



**MEDICAL LABORATORY ASSISTANT  
PROGRAM HANDBOOK PART A**

**2025-2026**

# Medical Laboratory Assistant

## Academic Manager's Welcome

Welcome to Confederation College and the Medical Laboratory Assistant program!

Medicine today would not be possible without the tests performed in the clinical laboratory. Whether it is a blood test, a throat swab or a biopsy, doctors depend on laboratory test results to accurately diagnose and treat illness and monitor patient health.

Medical Laboratory Assistants are important members of the health care team, working under the supervision of a Medical Laboratory Technologist. You will be required to work with patients to perform laboratory tests and procedures, including positioning Holter Monitors and performing ECGs. You will also collect blood samples for laboratory analysis and assist professionals in the lab. The emphasis is on the practical performance of procedures. Recognition of problems and errors is required.

As a graduate of this one-year, two semester certificate program, you will have the ability to collect and sort specimens for analysis; perform venipunctures and acquire ECG tracings; prepare reagents, stains, and media; prepare body fluids and tissues for microscopic examination and/or analysis; and perform routine technical procedures. Upon graduation from this program, you will be qualified to write the Medical Laboratory Professionals' Association of Ontario (MLPAO) and the Canadian Society of Medical Laboratory Science (CSMLS) certification exams.

You could be on your way to succeeding in your career goals with this program!

Abbey Nedgial

Academic Manager – Healthcare Programs



## Academic Manager Contact Information

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## COLLEGE VALUES

### ***Diversity***

- We celebrate our learners, communities, and college employees, in all their diversity.

### ***Respect, caring and openness.***

- We value each other as individuals, and we act with integrity. We expect active and honest sharing of information and ideas, listening carefully and respecting the opinions of others. Working together, we achieve our mission through our values, attitudes, and actions.

### ***Learning and Leading***

- We prepare our learners to live, work, and lead, in Northwestern Ontario and beyond.

### ***Excellence***

- We strive for excellence in all elements of our work including our consultative, collaborative, and responsible decision-making processes. We build on our historical strengths of innovation, reasoned risk-taking, and responsiveness.

## Confederation College Profile of the Graduate

### *Confederation College Graduates....today and tomorrow*

A Confederation College graduate is a life-long learner who possesses the knowledge, skills, attitudes, and behaviours to live, work, and lead in the northern and global workplace.

*Confederation College graduates will have reliably demonstrated the ability to:*

- Meet vocational requirements for their specific field or profession.
- Communicate in a clear, concise, and correct manner in written, spoken and visual forms.
- Utilize computer technology proficiently.
- Apply a wide variety of mathematical techniques with the degree of accuracy required to solve problems and make decisions effectively in everyday situations.
- Interact with others in groups or teams in ways that contribute to successful working relationships and the achievement of goals.
- Demonstrate ethical behaviour in the workplace and personal life.
- Use critical thinking skills to solve problems and make effective decisions.
- Adapt to new situations and demands by applying and/or updating knowledge and skills.
- Meet the societal challenges which they face in their northern and global community, family, and working life by:
  - Developing an informed understanding about contemporary issues (aesthetics, societal, technological, environmental, scientific, cultural, civic, and work and the economy)
  - *Increasing self-awareness and undergoing personal growth*
  - *Acquiring an appreciation and understanding of diversity*
  - *Developing an informed awareness and knowledge of the contemporary aboriginal context of Northwestern Ontario*

## Banner

“Banner” is an enrolment management application accessed from the Confederation College website. You can access it to get information, including your class schedule, transcripts, and account summary. Web registration for classes is done through Banner using the information you received with your offer of admission. Any difficulty with registering for classes, login etc. can be assisted with by either the staff at the HUB information desk (near the main entrance to the College) or by contacting Registration Services.

## Registering for classes

If you haven't already done so, make sure you have registered.

1. Click on “My Campus Portal” link at the top of the college website.
2. Log in with “username” and “password” \*
3. Under “Launchpad”, click on “Banner Information”.
4. Click on “Post Secondary Web Registration”.
5. Follow the on-screen instructions to complete your registration and get your schedule.

### \*Username and Password

Your Username is found on the top right of your offer of admission. It is also the beginning of your Confederation College email address before the @.

Your Password is as follows:

Fxxxxxxxx

F = First letter of first name CAPITALIZED.

n = First letter of last name lowercase.

x = Last nine digits of your student number. eq. 100129914

Username and Password are Case Sensitive.

## Class timetable

Once registered for classes, your timetable can be accessed and printed from Banner. Finding classes can be tricky when you're new to a place, but rest assured after a couple of weeks you will be finding your way without any difficulties.

1. Click on “My Campus Portal” link at the top of the college website.
2. Log in with “username” and “password” \*
3. Under “Launchpad”, click on “Banner Information”.
4. Click on “Student Services”
5. Click on “Academic Information”
6. Click on “Student Timetable”
7. You may need to click on “next week” a couple of times to get to a week that shows your whole schedule.

Your timetable provides you with several bits of information. It contains the specific course code, starting and ending times, building location, and room number for lectures and labs. For example:

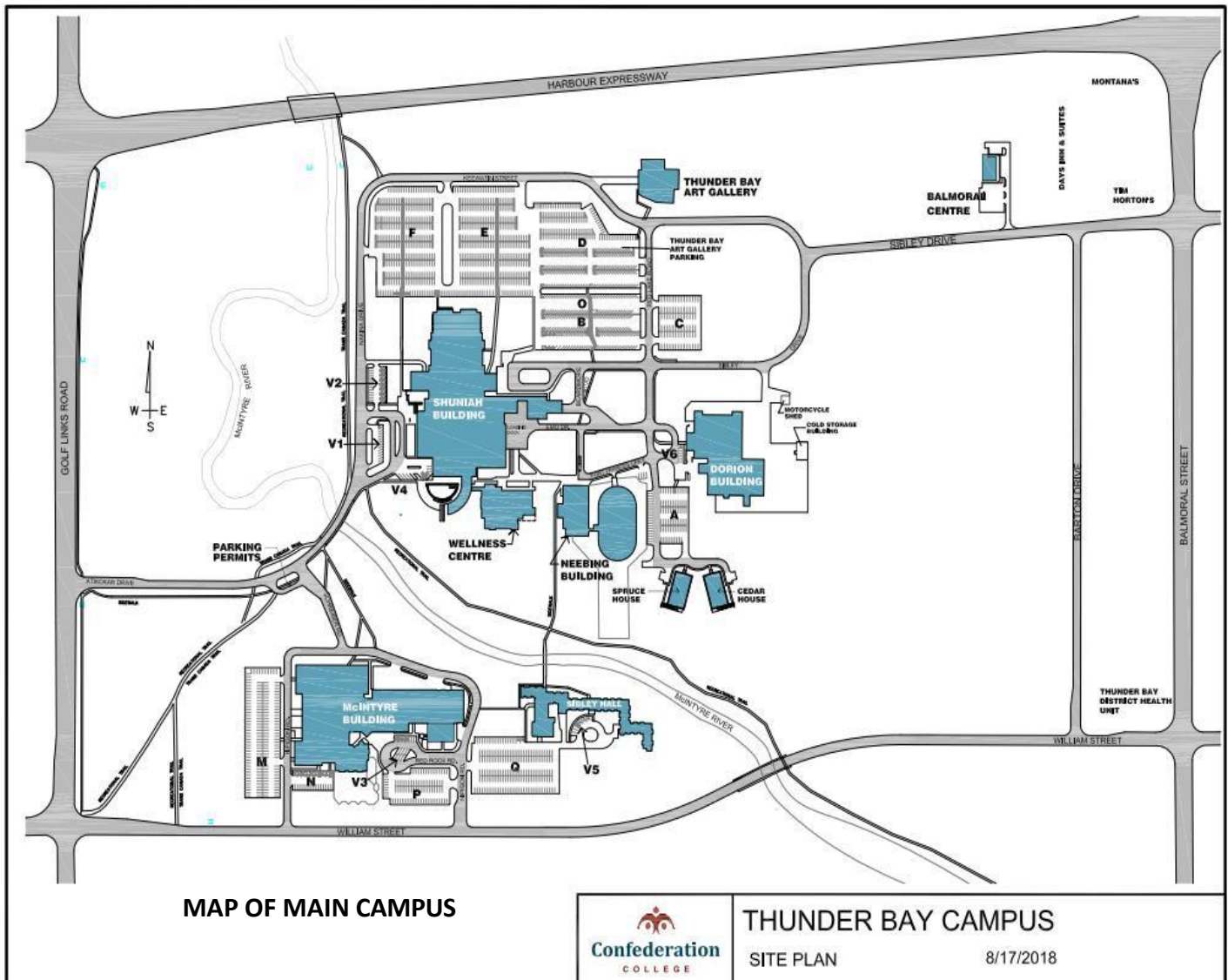
CS 050 = course code for Persuasive Writing class

McIntyre = building

RM 377 = room 377

- Don't get confused between a class code and room number or building name. If you are unsure, ask!

