienced team. We encourage you to attend an Information Session or contact us if you have any questions.

Valerie Montague, Program Coordinator

What is a Medical Laboratory Assistant?

A Medical Laboratory Assistant (MLA) or Technical Assistant (TA) performs a vital role in the medical laboratory team. They are trained in the collection of specimens from patients, the initial processing and preparation of specimens for analysis, data entry, clerical and reception services, performance of electrocardiograms (ECG's), and a variety of basic laboratory procedures.

Camosun's Medical Laboratory Assistant Program prepares you to apply for employment in a hospital or community laboratory. The program consists of theory, practical skills, and practicum components. Upon successful completion you will receive a Camosun College certificate. This program meets the criteria set by the BC Society of Laboratory Science (BCSLS).

General Duties

- Participate as an important member of the laboratory team
- Provide patient reception and documentation
- Use correct techniques to safely collect blood specimens
- Provide information to patients regarding proper collection of specimens other than blood
- Appropriately handle and distribute specimens to be analyzed by other members of the laboratory team
- Maintain a safe working environment
- Perform electrocardiograms (ECG's), applying an understanding of heart activity and heart electrical conductivity

Personal Qualities for Success

The following personal attributes are recommended for success in this program:

- Have a strong sense of responsibility, a caring nature, an interest in the well-being of others, particularly the sick and elderly
- Demonstrate good interpersonal skills, communication, and dependability
- Enjoy performing precise work, where details can be a matter of life or death
- Enjoy being a member of productive, disciplined team
- Be able to complete repetitive tasks accurately
- Maintain accuracy even in stressful or emergency situations
- Be willing to take direction and work competently without constant supervision
- Truly care about and find satisfaction in providing service to people
- Is conscientious regarding safety issues

Health Considerations for this program and career

Please consider the following before applying to the program. MLA's should:

- Have good physical fitness and mental acuity; this includes good eyesight and hearing
- Have good manual dexterity and enjoy working with your hands
- Be prepared to be exposed to the symptoms of hospitalized patients. As in most health care professions you will be in close contact with infectious diseases.
- Have good back and neck health. This work requires lengthy periods of time standing and bending.
- Recognize that the profession is both physically and mentally demanding and therefore must be able to cope well in a stressful environment
- Be prepared for extensive hand-washing. As a Medical Laboratory Assistant you must wear gloves while performing each procedure and will also wash your hands frequently using soap. Some people with skin disorders find the wearing of latex and other types of protective gloves, and the frequency of hand washing worsens their condition.
- Those with latex allergies will encounter exposure to latex products.
- Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. If any of these are concerns for you we suggest you discuss this with your physician.
- Hepatitis B and the flu vaccine are highly recommended and are available at any walk in clinic or through your physician.

Students with significant health challenges are advised to discuss concerns with their physician prior to applying. Upon registering, please consult with the Disability Resource Centre or the Med Lab Program Coordinator.

Important facts about this program

Where and when the program is delivered

- Offered from September to April at the Lansdowne Campus in Victoria.
- All theory is delivered in a classroom, Tuesdays and Thursdays evenings 6-9pm.
- The lab takes place on most Saturdays from 10am-4pm.
- Additional hours are required at community and hospital lab sites for the Practical Skills course and the Practicum.
- Students that commute to class from up-Island will be assigned a practicum placement within their region. See page 12 for details.

Practical Experience

- From October through March, students will be assigned a placement in two working laboratories (one hospital site and one community site). The program requirement is to complete 53 hours over 8 site visits. Sites alternate every three weeks.
- The four week, full-time, day-time practicum is held from late March to April.
- Practicum sites are arranged by Camosun College. See Criminal Record Check requirement.

Why should you attend?