*The staff at the College are available to answer all of your questions*



## Blackboard Ultra

“Blackboard” is a learning management system which allows you to see your specific classes and grades, communicate with your professor, and read important course and academic notices. It is also where some teachers upload course-specific assignments, PowerPoint presentations, lecture notes, and other class work. Check Blackboard frequently by logging into “My Campus Portal” on the Confederation College homepage.

1. At the top of the College website main page, click on “My Campus Portal”.
2. At the My Campus login page, enter your college username and password and then click the Login button.
3. Once you are logged into the My Campus Portal, on the left-hand side of the page under the LaunchPad section you will see the Blackboard link. Click on this icon to be automatically logged into the College’s Blackboard system.

**It is your responsibility to check Blackboard on a regular basis.**

## Email

Every registered student at the college is given an individual email account. This email account is the email you should use for all your college correspondence. In other words, if you need to contact a professor or Registration Services etc. use your college account and not your personal Gmail, Hotmail etc. Your college email address is what is linked to Blackboard, and it is the address that your professors will use to contact you.

Have reasonable expectations regarding email/telephone response times. Messages sent at late hours or on weekends will not be responded to until appropriate working hours.

**It is your responsibility to check your college email on a regular basis.**

Students can access their college e-mail using the Web Access Outlook application. Web Access Outlook can be accessed through any Internet connected computer via the College’s My Campus Portal application by typing in the URL:

<http://www.confederationcollege.ca> into your web browser (this is the College’s main website). Email can also be configured and synced with a smart phone (instructions available at computer Help Desk).

1. At the top of the College website main page, click on My Campus Portal.
2. At the My Campus login page, please enter your College username and password (as determined at the start of this section) and then click the Login button.
3. Once you are logged into the My Campus Portal, on the left-hand side of the page under the Launchpad section you will see “Email”. Click on this to be automatically logged into the College Web Access Outlook e-mail system.

## **Class Guidelines**

College classes require a significant amount of personal accountability. Policies regarding Academic and Personal conduct can be accessed on the College’s website. These policies outline the responsibilities of both students and professors. Published College policies & procedures form the “rulebook” and should be consulted for clarification on specific issues.

Our goal at Confederation is to create open, inclusive, and respectful learning environments for everyone – individual students, classmates, Professors and Staff.

## **General Class Structure**

1. On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline that will explain the grading system, and a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.
2. Online/blended courses will make use of appropriate technologies to do the same – usually with introductory emails providing essential information.
3. Professors will use your college email address and/or Blackboard as a means of communication.
4. Breaks will be given in class as per the Professor’s discretion. For Example, two 10-minute breaks may be combined into one longer break to ensure you have time to grab a coffee.

## Attendance/Missed Tests & Assignments

1. Success is directly related to attendance! It is expected that students attend all classes, labs, and field placements. Absences for legitimate and documentable reasons do occur BUT your Professors need to be made aware – either prior to, or immediately following the absence. Waiting to contact a Professor for multiple weeks or months is not acceptable.
2. If you are absent from class or lab you must find out what you missed from your classmates or Professor. Your Professor will not come to you or re-teach the material.
3. Legitimate and documentable reasons for missing class, lab, or field placements need to be discussed with your Professor. Examples include the following:
  - a. Health issues:
    - i. documented by doctor’s note, walk-in clinic note, prescription copy, ID bracelet from emergency, Counsellor’s letter, and/or Professor’s approved evidence
  - b. Court summons, jury duty:
    - i. documented by paperwork.
  - c. Death of family member
    - i. Documented through discussion with your Professor
4. Missed tests/exams/quizzes without a legitimate reason may receive a grade of zero (0).
5. Assignments, projects, essays, etc. (given as “homework” with a due date) are due on the assigned date. Late assignments may be subject to a penalty of up to 10% per day and will not generally be accepted beyond one week after the assignment due date.
6. Assignments are to be submitted in the manner prescribed by your Professor. For example, some Professors require assignments to be submitted in paper while others will accept electronic attachments. Follow the instructions provided by your Professor on submission.

## College Policies and Procedures

Students should familiarize themselves with the following College policies:

***Charter of Students' Rights & Responsibilities: 5-5-03***

[Ch5-s5-03 Charter Student.pdf \(confederationcollege.ca\)](#)

***Course Evaluation and Grading Policy: 5-1-01***

[Ch5-s1-01 Course Eval and Grading Policy\\_v2023Aug.pdf \(confederationcollege.ca\)](#)

***Student Code of Conduct: 5-5-02***

[Ch5-s5-02 Student Code of Conduct Practice.pdf \(confederationcollege.ca\)](#)

***Academic Integrity: 5-5-01***

[Ch5-s5-01 Academic Integrity Policy.pdf \(confederationcollege.ca\)](#)

***Use of Electronic Devices in Class: 5-5-06***

[Ch5-s5-06 Use of Electronic Devices.pdf \(confederationcollege.ca\)](#)

***Academic Appeal Policy: 5-1-02***

[Ch5-s1-02-Academic-Appeal-Policy.pdf \(confederationcollege.ca\)](#)

## Dropping Classes

At the middle point of every semester, the college establishes a deadline for dropping classes without academic penalty. Generally, this date is set for the 2<sup>nd</sup> week of November and March, respectively. Specific dates are set each year and are communicated on the College's website.

Students are responsible for knowing their academic standing in their courses. If you are unsure where you stand, consult your professor prior to the drop deadline. Having the discussion with your professor will provide insight on your chances of success.

If you do need to drop a course, consult the Academic Manager, or enquire at the HUB for guidance.

**It is important to note that any dropped class must be picked up later to ensure you meet graduation requirements. If a mandatory class is dropped, that same class must be repeated. If an elective is dropped, a substitute elective must be taken.**

To keep track of your courses, use the course planner checklist provided on page 16.

## Modified Registration

In some instances, modified registrations are done for students needing to register outside of the web registration process. This occurs for transfer students, students who are picking up additional classes, students who dropped classes, or for those on an academic plan.

If you require a modified registration, please meet with the Academic Manager.

## Release of Information

If students wish to have information regarding their academic standing shared with others, a release of information form needs to be submitted. This occurs when funding agencies, parents, and employers etc. request information about students. Before the Academic Manager or Professors can discuss specifics about your situation, a release needs to be signed. It is the student's responsibility to consent, or not, for the disclosure of information. The release of information form can be found on page 46.

## MEDICAL LABORATORY ASSISTANT PROGRAM

The Medical Laboratory Assistant (MLA) is a vital member of the health care team. Graduates of this program have the basic technical and theoretical skills required to work in healthcare laboratories and assist the Medical Laboratory Technologist (MLT) in various investigative and clinical laboratory procedures including sample collection and processing.

### Program Goals

This program will provide students the knowledge, skills, and attitudes to meet both the national competency profile of a Medical Laboratory Assistant and the provincial competency profile of a Medical Laboratory Assistant/Technician.

### Graduate Learning Outcomes

- Demonstrate strong interpersonal and communication skills.
- Demonstrate respect for the uniqueness and autonomy of clients and colleagues.
- Demonstrate the knowledge, skills, attitude, and judgement needed to be a competent entry-level assistant/technician.
- Work effectively with a multidisciplinary team.
- Eligibility for certification as a Medical Laboratory Assistant/Technician with the MLPAO (Medical Laboratory Professionals' Association of Ontario) and/or the CSMLS (Canadian Society of Medical Laboratory Science)

### Typical workplaces include:

- Hospital laboratories
- Private laboratories
- Public Health laboratories
- Medical clinics
- Specimen collection centers



## Vocational Learning Outcomes for Medical Laboratory Assistant

- **Ministry of Advanced Education and Skills Development - MAESD (formerly MTCU - Ministry of Training, Colleges, and Universities)**

### The graduate has reliably demonstrated the ability to:

1. Perform all work in accordance with established protocols, safety guidelines, and existing legislation to ensure safe work practices
2. Verify sample data to ensure that specimens are procured and handled according to appropriate and established protocols in preparation for laboratory analysis.
3. Perform pre-analytical procedures on specimens from a variety of sources according to established protocols.
4. Prepare reagents for medical laboratory testing using laboratory equipment and instruments according to established protocols.
5. Interact with clients, patients, and other health care professionals using effective communication, teamwork skills and inter-professional collaboration to provide quality laboratory analysis service to clients.
6. Practice and promote principles of quality management systems according to established policies, processes, and protocols to support the continuous quality operation of a medical laboratory.
7. Comply with the legal and ethical requirements of practice to protect the patient's right to a reasonable standard of care.
8. Evaluate laboratory problems in order to investigate causes and propose solutions within their scope of practice.



## PROGRAM SUMMARY

### Medical Laboratory Assistant

#### ***First Semester***

<u>Course Number/Title</u>	<u>Credits</u>
*ML111 Laboratory Techniques	4
*ML112 Laboratory Communications	2
*ML113 Laboratory Anatomy	4
*ML114 Laboratory Math	4
*ML115 Laboratory Skills 1	3
*ML116 Laboratory Foundations	2
Elective	3

Total = 22 hours per week

Students must obtain a mark of 60% in each core subjects (ML111, ML112, ML113, ML114, ML115 and ML116) to advance to the second semester of the program.