This program has a respected curriculum and is taught by professionals bringing the real world into the classroom. The curriculum has been approved by BC Society of Laboratory Science <http://www.bcsls.net/> and provides graduates qualified to meet the standard set by hospitals and community laboratories. As well, this program:

- Is part-time thereby allowing you to continue to work if you are employed
- Distributes the learning to allow integration of the curriculum
- Provides practicum placements in both hospital and community laboratories
- Has an excellent reputation and strong success is documented, see BC Student Outcomes <http://outcomes.bcstats.gov.bc.ca/SORSLite/Dacso/ByInstitution.aspx>

Information Sessions

It is strongly recommended you attend a FREE information session, registration required. Please check camosun.ca/ce for the most up-to-date information. Please check this website the day of your scheduled session, as cancellations may be posted.

If you are reapplying for the program and/or have not attended an Information Session in more than one year, please attend a more recent Information Session to receive the current program information.

Program Learning Outcomes

Upon completion of the Medical Laboratory Assistant, you the graduate, will be able to:

1. Perform the role of the MLA in hospital and private clinical laboratories and within the context of the health care system
2. Follow legal and ethical guidelines in performance of duties as a MLA
3. Demonstrate effective communication skills with patients and members of the health care team
4. Perform duties in a manner that assures and improves quality health care
5. Use knowledge of human anatomy and physiology to perform tasks in a safe and appropriate manner
6. Define and use correct terminology related to measurements used in the laboratory
7. Practice principles of laboratory safety and infection control
8. Practice the correct procedures and techniques in obtaining blood and other specimens for analysis in the clinical laboratory
9. Demonstrate how to prepare specimens for distribution to clinical laboratory departments
10. Demonstrate use and care of laboratory equipment
11. Demonstrate correct procedure for performance of an electrocardiogram (ECG)

Course Descriptions

Introduction to Phlebotomy

This course is the theory component of the collection of blood specimens by venipuncture and skin puncture. It also includes the introduction to the program and roles and responsibilities of MLA's.

Learning Outcomes

At the end of the course the student will be able to:

1. Describe roles and responsibilities of MLA's in public and private sector
2. Describe the correct procedures and techniques for collection of blood including preparation and instruction of patients; care of patients before, during and after procedure, including conditions and complications which may arise

Practical Skills

This course, delivered on Saturdays in the Biology lab, and on site (hospital and community labs), is the application of theory learned in classroom sessions. There is an integrated clinical component where, from October until February, students will be assigned a placement in two working laboratories (one hospital site and one community site). The program requirement is to complete 7.5 hours per month, alternating sites monthly. Students will attend at both sites in February.

Learning Outcomes

At the end of the course the student will be able to:

1. Demonstrate the ability to use correct procedures and techniques in obtaining specimens for analysis; protocols and procedures for processing, transporting and storing specimens; correctly using and maintaining lab equipment
2. Demonstrate the skills required to obtain blood specimens

Lab Safety Theory

This course includes the terms associated with control of microbiological populations; properties of microbes in the workplace; mechanisms of disease transmission; and methods of protection against and prevention of diseases (infection control).

Learning Outcomes

At the end of the course the student will be able to:

1. Describe the theory behind the principles of lab safety and infection control including;
 - Safe use of equipment in the lab
 - WHMIS overview
2. Demonstrate knowledge of requirements for transport of specimens (TDG)

Specimen Handling

This course covers the preparation of specimens in the areas of hematology, chemistry, immunohematology, microbiology, cytology and histology and provides directions to patients, aliquoting, processing and handling of non-blood specimens are included.

Learning Outcomes

At the end of the course the student will be able to:

1. Demonstrate ability to prepare specimens for distribution to clinical laboratory departments for analysis
2. Identify and demonstrate the collection of specimens in appropriate collection tubes relating to area
3. Demonstrate knowledge and skills necessary for the collection of specimens other than blood
4. Demonstrate the labelling and handling of the specimens
5. Demonstrate knowledge of a test library for obtaining information required to collect and handle specimens

Anatomy & Physiology

This course provides an overview of the anatomy and physiology of the human body with a major focus on the major body systems and related disorders and diagnostic tests. These would include the cardiovascular, lymphatic/immune, endocrine, reproductive, urinary, respiratory and digestive systems. Test library, medical terms and conditions, and laboratory terms and measurements are covered.

Learning Outcomes

At the end of the course the student will be able to:

1. Demonstrate knowledge of the human body systems and some major functions and related blood tests relevant to the body systems
 - a) Identify the 11 body systems and describe their primary functions and structures
 - b) Identify the primary diseases and disorders relevant to each body system
 - c) Identify the Medical Lab tests associated with each system's diseases and disorders
2. Demonstrate understanding of terminology and special situations to consider in specimen collection
3. Define and use correct terminology and measurements used in the lab

Electrocardiology

This course introduces the anatomy and physiology of the heart and electrical conduction system of the heart. It teaches the theory, knowledge and skills necessary to conduct select tests and procedures.

Learning Outcomes

At the end of the course the student will be able to:

1. Describe the anatomy of the heart to increase understanding of the functioning of the heart
2. Identify and describe the electrical conduction system of the heart
3. Use cardiac testing procedure and technologies to assist in the assessment of heart function
4. Identify normal and abnormal heart rhythms to determine arrhythmias

Workplace Communication

This course covers how to use effective communication skills with patients and members of the health care team including written communication, and an overview of conflict resolution. It also discusses medicolegal and ethical terms; requirements for documentation; knowledge of patients' rights; requirements for finding of liability; and application of knowledge to situations which may occur in the health care setting.

Learning Outcomes

At the end of the course the student will be able to:

1. Demonstrate effective communications skills with patients and members of the health care team (verbal, non-verbal, and written)
2. Define and demonstrate knowledge of medicolegal and ethical terms as they may apply to the MLA
3. Outline requirements for documentation
4. Demonstrate knowledge of patients' rights
5. Demonstrate knowledge of requirements for the finding of liability
6. Demonstrate the ability to apply the knowledge of medicolegal and ethical issues to situations which may occur in the health care setting

Practicum

The Practicum component provides an opportunity to apply the skills and knowledge acquired during the program. It gives students first-hand experience in both private and public sector labs. The four week, full-time, day-time practicum is held from late March to April. Practicum sites are arranged by Camosun College.

Learning Outcomes

At the end of the course the student will be able to:

1. Apply the skills and knowledge acquired during the MLA Program, in a safe and professional manner
2. Perform the role of the MLA in hospital and private clinical laboratories and within the context of the health care system
3. Follow legal and ethical guidelines in performance of duties as a MLA
4. Demonstrate effective communication skills with patients and members of the health care team
5. Perform duties in a manner that assures and improves quality health care
6. Use knowledge of human anatomy and physiology to perform tasks in a safe and appropriate manner
7. Define and use correct terminology related to measurements used in the laboratory
8. Practice principles of laboratory safety and infection control
9. Practice the correct procedures and techniques in obtaining blood and other specimens for analysis in the clinical laboratory
10. Demonstrate how to prepare specimens for distribution to clinical laboratory departments
11. Demonstrate use and care of laboratory equipment
12. Demonstrate correct procedure for performance of an electrocardiogram (ECG)

Admission Requirements

Prospective students must submit proof of:

- Completed Grade 12 graduation *or* equivalent;
- Letter grade of “C” or higher in English 12 *or* assessment;
- Letter grade of “C” or higher in Camosun Math 053 or Math 10 (Principles) or Foundations of Mathematics and Pre-calculus, Grade 10 *or* assessment;
- Keyboarding to a minimum of 40 net words* per minute within the last six months prior to application. Test must be from a recognized organization and show gross words, timing, errors, etc. **The Medical Lab Program deducts two points per error if gross words plus errors are submitted.*

And proof of one (1) of the following:

- Letter grade of “C+” or higher in Camosun College’s Medical Terminology course, ***or*** another Medical Terminology course with a minimum of 60 hours; ***or***
- Letter grade of “C” or higher in a Human Biology course (e.g. Biology 12); ***or***
- Minimum of six months paid or volunteer work or education in a health care field. Please email medlab@camosun.ca to request approval.