#### ***Second Semester – Part A***

<u>Course Number/Title</u>	<u>Credits</u>
*ML211 Hematology 1	4
*ML212 Chemistry 1	4
*ML213 Microbiology 1	5
*ML214 Transfusion 1	4
*ML215 Laboratory Skills 2	3
*ML216 Histology 1	3

Total = 23 hours per week

Students must obtain a mark of 60% in each core MLA subject (ML211, ML212, ML213, ML214, ML215, ML216) to continue to ML220.

#### ***Second Semester Part B – 4 weeks***

<u>Course Number/Title</u>	<u>Credits</u>
*ML220 Placement	11

**\*\* Field Placement is appropriately 150 hours**

We have a limited number of placement sites so field placements are done in two blocks. Some students will go out directly following the end of Semester 2 and others will have four weeks off and then go out on their placement. Placements may be out of town and students are responsible for all associated costs. Selection for both location and time block will be done in an equitable manner early in Semester 2.

**IN ORDER TO GRADUATE FROM THE MLA PROGRAM STUDENTS MUST PASS ALL COURSES LISTED ABOVE.**

**\* All courses may be scheduled anytime between 0830 and 2230 Monday to Friday.**

**To be eligible to graduate, students must successfully pass all courses with a cumulative GPA of 2.00**

**CALCULATING MARKS**

If you have a question about how your test or assignment was marked, ask your professor.

**Marks are calculated as follows:**

Mark	Grade	GPA Points
80% - 100%	A	4
70% - 79%	B	3
60% - 69%	C	2
Below 60%	F	0

**NOTE: All classes beginning with ML require a 60% mark to pass.**

**GPA** (Grade Point Average) is calculated out of a maximum of 4 points. The highest GPA you can receive is a 4.00; to be on the Dean's List, your GPA must be at least 3.50. To graduate it must be 2.00.

## Medical Laboratory Assistant Diploma Planner

Course Planner Checklist

Name: \_\_\_\_\_

Student # \_\_\_\_\_

Full-Time Program Requirements	✓ have (Grade)	<i>X</i> <i>need</i>
<b>SEMESTER 1</b>		
ML111 – Laboratory Techniques		
ML 112 – Laboratory Communications		
ML 113 – Laboratory Anatomy		
ML 114 – Laboratory Math		
ML115 – Laboratory Skills 1		
ML116 – Laboratory Foundations		
Elective		
<b>SEMESTER 2</b>		
ML 211 – Hematology 1		
ML 212 – Chemistry 1		
ML 213 – Microbiology 1		
ML 214 – Transfusion 1		
ML 215 – Laboratory Skills 2		
ML 216 – Histology 1		
ML220 - Placement		

## GENERAL PROGRAM POLICIES

The Student Handbook contains valuable information for students at Confederation College. Please refer to this handbook for policies regarding items such as academic dispute resolution, policy on plagiarism and cheating, program continuation, withdraw from course or program.

### BLOOD COLLECTION and ECG

Skill development in these areas begins with simulation arms but we quickly move to practicing our skills on each other. It is highly recommended that students volunteer to collect blood samples on each other. This practice will ensure adequate collections and give the student experience with collecting from a variety of different peer's veins. However, volunteering for blood donation is voluntary. Students must read and sign the Human Biological Sample Consent Form prior to engaging in phlebotomy.

If a student chooses not to volunteer for blood donation, he/she will be expected to arrange for their own volunteer to perform phlebotomy skills on. This volunteer could be a fellow classmate or friend/family member. Please arrange guidance from the instructor to discuss an appropriate time for outside volunteers to attend class.

Students are not required to explain if they choose not to donate blood. All personal information, if disclosed, will be held in confidence. Students that have previously signed the donor consent form can rescind their consent at any time without prior notice. For reasons of safety, you should not donate if:

- You know, or think that you might be infected with Hepatitis B or Hepatitis C
- You know or think that you might be infected with HIV – the AIDS virus.
- You are anemic or receiving treatment for anemia or iron deficiency.

## CORE SUBJECT EVALUATION

### Theory and Lab Courses

The final grade in each course will be based on a continuous testing and assessment program. A variety of tools can be used which include oral and written tests, assignments, group presentations, class participation, teacher observation and practical tests. The professor(s) of the course will determine the methods of assessment used for that particular course, subject to the approval of the Academic Manager.

- Students will be informed in writing at the beginning of each term as to the methods of assessment to be used for that particular course (course outlines).
- Partial marks may be given on tests/assignments as determined by the assessor.
- **Students must obtain at least a C grade in the core MLA courses to proceed to the next semester of the program.**
  - A = 80 -100 %
  - B = 70 – 79 %
  - C = 60 – 69%
  - IN = Incomplete
  - F = 59% or lower
- **Students who receive an F in one course of the semester, but achieve the minimum C grade in all other courses, may qualify to write a challenge test if the following conditions are met:**
  - Overall grade for the course is at least 50% (Semester 1 courses) or 55% (Semester 2 courses)
  - Attendance is at least 80%

- All evaluations for that course have been completed (quizzes, assignments, tests, etc.)
  - Students **MUST** achieve a 60% grade on the challenge exam.
  - Students who are successful in the challenge exam will receive a final grade of 60 for the course, regardless of the grade they get on the challenge exam.
- **Students must perform 30 successful venipunctures, 10 successful capillary collections (5 capillary blood gas collections, 5 microcapillary samples) and 5 ECGs to progress to ML220 Field Placement.**

### Field Placement (ML220)

- The student's performance will be evaluated and discussed with him/her on an ongoing basis.
- All the objectives for ML220 must be met satisfactorily by either demonstration, observation, or principles reviewed by the end of that semester for the student to receive a passing grade.
- Once a student has successfully met a clinical objective, he/she is expected to maintain his/her performance in relation to the objective.
- The student must successfully complete all other requirements as stated in the course outline.
- **Graded as Credit or Fail.**

### Students Returning to Program after being unsuccessful in one or more courses:

- Students who return to the program will have to repeat the course(s) in which they did not achieve the minimum grade as well as any co-requisites for that course.
- Re-entry to program is based on seat availability, and discretion of the Academic Manager.



## MLA Program – Social Networking Directive

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### **Introduction**

The Dean, Associate Dean, Academic Manager, Professors, Lab Technologists, and Clinical Instructors (hereby referred to as “the faculty”) of the Medical Laboratory Assistant (MLA) Program at Confederation College, view facets of social networking to be both positive and progressive when used to enhance academic learning in a professional and ethical manner. The faculty respects the rights of students to make use of social networking sites as a medium for self-expression when such self-expression is considered professional and ethical.

For the purposes of this directive, social networking will be defined as, but is not limited to, such venues as Facebook (including personal group Facebook pages), Myspace, Twitter and blogs, Snap Chat, group chats, and communication will refer to all media related interchanges (e.g., written, audio, photographs, and video). As future Medical Laboratory Assistants, and members of a highly regarded profession, it is essential that all MLA students at Confederation College adhere to and respect the confines of this directive.

In the interest of academic and behavioural integrity, MLA students engaging in the use of social networking will be held accountable to Confederation College’s policies entitled “*Academic Integrity*” (Policy # 5-5-01), “*Use of Information Technology*” (Policy # 5-5-05), and the “*Student Code of Conduct*” (Policy # 5-5-02).

MLA students must also be aware, that employers may screen a potential employee for social networking activity.

### **Social Networking Directive**

MLA students engaging in social networking will adhere to the *MLA Program – Social Networking Directive*. Failure to adhere to the *MLA Program – Social Networking Directive* will result in disciplinary action as deemed appropriate by the Associate Dean and/or Dean of the School of Health, Negahneewin, and Community Services up to and including expulsion from the program depending on the severity of the occurrence(s).

1. MLA students engaging in the use of social media will be professional, ethical and respectful while communicating in reference to Confederation College and the MLA Program; MLA faculty and students; and in reference to the students’ field placement learning environment (e.g., hospital, private or public health laboratories). Students will not use social networking sites as a means to disparage Confederation College and the MLA Program; MLA Program faculty and students; or the College’s field placement learning partners (e.g., hospital, private or public health laboratories).
2. MLA students engaging in the use of social networking will be professional, ethical, and respectful of Confederation College’s support staff, faculty, and students from other program areas, as well as all invited guests to either the classroom or the College environment.
3. MLA students engaging in the use of social networking will not practice the use of disrespectful language (e.g., obscenities, profanity, and racism); will not use vulgar, unkind, or discrediting language; will not discuss topics which the Medical Laboratory profession would regard as disrespectful or dishonourable; and will uphold the confines of Confederation College’s Respect Campaign.
4. At no time will MLA students take or post pictures onto social media while in any clinical learning environments (including hospital, private or public health laboratories and school labs)
5. MLA students will not use social networking sites to harass, bully or intimidate MLA Program faculty, students, or students from other program areas.

## Resources

Medical Laboratory Assistant students choosing to identify themselves as a Confederation College MLA student within a social networking environment are encouraged to review the following standards of practice put forth by the Canadian Society of Medical Laboratory Science (CSMLS) and the Medical Laboratory Professionals' Association of Ontario (MLPAO).

- CSMLS Competency Profile – Medical Laboratory Assistant January 2016
  - Code of Professional Conduct  
[https://csmls.org/wp-content/uploads/2023/09/Code\\_of\\_Professional\\_Conduct-en.pdf](https://csmls.org/wp-content/uploads/2023/09/Code_of_Professional_Conduct-en.pdf)
  - Code of Ethics  
<https://csmls.org/about-us/our-members/code-of-ethics/>
  - Communication and Interaction
  - Professional Practice
- MLPAO MLA/T Competency Guidelines August 2024
  - Standards of Practice  
[https://www.mlpaoo.org/\\_files/ugd/054d07\\_21b2054f60794db8a326f97a9f338b10.pdf](https://www.mlpaoo.org/_files/ugd/054d07_21b2054f60794db8a326f97a9f338b10.pdf)

## CERTIFICATION EXAMINATIONS (MLPAO OR CSMLS):

- Graduates of the program will be eligible to write either the national or provincial certification examination.
- There are standard examination dates – check website for examination dates.
- Students are responsible for applying to write the exam – **check website for application deadlines.**
- Students are expected to assume all cost and responsibilities involved in writing this examination, as this is not administered by Confederation College
- Composition of MLA/T Ontario and Canadian Certification Exam Blueprint Summaries, Competency guidelines, Practice Exams and Exam Information and can be found on the following websites.

### Provincial:

Medical Laboratory Professionals' Association of Ontario (MLPAO)  
PO Box 100, STN LCD 1  
Hamilton, ON  
L8L 7T5  
Telephone (416) 485-6768 /1-800-461-6768  
Fax (416) 485-7660

E-mail: [mlpao@mlpao.org](mailto:mlpao@mlpao.org) Website: [www.mlpao.org](http://www.mlpao.org) MLPAO Exam

Information <https://www.mlpao.org/mla-t-certification-exam>

MLPAO Competency Guidelines [https://www.mlpao.org/files/ugd/054d07\\_f7a467f298044614b004ce2bedbf122e.pdf](https://www.mlpao.org/files/ugd/054d07_f7a467f298044614b004ce2bedbf122e.pdf)

MLPAO Practice Exam Packages for Purchase <https://mlpaoprepexams.ysasecure.com/>

The MLPAO MLA/T exam is an online exam with live online proctoring, to be taken from the candidate's home. A working computer/laptop with a microphone, webcam, speakers, and a strong internet connection are required. The technical requirements and information about the online exam can be found on our website: <https://www.mlpao.org/mla-t-certification-exam> Click on "Online Exam Info and Technical Requirements".

### National:

Canadian Society for Medical Laboratory Science (CSMLS)  
33 Wellington St. North  
Hamilton, ON Canada L8R 1M7  
Telephone: (905) 528-8642/1-800-263-8277  
Fax: (905) 528-4968

E-mail: [info@csmls.org](mailto:info@csmls.org) Website: [www.csmls.org](http://www.csmls.org)

CSMLS Exam Eligibility <https://csmls.org/certification/about-the-certification-exam/exam-eligibility/>

CSMLS Competency Guidelines [https://go.csmls.org/cert/MLA\\_CP\\_2016.pdf](https://go.csmls.org/cert/MLA_CP_2016.pdf)

CSMLS MLA Exam Handbook <https://go.csmls.org/cert/2025/Exam/Exam%20Registration%20Forms/CEXM-043-H1%202025%20Exam%20Handbook%20v2025-MAY.pdf>

The National exam is conducted through computer-based testing (CBT).

A voluntary comprehensive practice exam will be posted for students while they are on field placement. The College receives a summary report regarding the success rate of their students but does not receive information regarding the pass or fail of specific students. Students who wish assistance prior to rewriting a certification exam are invited to contact the coordinator directly.

## EXPECTATIONS OF STUDENTS

*The policies are meant to maintain consistent, clear, and appropriate adult expectations for all students, thus creating an environment of choice and fairness in a postsecondary educational institution.*

### Services For Students with Disabilities

- If you are a student with a disability who may require academic accommodation, it is your responsibility to register as early as possible with the Student Accessibility Services located in the Student Success Centre (Room 153, Shuniah Building) or call (807) 475-6618 to discuss your accommodation needs. (<https://www.confederationcollege.ca/department/accessibility>)
- Students with disabilities who have an Accommodation Plan should be aware that these plans are not shared with the Field Placement Employer.
- Students with disabilities who feel they may require accommodations during Field Placement should discuss this with staff in the Student Accessibility Services.
- Students with disabilities always have the opportunity to discuss how their particular disability may impact their college experience.

### Attendance

- Good attendance is an important part of professionalism and will be evaluated as a professionalism component in several courses (would be noted on course outline)
- 80% attendance is required to be eligible to write a challenge exam for a course (can only be used in **one** course per semester)
- Lectures
  - Good attendance is essential for students to be successful.
  - It is the student's responsibility to ensure that they cover any information/course material that was missed due to absenteeism.
- Lab sessions
  - **Students will be required to purchase a MLA Standard Operating Procedures (SOPs) Manual from the College Bookstore and bring the manual to all lab sessions. Additional worksheets posted on Blackboard must be printed ahead of time and brought to the lab as well.**
  - **Absence from lab will result in a grade of zero for that lab.**
  - If you are going to miss a lab session, you must inform the professor **prior** to the lab.
- Field Placement
  - Attendance is mandatory in field placement to obtain the required number of hours of field placement to graduate. Absences require a physician's note.

### Punctuality

- Punctuality is an important part of professionalism and will be evaluated as a professionalism component in several courses (would be noted on course outline).
- Lectures and Lab Sessions
  - Students are expected to be punctual for class out of respect for faculty and for other students.
  - Students late for lectures and/or labs may be asked to wait until break time before joining the class to

avoid disturbing the rest of the class. This is at the discretion of the faculty member.

- Field Placement
  - Students must be punctual in field placements to demonstrate professionalism and out of respect for the placement site.

## Assignments

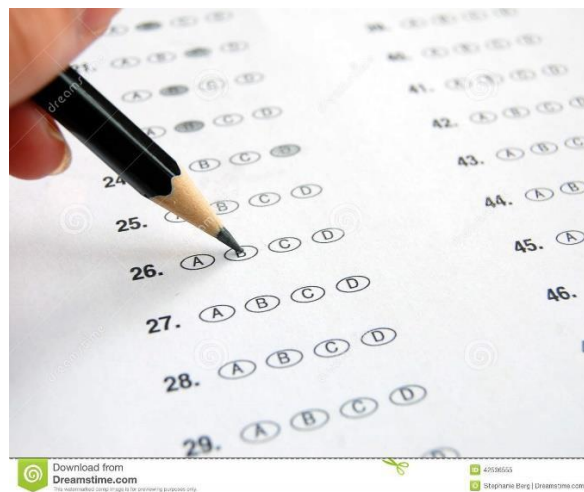
- Assignments are due on the assigned due date.
  - Any assignments received after that time may not be accepted or there will be late penalty incurred (discretion of faculty).

## Plagiarism

- Plagiarism is a serious academic offence and will result in a failure grade for the assignment.
- An instructor may choose to allow the student to submit a new assignment for a reduced grade.

## Quizzes, Tests, Exams

- Quizzes, tests, exams will be written at time and date specified by the professor.
- Exceptions may be made at the discretion of the professor in extraordinary circumstances of an emergency nature.
  - **Early departures at semester end, fall or winter student success weeks, or vacations planned during the academic semester will not be considered as extraordinary circumstances.**
- Students are responsible for notifying the professor **prior** to the scheduled test/exam/quiz if they are requesting an exception be made.
- The professor may request medical certificates or appropriate documentation at the student's expense.
- Cheating will not be condoned.



## STUDENT CONDUCT AND BEHAVIOUR



### Appropriate Dress

***Students are expected to dress appropriately for the situation.***

Appropriate dress is an important part of professionalism and will be evaluated as a professionalism component in several courses.

#### **Lab sessions**

For all Confederation College labs students must wear uniforms, **Cherry Red** scrubs and white lab coat

- Uniforms must be clean and neat
- Disposable lab coats can be purchased through the College Bookstore
- Lab coats must be stored at the College
- Disposable lab coats will be discarded into biohazardous containers when contaminated or at the end of the semester/program
- Students must also purchase an MLA Lab Kit from the College Bookstore. It will contain the following:
  - Yellow disposable isolation gown, N95 mask, safety goggles, and a tourniquet
- Hair must be pulled back if longer than collar length.
- No open heeled/toed shoes in the laboratory
- Safety goggles must be worn.