Missing the admission requirements? We can help.

Call Enrolment Services for more details: 250-370-3550 or 1-877-554-7555
(toll free)

Program Participation Requirements

Criminal Record Check

The *Criminal Record Review Act* requires that students registered in a post secondary program where they may be working with children and/or vulnerable adults, must have a criminal record check done through the B.C. Government’s Criminal Record Review program. The Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch / Ministry of Justice is the authorized body under the Act to make the determination of risk.

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and may therefore be unable to complete the program. Please refer to the special refund policy that applies for this program.

Information regarding application for the appropriate Criminal Record Check will be provided during the first months of class, prior to the practicum. Students are responsible for all associated costs <http://camosun.ca/learn/fees/miscfees.html>.

Please refer to the special refund policy that applies for the Medical Laboratory Assistant program.

Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Program Costs

Tuition

Program tuition: \$5,149 (2014), \$5,250 (2015). GST is not applicable for this program.

Includes: All lab supplies, course materials, practicum placement, worksite clinical placement, program support, guest speakers, and Camosun supports Counselling and Disability Resource.

- A \$500 non-refundable registration deposit (due by the date indicated on the letter offering you a seat and applied to your tuition)
- Balance will be due 14 calendar days prior to the start of the program (*date to be announced*).

You must meet payment dates or you will forfeit your seat and must reapply. Credit cards can be used to pay both deposit and tuition for all certificate programs.

Financial aid may be available, please refer to separate handout for information on external awards, scholarships and bursaries.

Other costs (not included)

Application fee (non-refundable)	\$37.88 *
Textbook	\$80 (approx.)
Name tag for worksite placement	\$18 (approx)
Uniforms (2)	\$50 (approx.)
Workshoes	\$80 (approx.)
Criminal Record Check	\$50 (approx.)
TB Skin Testing	\$35 (approx.)
Hep B Vaccine	Free for health studies students
Parking (see camosun.ca for current rates)	

**As of September 1, 2014, the fee is \$38.64.*

Refund Policy

Note that a "Special Refund Policy" applies to this program.

- A 100% refund, less the \$500 non-refundable registration deposit, is provided up to fourteen (14) calendar days prior to the start date of the program.
- No refunds are provided after this.
- Exceptions will not be made for declined Criminal Record Checks, which are processed after the program has begun. Students who are unsure if they will have a clear criminal record are encouraged to contact our CRC office at crimrecchk@camosun.bc.ca or 250-370-3570 before accepting a seat in the program.

Admission Selection

You will be considered for admission when you have completed all the admission requirements and submitted the required documents. Once an application is complete it is assigned an admission number. Candidates are offered seats in the order in which they qualify. If you apply before your requirements are completed, your file must be complete within the year or another complete application is required.

Once accepted, your name goes on the Program Applicant List. Please keep your contact information current. Seat offers are typically mailed out in March, with a 3-4 weeks reply period. If you do not respond, your name is removed from the Applicant List. There is no interview, no lottery, and no entry examination.

We cannot accurately estimate when you will be given the opportunity to study Medical Laboratory Assistant at Camosun. Some people drop off the list or defer acceptance for one year and therefore the numbers may be misleading. Contact Admissions at 250-370-3550 or Toll Free in Canada 877-554-7555 to confirm your number on the Program Applicant List.

Application Procedures

The College application form (Application for Admission) can be found at <http://camosun.ca/documents/forms/apply/apply-camosun.pdf>.

Please note that this program is highly subscribed.