#### **Field Placements**

- Students are expected to follow the dress requirements at their placement site, but the following are general rules:
  - Uniforms will be worn on field placements, **Cherry Red scrubs**, and white lab coat.
  - Uniforms must be clean and neat.
  - Hair must be pulled back if longer than collar length.
  - No open heeled/ toed shoes in the laboratory

## Classroom Rules of conduct (Lectures, Labs, and Field Placements)

- **Cellular phones are not allowed in labs or field placement as it is an infection control issue**
- Cellular phones will be turned **off** during lectures so as not to disrupt the class.
  - If you are expecting an emergency call you can ask permission from the instructor to have your cell phone on silent during class
- Students are to come to class prepared to participate actively.
- Students who are disrupting the class will be asked to leave.
- Food, beverages, chewing gum are prohibited in the labs or on field placements.
- Students are expected to always act professionally, including attitude and use of languages



## Behaviour

Demonstration of ethical, legal, and quality behavior of a practicing professional must be met.

Both the CSMLS (Canadian Society for Medical Laboratory Science) and Medical Laboratory Professionals' Association of Ontario (MLPAO) stress the importance of Medical Laboratory Assistants demonstrating a team-oriented, professional attitude in the workplace. To meet the ethical, legal, and quality expectations of professional practice, the student must clearly demonstrate the professional attitudes and behaviors that are required of a Medical Laboratory Assistant. Failure to do so will result in a failing grade.

Some of the professional attitudes and behaviors that are required of a Medical Laboratory Assistant are:

- Listens attentively.
- Shows awareness of the importance of learning.
- Shows sensitivity to patient's needs.
- Complete assigned work/homework.
- Shows interest in subject.
- Demonstrates problem-solving attitude.
- Participates in discussion.
- Performs instrument maintenance.
- Accepts responsibility for his/her own behaviour.
- Demonstrates self-reliance, able to work independently.
- Is punctual.
- Is careful with equipment.
- Maintains a high degree of honesty and reliability in the performance of duties.
- Handles reagents carefully, avoids wastage.
- Uses spare time to advantage.
- Ensures confidentiality of patients
- Respects patients' rights
- Cooperates with fellow workers and other health care workers.
- Displays initiative.
- Shows concern for quality of work, safety regulations.
- Complies with safety regulations.
- Receptive to constructive criticism.
- Legible writing in reporting results.



## ABOUT CONFEDERATION COLLEGE

Confederation College is a publicly- funded institution established in 1967 with 3,400 full-time students and 8,400 part- time students. Along with its main campus in Thunder Bay, Confederation College has eight regional campuses, meeting the education needs of students in a catchment area of 550,000 square kilometers.

Conveniently situated in the heart of the city and surrounded by nature trails, the main campus consists of six buildings, including a fitness center and residence hall. The main building is called the Shuniah Building (SHU) and is where most campus services are located.

The college has three academic schools:

- School of Aviation, Engineering, Trades & Technology
- School of Business, Hospitality & Media Arts
- School of Health & Community Services

The newest addition to the Shuniah Building is the Regional Education Alliance for Community Health (REACH) building. This addition houses brand new facilities and leading-edge equipment and simulators for the college’s health & community services programs.

Confederation College offers a full range of services and support to all students to ensure their academic success.

## IMPORTANT COLLEGE NUMBERS

Department	Phone Number	Website
The “Hub” information line	807 - 475 - 6110	
Toll Free	1 -800 -465-5493	
Bookstore	807 - 475 - 6225	<a href="http://www.confederationcollege.ca/department/college-bookstore-follett">www.confederationcollege.ca/department/college-bookstore-follett</a>
Computer Help Desk	807 - 475 - 6488	<a href="http://www.confederationcollege.ca/department/computer-services">www.confederationcollege.ca/department/computer-services</a>
Counselling Services	807 - 475 - 6110	<a href="http://www.confederationcollege.ca/department/counselling-services">www.confederationcollege.ca/department/counselling-services</a>
SUCCI Wellness Centre	807 - 475 - 6239	<a href="http://www.confederationcollege.ca/department/wellness-centre">www.confederationcollege.ca/department/wellness-centre</a>
Health Centre	807 - 475 - 6169	<a href="http://www.confederationcollege.ca/department/health-centre">www.confederationcollege.ca/department/health-centre</a>
International Education Centre IEC	807 - 475 - 6467	<a href="http://www.confederationcollege.ca/department/international-education">www.confederationcollege.ca/department/international-education</a>
Emergency Phone	807 - 627 - 2899	
Library	807 - 475 - 6219	<a href="http://www.confederationcollege.ca/department/library">www.confederationcollege.ca/department/library</a>
Residence	807 - 475 - 6381	<a href="http://www.confederationcollege.ca/department/residence">www.confederationcollege.ca/department/residence</a>
Registration	807 - 475 - 6265	<a href="http://www.confederationcollege.ca/department/registration">www.confederationcollege.ca/department/registration</a>
Student Accessibility Services (Disability Services)	807 - 475-6618	<a href="http://www.confederationcollege.ca/department/accessibility">www.confederationcollege.ca/department/accessibility</a>
Student Union (SUCCI)	807 - 475 - 6226	<a href="http://www.succi.com">www.succi.com</a>
On-Campus Emergency	922	
Off-Campus Emergency	911	

If calling from a campus phone to another campus number, dial only the last four numbers.

If calling an on-campus phone number from an off-campus phone in Thunder Bay, dial the seven-digit local number.

If calling to a location outside of Thunder Bay within Canada, remember to first dial one and then the area code (ex. 1-807).

## SUCCI WELLNESS CENTRE

[www.confederationcollege.ca/department/wellness-centre](http://www.confederationcollege.ca/department/wellness-centre)

807-475-6398

Monday to Tuesday: 6:00am - 10:00pm

Wednesday: 6:00am – 11:00pm

Thursday: 6:00am - 10:00pm

Friday: 6:00am - 9:00pm

Saturday to Sunday: 7:00am - 6:00pm

Reduced hours on holidays and over the summer.

The SUCCI Wellness Centre has weight training areas, indoor tennis, badminton, basketball and pace, nautilus, and cardio centres.

Facilities are free for full-time students – just show your student card on entry.

There are also a variety of classes and programs available to all students for a fee. Most fitness programs start the second week of the semester and you must pre-register.



## CAMPUS SERVICES

### BOOKSTORE

SHU140

[www.confederationcollege.ca/department/college-bookstore-follett](http://www.confederationcollege.ca/department/college-bookstore-follett)

807-475-6225

Monday to Friday: 8:30am - 3:30pm

Purchase textbooks, school supplies, bus passes, clothing, and locker rentals.

### COUNSELLING SERVICES

Student Success, SHU153

<https://www.confederationcollege.ca/department/counselling-services>

807-475-6618

Monday to Friday, 8:30am - 4:30pm

Academic advisement and personal counseling are available.

### HELP DESK (COMPUTER SERVICES)

SHU346; [www.confederationcollege.ca/department/computer-services](http://www.confederationcollege.ca/department/computer-services)

807-475-6488

Monday to Thursday: 8:00am – 9:00pm

Friday: 8:00am – 5:00pm

The Help Desk assists with technical issues regarding your computer or email account. Speak to any of the technicians if you have problems: printing assignments, signing into the network, saving to your personal drive, or accessing any of the college applications, such as Banner or Blackboard.

### STUDENT SUCCESS CENTRE

SHU 153; [www.confederationcollege.ca/department/student-success-centre](http://www.confederationcollege.ca/department/student-success-centre)

807-475-6618

Monday to Friday: 8:30am - 4:00pm

The Student Success Centre provides specialized services including tutoring in various subjects, disability accommodations, counseling services, co-operative education/work placement department, student success and advisement.

### ABORIGINAL STUDENT SUPPORT SERVICES, SHUNIAH, APIWIN

Centrally located in the Shuniah Building, the Apiwin Lounge is a quiet, safe learning space where students can gather. Services there include Aboriginal Student Success Advisors, Aboriginal Counsellor, student lounge, transitional support, and Academic, Cultural and Special Needs Support.

### OMBUDS OFFICE

<https://www.confederationcollege.ca/department/succi/ombuds-succi>

Although The Ombuds Office officially closed in Feb. 2021, this link will direct students to other support avenues to obtain impartial and confidential support and guidance relating to conflict resolution and both academic and non-academic concerns.

## RYAN HALL CAFETERIA

SHU 2<sup>nd</sup> floor; [www.confederationcollege.ca/department/sodexo](http://www.confederationcollege.ca/department/sodexo)

475-6378

Mon – Fri: 8:00am – 8:00pm

Sat – Sun: 9:00am – 7:00pm

The main cafeteria houses a coffee and donut shop, a grill (with hot foods like hamburgers and perogies), and a deli (sandwiches and wraps). Wraps, soups, and salads are also available. A small lunch counter can be found in both the McIntyre and Dorion Buildings, as well as at ACE.

Cost-saving meal plans are available for all students, including those staying in Residence. Visit the website above for more information. To save on costs, we recommend bringing a packed lunch with you to school. Microwaves for students are available in the cafeteria.