When to Apply

- You may apply for this program at any time.
- **If you live outside of Victoria, please indicate on your application if you are intending to commute, and wish to be assigned to a Practicum site up-Island.**
- Please note that an application to the College is not equivalent to a registration.
- You may submit the admission requirements all at once, or one at a time.
- Once your application is received and your admission requirements are assessed, you will be sent a confirmation letter indicating your Application Status.

Applicant Status

- Your application is “Incomplete” until you submit all program admission requirements.
- Your application is “Qualified” when you have met and submitted **all** of the admission requirements. Your application will be dated according to when it becomes “Qualified”.
- “Qualified” means that you are now **eligible** to be offered a seat in the program.
- Seat Offers will be made to “Qualified applicants in date order according to region.

Seat Offers

- Seat offers are sent out in March for the Fall intake.
- Seat offers are based on the allocation of practicum placements for that intake. This changes slightly each year, and we make adjustments accordingly.
- There are 28 seats in the program. Typically, 20 seats of those seats are taken by Victoria residents. The remainder are taken by students from north of the Malahat.
- We offer seats to the first 28 people on our “Qualified” list according to where the person will be living during the program.

Victoria:

- Students based in Victoria will be offered seats based on practicum placement within Greater Victoria.
- If the address on your application is north of the Malahat but you have informed us that you intend to reside in Victoria during the program, you will be assigned a practicum placement in Greater Victoria

North of the Malahat:

- Students that are based north of the Malahat will be offered seats based on a commitment to accept practicum placement in that region.
- We endeavour to place students as close to home as possible.
- Applicants from Mill Bay to Nanaimo who will be commuting to class in Victoria will be offered a seat based on a practicum placement in that region
- Applicants from north of Nanaimo who will be commuting to class in Victoria will be offered a seat based on a practicum placement as far north as Campbell River

What if I Don't Get In?

- All "Qualified" applicants will remain on that list until a seat becomes available.
- If you wish to withdraw your application, please let us know so that others can be offered a seat sooner.
- Applications that do not become "Qualified" within 12 months of submission will become inactive and must be re-submitted including application fee. If you have applied, but are still working towards obtaining the program admission requirements, please let us know within one year of when you applied.

How to Apply

Step 1: Fill out a College Application and include the non-refundable application fee. Fees may increase annually in September.

Step 2: Attach documented proof of all Admission Requirements.

Step 3: Submit your application by mail or in person to:

Enrolment and Admission Services
Interurban Campus, Camosun College
4461 Interurban Road, Victoria, BC V9E 2C1

New applicants: An application fee will be charged for each program of interest for which the student applies. *Continuing students:* An application fee will be charged when changing programs and/or when applying to additional programs.

Further Program Information

Continuing Education, Health Programs

Phone: 250-370-3103 or Email: medlab@camosun.ca

Application Inquiries

Enrolment and Admission Services

Phone: 250-370-3550

Toll-free: 1-877-554-7555 (*Canada only*)

Frequently Asked Questions

What is the Current Wage Rate?

Hospital Labs – VIHA (HEU) Feb 2012	Hospital Labs – St. Joseph's (Comox) (HEU)	LifeLabs (BCGEU) April 2013
\$21.49 hr. plus evening/weekend shift differential of about \$1 hr. Seniority remains within VIHA	\$20.41 hr.	\$20.00 hr. to start \$24.04 hr. after 4 full-time equivalent years of employment. Seniority transferable to any LifeLabs in BC

How long is the Camosun Program?

7 months of part-time studies *plus* 4 weeks of full-time practicum. Practicums are arranged by Camosun at both hospital and community sites and must be completed in the designated time period. The program begins in September and finishes in April.

How do I obtain experience with phlebotomy (taking blood)?

During the Med Lab program you will serve as a practice client for your classmates; all students will perform phlebotomy procedures related to the practice of the Med Lab Assistant on each other. You are closely supervised by experienced instructors and their assistants while performing these procedures as part of the Practical Skills course.

Is there any flexibility around the time I do my full-time practicum?