## SECURITY SERVICES

SHU123D; [www.confederationcollege.ca/department/safe-campus/public-safety](http://www.confederationcollege.ca/department/safe-campus/public-safety)

475-6261

Security services are on campus 24 hours a day to assist with crime prevention, fire safety, enforcing traffic and parking regulations, and patrolling the grounds and buildings. To be escorted from any building to your vehicle, bus stop, or any other building on campus at any time, call the Campus Security Walk service at 623-0465.

For an on-campus emergency, call 922 to reach security services. For an off-campus emergency, call 911 to reach police, fire, or ambulance.

## STUDENT UNION OF CONFEDERATION COLLEGE INC. (SUCCI)

SHU 1<sup>st</sup> floor; [www.succi.com](http://www.succi.com)

475-6226

Your Student Union hosts a wide variety of events and activities, ranging from social events to special guest speakers, and engaging educational events that challenge you and compliment your learning. Most events and activities are available free of charge. For more information stop by the SUCCI Office or visit [www.succi.com](http://www.succi.com).

The Confederation College Thunderhawks Varsity Athletics Program competes as part of the Ontario Colleges Athletic Association. Teams include golf, cross-country running, men's and women's indoor soccer, and men's and women's mixed curling. Sports teams include competitive cheerleading and women's hockey. All students are welcome to try out for a team. When on a team, students must maintain a 2.0 GPA. For more information visit [www.thunderhawksathletics.com](http://www.thunderhawksathletics.com).

Campus Recreation opportunities abound with a wide variety of sport, recreation and family events for all. For more information, visit students visit <https://www.confederationcollege.ca/department/succi/campus-recreation>

## PATERSON LEARNING COMMONS

SHU Room 227

[www.confederationcollege.ca/department/library](http://www.confederationcollege.ca/department/library); 475-6219

### Fall / Winter Hours (September to April)

Monday-Thursday	8:30am - 8:00pm
Friday	8:30am - 4:30pm
Saturday	12:00pm - 5:00pm
Sunday	12:00pm - 5:00pm
<b>Summer Hours (May to August)</b>	
Monday-Friday	8:30am – 4:30 pm

Book audio/visual equipment, borrow books and videos and browse a wide range of electronic resources including LibGuides (databases specific to programs), online books, articles, and e-journals, as well as a large print collection of books, journals, newspapers, and articles. Interlibrary loans from other libraries are also possible.

The friendly Library staff can help you research term papers and assignments, find resources, cite sources, and avoid plagiarism.

Private study rooms are available on the first floor of the Library. Each of the five rooms contains access to a computer, the internet, a VHS/DVD player, and a wall-mounted monitor. Rooms can be booked for a maximum of 4 hours per week, per student. To book a room, visit <https://www.confederationcollege.ca/department/library/book-study-room>.

Confederation College students can also borrow books from Lakehead University's (LU) Chancellor Paterson Library or from any of the four public city libraries. To obtain a library card, students will need to show their Confederation College student card and a photo ID with local and home address

## COMPUTERS

Wireless internet is offered everywhere on campus using your My Campus Portal username and password.

Passwords and syncing instructions are subject to change. If you need help accessing the internet or have issues with your computer, the computer Help Desk (807-475-6488) is located on the third floor of the Shuniah Building.

To log on to any campus computer or your email account, you will need your username and password. Your username will be up to 8 characters long and will consist of your first initial and your last name. In some cases, there may be a number attached at the end. If you have your student card already, your username will be the part that comes before the “@” sign. Your password will be the first letter of your first name, the first letter of your last name, and your 9-digit student number.

E.g. John Smith

username → jsmith

password → js100111222

## ON-CAMPUS HEALTH RESOURCES

SHU 1<sup>st</sup> Floor- REACH Building; [www.confederationcollege.ca/department/health-centre](http://www.confederationcollege.ca/department/health-centre)  
807-475-6169

Monday to Friday: 8:30am - 4:30pm

Some health services, including physical examinations, sexually transmitted disease screening, health counselling (nutrition, anxiety, and stress management) and massage therapy, are available on campus for a fee. Call 807-475-6169 to book an appointment.

Some dental care services, including cleaning and x-rays, are available for a very reasonable cost through the Dental Assisting and Dental Hygiene programs. The service is provided by Confederation students in the dental programs. Call 807-475-6436 to book an appointment.

## OFF-CAMPUS HEALTH CARE

Call 211 for up-to-date walk-in clinic information

<b>THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE (HOSPITAL)</b> Emergency Room, 24-hrs/day, 7 days/week; 807-684-6000; 980 Oliver Rd., Bus: #2 Crosstown	<b>NORTHWEST WALK-IN CLINIC</b> M, T, Th 3:30pm – 6:30pm; W, F 3:30pm - 8:30pm; 807-623-7101; 1295 Arthur Street East; Bus: #3 Airport
<b>RIDGEWAY CLINIC</b> M-Th 9:30am – 4:30pm; 622-0601; 1001 Ridgeway Street; Bus: #2 Crosstown	<b>RED RIVER WALK-IN CLINIC</b> M-Th 12pm – 8pm; Fr 12pm – 4pm; Sat 10am – 1pm; 807-767-4411; 901 Red River Rd.; Bus: #9 Junot
<b>DR. GAIL SCOTT, DENTIST</b> 807-345-6331; 276 Park Street; Bus: #3 Memorial	<b>NORTHWOOD FAMILY DENTAL</b> 807-475-7500; 2606 Victoria Avenue; Bus: #2 Crosstown

**Telehealth** 1-866-797-0000 Staffed by registered nurses, available 24-hrs/day

**Poison Control** 1-800-268-9017 Open 24-hrs/day

**Nurses' Registry** 807-623-7451 For dental and walk-in clinic information, 24-hrs/day

## STUDENT CARDS

Every student is issued a student identification card at the beginning of each year. This card displays your photograph, full name, and student number. It also acts as your bus pass for the year.

## ABOUT THUNDER BAY

Located on the northern shore of Lake Superior and on the Canadian Shield, Thunder Bay has a population of 110,000, making it the largest city in Northwestern Ontario. Surrounded by freshwater lakes and spectacular forests, it is a prime location for summer or winter outdoor activities, especially camping, hiking, and skiing.

## A BRIEF HISTORY

Northwestern Ontario has a long history of aboriginal settlements; in Thunder Bay the Fort William First Nation (Ojibwe) group was prominent. The area was settled in the early 18<sup>th</sup> century by Europeans who established one of North America's largest trading posts, called Fort William. The area grew quickly when Canada officially became a country in 1867. In 1970, the towns of Fort William and Port Arthur combined to create the city now known as Thunder Bay.

## FUN FACTS

- *The name "Thunder Bay" was first coined by settlers who, when entering the bay during a storm, noticed that the thunder was amplified by the surrounding mountains.*
- *A large population of Finnish and Italian immigrants reside in the city.*
- *Lake Superior is the largest freshwater lake by surface area and third largest by volume in the world; it is also one of the five Great Lakes of North America*
- *Thunder Bay is over 1500km from Toronto: an 18-hour drive or a one-and-a-half-hour flight.*

## GETTING AROUND

### BUSING

All full-time students receive a "U-Pass" as part of their student card which provides unlimited access to city buses for the full year (September-August).

The bus system is easy to navigate. There are two main bus terminals: one in the south end of the city, at City Hall, and one in the north side of the city, near the marina. Two major bus lines run across town: the #1 Mainline and the #2 Crosstown, and there are several minor bus lines serving specific neighborhoods. There is a notice board with bus arrival times located outside the front doors of the Shuniah Building (which is also the stop for all buses). Most bus lines run from 6am to midnight throughout the week, with less frequent service at night and on weekends.

Visit [www.nextbus.com](http://www.nextbus.com) or call 807-684-3744 for information on routes or for exact stop times. Note: buses stop only at designated bus stops.

## LAUNDRY

Coin-operated laundry facilities are available in Residence and throughout the city (there are numerous *Barb's Laundromats*, the closest being on 1200 Victoria Ave or 300 May Street). Most rental apartments have laundry facilities available though sometimes at a fee; ask in advance.



## SAFETY

Thunder Bay is a safe city.... but remember:

- Call 911 to reach police, paramedic, or fire services when off campus.
- Do not walk by yourself at night.
- Do not approach wild animals.
- Always carry photo ID but leave your passport at home in a safe place.
- Have copies of your passport in a location separate from the original.
- Lock your bicycle and do not leave valuables unattended while out.
- Always wear a helmet and protective gear when cycling or rollerblading.



Emergency buttons like this one are located throughout all buildings at Confederation College



*Brodie Resource Library*



*Mary J.L. Black Library*

## PUBLIC LIBRARIES

There are three main public libraries in the city. A library card is free and easy to get, can be used at any location, and you can sign up at any branch. Bring ID with you along with proof of your current address in Thunder Bay. For an online directory, hours of operation, and other information, you can go to [www.tbpl.ca](http://www.tbpl.ca) or call 807-345-8275.

### LIBRARY LOCATIONS

#### BRODIE RESOURCE LIBRARY

216 Brodie St. S.  
(Bus: Crosstown #2)

#### COUNTY PARK BRANCH

County Fair Plaza  
(Bus: County Park #3C)

#### MARY J.L. BLACK

901 Edward St. S.  
(Bus: Crosstown #2)

#### WAVERLY RESOURCE LIBRARY

285 Red River Rd.  
(Bus: Crosstown #2)



*Waverly Resource Library*



# FIELD PLACEMENT

## FIELD PLACEMENT REQUIREMENTS

Failure to have all your requirements met prior to the end of the first semester will prevent you from going on placement and completing the program.

Students must submit documentation of completion to clinical placement officer, via email to [mlafieldplacement@confederationcollege.ca](mailto:mlafieldplacement@confederationcollege.ca) at least 1 week prior to end off first semester.

It is the responsibility of students to keep all field requirement documents for the duration of the program. Our Clinical partners may ask for these documents at any time.

### Standard First Aid + CPR-Level C (Current for the School year Sept. – June) \*

- Must be obtained at student's expense.
- No online course will be accepted.

### Criminal Reference Check (Current for the School year Sept. – June) \*

- Level 3: Police Vulnerable Sector Check (PVSC) (*obtain after April 1, 2024*).  
(This process could take up to 12 weeks) and remain current for the entire academic year.
- The check is used by our placement organizations (not the College) as a screening requirement for field placement. A criminal record **may prevent** you from participating in field placement experiences, thus preventing you from completing program requirements and registering with the MLPAO OR CSMLS. Some placement organizations will allow positive criminal record checked students in their environments, but only after meeting with and talking to the student. It is up to the placement agency who they allow and do not allow in their organizations.
- A positive criminal reference check does not necessarily prohibit a student from doing a field placement or working in the field. If there is a positive result, please discuss it with Clinical Placement Officer.
- A letter from the college is required to obtain this. Digital copy here [Criminal Reference Check Request Letter 2024 Fillable PDF.pdf](#) Also Posted on Blackboard.

### Health and Immunizations

- Students must have fulfilled the requirements as outlined under program admissions.
- This information is filed with the Health Clinic at Confederation College
- The following is required:
  - Completed health questionnaire – Immunization and Communicable Disease Form <https://www.confederationcollege.ca/health-centre/immunization>
  - TD (Tetanus and Diphtheria) vaccinations
  - MMR (Measles, Mumps, Rubella) vaccinations
  - 2 step TB skin test initially, 1 step TB skin test in subsequent years.
  - Chickenpox (Varicella) immunization
  - Hepatitis B immunization
  - Covid-19 Vaccinations. Some Clinical Partners require 3-4 vaccinations.
  - Flu (Influenza) vaccination \* may be required at certain time periods by some placement sites.
  - Blood serology to prove immunity to: Measles, Mumps, Rubella, Varicella and Hepatitis B
- Appointments can be booked with the Health Clinic at the college.
- All records must be complete prior to commencement of field placement.

### WHMIS 2015 and AODA Training

- Email links to these training courses will be provided in the first semester of the program.

### Mask Fit Test

- All placement sites require students to show the results of this test prior to starting placement.
- Must be refitted every 2 years.

**CRITICAL CLINICAL DOCUMENTS CHECKLIST--SCHOOL OF HEALTH AND COMMUNITY SERVICES**

*Please ensure you have all documents completed, copied, and present ideally before classes start.*

**Name:** \_\_\_\_\_ **Program:** Medical Laboratory Assistant

**Copies of the following documents must be submitted no later than the end of semester one:**

Document	Effective	Expires
<b>1. Immunization and Communicable Disease Form</b> (found on the Health Centre College website and filled out annually)		
<b>2. Immunization Record:</b>	<b>Date</b>	<b>Note:</b> submit all immunization records to Rae Lyn Loroff at the Health Centre
Diphtheria/Tetanus/Pertussis		
Polio		
Measles	1	
	2	
Mumps	1	
	2	
Rubella	1	
	2	
Hep B Vaccine Series (3 vaccines)	1	
	2	
	3	
<b>3. Serology for:</b> Hep B; Measles, Mumps & Rubella; Varicella (if any are non-reactive then boosters are required)		
<b>4. Tuberculosis:</b>		<b>Note:</b> submit TB records to the College's Health Centre. Book TB skin tests through the Health Centre or visit Ontario 211 website for walk-in clinics that will perform TB skin tests (fees apply)
Mantoux Test (skin) (2-step once)		
Mantoux Test (skin) (1 step annually)		
Chest X-Ray (if skin test positive)		
<b>5. Criminal Records Check- Level -3 Vulnerable Sector</b> (required yearly) **		<b>Note:</b> If CRC is not clear of all incidents, an appointment must be made with Clinical Placement Officer to discuss.
<b>6. CPR (Level C):</b> (annual renewal)		
<b>7. First Aid</b> (every 2 years) ***		
<b>8. MASK FIT</b> (every 2 years)		
<b>9. AODA Training</b> (online module) --will be completed during the school year if not completed already		
<b>10. Influenza Vaccine</b> (highly recommended)		
<b>11. WHMIS 2015</b> -will be completed during the school year		
*Serology is only required once.		
* * A letter requesting a CRC can be obtained from your program coordinator. You must have a current CRC at all times (annual renewal is required).		
***First Aid certification is for certain programs only. Please ensure you are aware of your program's requirements.		
<b>Submit all records (except immunization and TB) to your program coordinator. If you have any questions please contact your program coordinator, the Health Centre, or visit your program's website.</b>		

## EXPECTED STUDENT BEHAVIOUR ON FIELD PLACEMENTS

- Act in a manner that is considered professional, ethical, and legal.
- Use equipment and supplies at field placements prudently and with respect.
- Behave collaboratively with staff at field placement site.
- Attend all placements on time and in appropriate dress.
- Report the events, your impressions and acquisition of new knowledge as result of the placement.
- Accept responsibility for all their actions.
- Complete assigned competencies as part of the Quality Assurance Program.
- Inform placement site of any absences.

## Hints for a Successful Field Placement Experience

- Read the Medical Laboratory Assistant Program Handbook – Part B, when distributed.
- Hand in Assignments on Time.
  - All assignments must be submitted directly to your field supervisor electronically (Submit electronically through the ML390 Blackboard course)
- Communicate on a regular basis with your field supervisor.
- READ your college e-mail and access Blackboard daily.
- Complete your competency checklists daily and keep them up to date.
- Have your ML390 Time Log and MLA Competency Checklists available to be completed by supervisory staff as you attend your placement and complete each competency.

## CONFIDENTIALITY

- Confederation College and the Medical Laboratory Assistant Programs recognize the individual's right of privacy with respect to information gained by professors, instructors, and students during laboratory sessions and field placements.
- Confidentiality extends to everything that is learned during the experience. It extends to both important and seemingly unimportant information. This includes, the identity of all contacts, any identified problems, its cause and its treatment, everything that the client, family, or friends disclose, the economic state, living conditions, domestic difficulties, etc.
- Information may be shared only when it is essential for the performance of your duties.
- Students must always support the confidentiality of health information. Any misuse of information shall be considered a breach of confidentiality and disciplinary action will be taken as deemed appropriate by the Academic Manager.
- Students will sign a confidentiality form at the college and may be requested to sign one at their placement site.

**\*It is the responsibility of every student to maintain the original copies of all clinical requirements. These documents might be requested for verification at any point, either by our clinical partners or staff from Confederation College**

## WORKPLACE SAFETY AND INSURANCE BOARD GUIDELINES

- The Ministry of Advanced Education and Skills Development (MAESD) funds Workers' compensation costs for postsecondary students in Health Sciences in unpaid field placements and clinical programs if they are placed in organizations that are covered by the Workers' Compensation Act.
- Any injury, however minor, to a student during clinical/field placement must be reported by the student to the clinical/placement agency and to the clinical teacher/faculty advisor. A student Accident Form must be completed by the student within 24 hours and given to the teacher. If accident forms arrive late, a late-filing fee is applied from WSIB.
- The College will submit the appropriate documents to the Workers' Compensation Board or the private insurer when required.

## ACCIDENTS or OCCURRENCES

- If you have any type of accident or occurrence while at school or while on placement you are required to notify your supervisor and to document the accident by filling out an electronic occurrence form, which can be found at the following web address:
- <https://www.confederationcollege.ca/department/safe-campus/forms>
- The form consists of several windows which will open sequentially as you fill out the form. Your field placement supervisor (college faculty in charge of you while on placement) can assist you in completing the form.
- Your field placement supervisor will submit the form to the College Health and Safety Officer in the Human Resource department within 24 hours of the incident.
- For questions and/or advice regarding Accident Reporting contact Mike Rozic at 475-6624 or [mrozic@confederationc.on.ca](mailto:mrozic@confederationc.on.ca)
- Placement site may have their own Accident Report Forms for staff and clients and for student placements. If required, these are in addition to the College Accident Report Form. Please submit a copy to your field advisor.
- Check with your placement site supervisor regarding the "how to" and "when" to fill out the placement site forms.