The practicum is scheduled for you taking into consideration the needs of the practicum providers and college procedures. The practicum *must* be completed in the time period scheduled for the program – individual schedules cannot be accommodated. It is always full-time during the site's operating hours. Lab shifts may begin as early as 5am.

How much homework will I have?

Most students spend between 8 and 15 hours/week studying for quizzes and exams, and completing assignments, although it can be more or less hours depending on your study skills, familiarity with the material from previous experiences, etc.

Does the Camosun Medical Laboratory Assistant program prepare students to become certified?

There are two certification organizations: the provincial society, [BCSLs](#) (British Columbia Society for Laboratory Science) and the national society, [CSMLS](#) (Canadian Society for Medical Laboratory Science). When a student graduates from our program (or other recognized program on the list approved by BCSLS), they are automatically certified by BCSLS. Currently there is no exam; they just have to apply, send a copy of their graduation certificate and pay dues. Certification in BC is not linked to future payment of dues.

Students can also apply to write the exam with the CSLMS after completing the program and remain certified nationally as long as they pay their association dues.

What do you consider to be volunteer work or education in a health care field (to meet one of the admission requirements for the Medical lab program)?

Some examples of student experiences that have been **approved** in the past:

- Cancer survivor who has recently been through the medical system (demonstrates understanding of common clinical terms, health care organizational structure, clinician roles, etc)
- Attended a portion (6 months or longer) of Practical Nursing or HCA program (meets 6 months education in a health care field)
- Volunteers with St John Ambulance, providing emergency first aid at events (understanding of anatomy, body systems, and patient care)

Some examples that **would not** provide sufficient experience to meet this requirement:

- Working at a community pharmacy in a retail capacity (focus is on customer rather than patient)
- Volunteer greeter in ER (generally this person is providing directions and not behind the scenes; there may be exceptions to this, such as if the volunteer experience spanned several years)

What do I need to graduate?

To complete the program and obtain the *Certificate in Medical Laboratory Assistant* you must:

- Successfully complete the requirements of each theory course with a minimum of "C+" (65%):
 - MEDL 401V – Introduction to Phlebotomy
 - MEDL 403V – Lab Safety Theory
 - MEDL 405V – Workplace Communication
 - MEDL 408V – Electrocardiology
 - MEDL 411V – Specimen Handling
 - MEDL 412V – Anatomy & Physiology
- Successfully obtain a "COM" grade (*student has met the goals, criteria, or competencies established for this course, practicum or field placement*) for:
 - MEDL 409V – Practical Skills
 - MEDL 410V – Practicum



All course modules and the practicum are mandatory. Each course must be successfully completed and passed in order to progress to the next course.

Important Numbers

Camosun Admission Advisors..... 250-370-3550, press 6
<http://camosun.ca/services/advising/>

Camosun Assessment Centre..... 250-370-3550, press 5
<http://camosun.ca/services/assessment/>

Camosun Disability Resource Centre.....250-370-3312
<http://camosun.ca/services/drc/>

Camosun Enrollment Services (Registration)..... 250-370-3550, press 2

Camosun Financial Aid and Awards..... 250-370-3550, press 3
<http://camosun.ca/services/financialaid/>

Camosun Keyboarding Assessment250-370-4565
<http://camosun.ca/ce/>

Valerie Montague, Program Coordinator.....250-370-3136
Medical Laboratory Assistant Program
Camosun College
medlab@camosun.ca

BC High School Transcripts, Ministry of Education250-356-7269
<http://www.bced.gov.bc.ca/transcript>. Regardless of when you graduated high school,
a copy of your transcript is still available.

Outside BC:

Call your high school or the local school board and they will send you a copy at minimal cost.
Regardless of when you graduated high school, a copy of your transcript is still available.

LifeLabs Med Lab Hiring, Sue Newell250-881-3109 (switchboard, leave message)

VIHA Med Lab Hiring, Andrea Johnson.....250-370-8571