## Field Placement Sites for ML220

- Thunder Bay Regional Health Sciences Centre Clinical Laboratory and Cardiorespiratory (6 students total) \*
- Life Labs Inc. - Thunder Bay, ON (6 students total) (Additional Phlebotomy Pre-training)
- Public Health Ontario - Thunder Bay, ON (2 students total) - partial placement only – shared with the TBRHSC \*\*
- Atikokan General Hospital, Atikokan, ON (2 students total)
- Dryden District General Hospital, Dryden, ON (2 students total)
- Riverside Health Care Facilities, Fort Frances, ON (2 students total) \*
- McCausland Hospital, Terrace Bay, ON (2 students total)
- Lake of the Woods District Hospital, Kenora, ON (2 students total)
- Margaret Cochenour Memorial Hospital, Red Lake, ON (2 students total)
- Geraldton District Hospital, Geraldton, ON – Municipality of Greenstone (2 students total)
- Nipigon District Memorial Hospital, Nipigon, ON (6 students total)
- Sioux Lookout Meno Ya Win Health Centre, Sioux Lookout ON (2 students total) \*\*\*
- Sante Manitouwadge Health, Manitouwadge, ON (2 students total)
- Lady Dunn Hospital, Wawa, ON (2 students total)
- Wilson Memorial General Hospital, Marathon, ON (2 students total)
- Sault Area Hospital, Sault Ste. Marie, ON (2 students total)

\*Please be advised that some field placement sites may have additional training/e-learning modules that will need to be completed prior to starting your field placement. This information will be provided to you through email once it becomes available.

\*\* Please NOTE: PHO - Thunder Bay is a scent sensitive workplace. Please refrain from wearing scented products when visiting our site.

\*\*\* Meno Ya Win Health Centre requires a current Criminal Record Check (within 3 months of placement start), the Meningococcal and Influenza vaccines

Total number of placement sites available = 44

- Availability of spots will vary on a yearly basis due to such factors as:
  - staffing shortages, staff vacation, and labs undergoing the accreditation process etc.
- Other sites will be considered on an individual basis.



## Student Instructions

You will be given Part B of the Medical Laboratory Assistant Program Handbook prior to going on field placement.

The Time logs and Competency Checklists, found in the handbook, are your work records while you are in the field placement phase of program.

1. Review the contents of this handbook carefully.
2. Carry it with you while you are on placement so that it is available as a guide to both you and your supervisor.
3. As you learn new skills, have your supervisor evaluate you using the appropriate checklist.
  - some competencies may be evaluated at the College rather than during your field placement
  - **All competencies must be completed by the end of the program**
4. Keep track of the dates/hours you work in the Field Placement on the Time Log chart. Make sure your supervisor signs each section.
5. Complete Observation/ Learning Logs as instructed and submit through your ML220 Blackboard Course on or before the due dates.
6. Return the completed Time Logs and Competency Checklist to the Program coordinator or designate at the end of your field placement assignment.

## ML220

- **Field Placement Time Log**
  - Have placement site supervisor sign your Time Log, which indicates the number of hours you spent at field placement.
  - **To be submitted to the faculty field supervisor on the Monday following the completion of the course**
- **Competency Checklists**
  - Once you complete any of the competencies on your checklists, have the placement site supervisor evaluate, sign and date. Your initials and date the competency was obtained is required for all competencies.
  - If you have a split field placement i.e., Thunder Bay Regional Health Sciences Centre and Public Health Ontario, you will be provided with 2 checklists, one for each site.
  - **To be submitted to the faculty field supervisor on the Monday following the completion of the course**
- **Observation Logs**
  - Students are required to submit a weekly Observation/Learning Log. Topics are assigned each week.
  - The purpose of the log is to facilitate and evaluate the student's ability to apply theory into field placement. The log is **not** an hourly diary of the field placement.
  - Observation logs must be computer generated and be prepared using proper spelling and grammar.
  - **To be submitted through the ML220 Blackboard course by 4:00 on the following Monday**

# FORMS AND DOCUMENTS



## STUDENT INFORMATION SHEET

**Name:** \_\_\_\_\_

Last

First

**Date of Birth:** \_\_\_\_\_

DD

MM

YYYY

**Local Address:** \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_(H) \_\_\_\_\_(C)

**Home Address:** (If different from above)

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_(H) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**If the above information changes it is your responsibility to notify the School of Health, Negahneewin, and Community Services Office (Room 277, Shuniah Building) as well as the Registrar's Office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Field Placement Accommodation

Name: \_\_\_\_\_

Last

First

Please check **one** of the following:

- I do **not** have any health concerns or disabilities that would prohibit me from going out of town for my field placement.  
\_\_\_\_\_ (initial)

**If either of the options below are selected, it is the student's responsibility to meet with the Student Accessibility Services, SHU 153, to have an Accommodation Plan created, which will provide the student with the necessary supports. An Accommodation Plan must be developed and sent to the Academic Manager before the end of the first semester.**

- I have a significant health concern, which may require Field Placement accommodations \_\_\_\_\_ (initial)
- I have a disability that may require Academic or Field Placement accommodations \_\_\_\_\_ (initial)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



HUMAN BIOLOGICAL SAMPLES - CONSENT FORM

I, \_\_\_\_\_,
(Name)

voluntarily agree, to having my blood drawn by venipuncture or finger stick by a student of the Medical Laboratory Assistant Program (MLA) for simulation testing in the labs (and in the case where the volunteer is a MLA student, this consent extends to providing urine samples as well).

I understand that,

- possible phlebotomy risks may include bleeding or bruising at the puncture site, pain, minimal risk of infection at the puncture site, and minimal risk of fainting.
I can rescind my consent at any time without prior notice.
all personal information will be held in confidence.
Individuals under the age of 16 may not participate as volunteers.

and that for safety reasons

- I should not volunteer if I know, or I think, that I might be infected with Hepatitis B or Hepatitis C
I should not volunteer if I know, or I think, that I might be infected with HIV – the AIDS virus.
I should not volunteer if I am anemic or receiving treatment for anemia or iron deficiency.

Signature of volunteer if volunteer is under the age of 18 years: signature of parent or guardian.

THIS SECTION FOR USE ONLY BY VOLUNTEERS WHO ARE MLA STUDENTS

Donation of human biological samples (including blood and urine) for teaching is voluntary. As a student, I am aware that I do not have to agree to give such samples, and if I choose not to do so, I need not explain why. I have been assured that all personal information, if disclosed, will be held in confidence.

I, \_\_\_\_\_,
(Name)

choose not to provide [Please select as applicable]

\_\_\_ Blood samples

\_\_\_ Urine samples

for use by the Medical Laboratory Assistant Program (MLA) for simulation testing in the labs.

Any consent I may give herein is for one academic calendar year (Sept. – June): \_\_\_\_\_, but it may be withdrawn at any time.

Table with 3 columns: Name (print), Signature, Date. Rows for Name (print), Witness (print), Parent/Guardian (print).



## RELEASE FORM – Photo-Video

I, \_\_\_\_\_ (print full name) hereby authorize Confederation College, or anyone authorized by Confederation College to use my photograph or video for promotional purposes.

**SIGNATURE:** \_\_\_\_\_ (required)

**SCHOOL YEAR:** 2024 - 2025

- Program of Study: Medical Laboratory Assistant
- Occasion/Location: Classroom or Laboratory

**Contact Information:** (Optional - for follow-up purposes, if necessary)

e-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_ (h) Alternate Phone: \_\_\_\_\_



## STATEMENT OF RELEASE OF INFORMATION

I, \_\_\_\_\_

(PRINT NAME)

give Confederation College of Applied Arts and Technology permission to release my academic and attendance records and information regarding my progress in the Medical Laboratory Assistant program to the persons, organizations or institutions listed below.

Accreditation Canada (AC) and affiliate Health Standards Organization (HSO), EQual™ Canada

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Commitment to the MLA Program

**Student Name:**

**Date:**

**Phone Number**

I have received, reviewed, and understood the MLA Handbook.

Initial \_\_\_\_\_

I understand all the policies outlined in the MLA Handbook.

Initial \_\_\_\_\_

I am aware of my responsibility to complete all clinical documents prior to the deadline to ensure my success in the MLA.

Initial \_\_\_\_\_

I have read and understand the program attendance policy.

Initial \_\_\_\_\_

I have read and understand the dress code policy including the uniform requirements for Lab and Field Placement.

Initial \_\_\_\_\_

I understand that it is my responsibility to maintain the original copies of all field placement requirements. These documents might be requested for verification at any point, either by our clinical partners or staff from Confederation College.

Initial \_\_\_\_\_

I understand that it is my responsibility to check my email and Blackboard course regularly as they are the main source of communication between me and my teachers.

Initial \_\_\_\_\_

I have read and understand all information pertaining to Field Placements

- Some students will have to go out of town for field placements.
- Students are responsible for all costs associated with out-of-town placements.
- Students are responsible for finding and making all their arrangements for transportation, accommodation, etc.

Initial \_\_\_\_\_

**Student Signature:**