

**PROGRAM & CAREER HIGHLIGHTS:**

- ✓ *Wage Range: \$26,000 - \$33,000*
- ✓ *Industry designed and supported Medical Lab.*
- ✓ *Professional Opportunities: Employment can be found in hospitals, private and public health laboratories, clinics, research laboratories, commercial diagnostic supply companies, and with insurance companies.*

Examples of positions graduates of this program can expect to qualify for:  
*Medical Laboratory Assistant, Laboratory Assistant*

# MEDICAL LAB ASSISTANT

*You are an integral member of the laboratory workforce, a field that is not only growing to meet the needs of an increasing and aging population, but also changing to support medical advances. Upon graduation from this program, you will be prepared to work in hospitals, clinics or private laboratories. In this role, you will be assisting other laboratory workers such as Medical Laboratory Technologists. You will have many independent responsibilities such as running laboratory machinery, sterilizing equipment and preparing specimen samples.*

**BRANDON CAMPUS**

800 ROSSER AVENUE  
BRANDON MB R7A 6N5

204.725.7200  
877.880.8789 (toll-free)

WWW.ROBERTSONCOLLEGE.COM/BRANDON  
INFO@ROBERTSONCOLLEGEBRANDON.COM

# PROGRAM OUTLINE - 34 WEEKS

<b>ADMINISTRATIVE PROCEDURES</b>	This course provides you with medical laboratory administrative skills. Topics covered include telephone and reception skills, appointment scheduling, reports and documentation, files and medical/laboratory records, medical laboratory billing and inventory control. In addition, you will learn about patient data entry, test requisitioning, results retrieval, health care billing for lab services and appointment scheduling for laboratory testing using a computerized system.
<b>CLINICAL LABORATORY BASICS</b>	This course covers the fundamental information that you require to work in any medical lab environment. The course is sub-divided into 4 major topic areas – laboratory safety including WHMIS and infection control; laboratory mathematics and statistical calculations for quality control; laboratory glassware/plastic ware and reagent/solution preparation; and the care and use of laboratory instruments and equipment.
<b>COMMUNICATION, INTERPERSONAL SKILLS, PROFESSIONALISM AND ETHICS</b>	This course introduces you to Medical Technology and the healthcare field. Topics include the role and responsibilities of the Medical Laboratory Assistant including required knowledge and skills, professionalism, professional associations, the Certification process, and career opportunities, medical legalities and ethics, medical terminology, medical specialties, communicating effectively with patients and colleagues in a multi-cultural environment, the patient's health record and an introduction to medical asepsis.
<b>COMPUTER FUNDAMENTALS</b>	This course introduces you to the basics of computers in a Windows environment.
<b>FIRST AID/CPR &amp; NON-VIOLENT CRISIS INTERVENTION (NVC)</b>	As part of your program, you will attain your First Aid/CPR and NVC certifications.
<b>INTRODUCTION TO THE BODY AND DISEASE</b>	This course introduces you to body structure, function and disease. Topics covered include levels of structural organization in the body, life processes and homeostasis, anatomical position, body positions, planes and sections, regional terms and directions of the body, basic chemistry, cells, tissues and tumors, the care and use of microscopes, the Integumentary and Musculoskeletal systems, physical agents to promote healing, and assisting with Physical Examinations.
<b>KEYBOARDING</b>	You will learn proper keyboarding skills in this course. The course focuses on formatting skills and increasing keyboarding speed and accuracy.
<b>MLA TECHNIQUES 1</b>	This course covers the following areas: <b>(1)</b> introduction to the Medical Laboratory and Testing Requirements; <b>(2)</b> guidelines for patient preparation, collecting, handling and transporting specimens; <b>(3)</b> collection of blood specimens by venipuncture and capillary puncture; <b>(4)</b> serum and plasma separation; <b>(5)</b> an overview of the collection of non blood specimens; <b>(6)</b> hematology including common diseases, disorders and related diagnostic tests; <b>(7)</b> coagulation including common diseases, disorders and related diagnostic tests; and <b>(8)</b> immunohematology and transfusion medicine.

<b>MLA TECHNIQUES 2</b>	This course covers the following areas: <b>(1)</b> the heart and the circulatory system including common diseases, disorders and related diagnostic tests; <b>(2)</b> Electrocardiography; <b>(3)</b> the respiratory system, common diseases, disorders and related diagnostic tests, Vital Signs, and an introduction to Pulmonary Function testing; <b>(4)</b> the lymphatic system, immunology and associated slide agglutination tests; and <b>(5)</b> microbiology theory and procedures.
<b>MLA TECHNIQUES 3</b>	This course covers the following areas: <b>(1)</b> the urinary system, common diseases, disorders and related diagnostic tests, collection, preservation and preparation of various types of urine specimens and routine urinalysis; <b>(2)</b> the digestive system, common diseases, disorders and related diagnostic tests, metabolism and nutritional needs; <b>(3)</b> reproduction, growth and development, associated procedures and examinations; <b>(4)</b> minor office surgery; and <b>(5)</b> the fundamentals of anatomical pathology (cytology and histology). This course includes practical laboratory sessions where students practice all skills learned to date. The purpose of these labs is to ensure that the students' Medical Laboratory Assisting skill base remains current.
<b>NERVOUS AND ENDOCRINE SYSTEMS, PHARMACOLOGY, THERAPEUTIC DRUG MONITORING</b>	In this course you will study the nervous and endocrine systems including the senses and related laboratory tests, pharmacology, therapeutic drug monitoring and toxicology including testing for drugs of abuse and hormone replacement therapy.
<b>EMPLOYMENT SKILLS</b>	This course is designed around group activities to develop job-hunting techniques, to identify marketable education, training, and skills, and to recognize the uniqueness of your strengths. The course stresses assertiveness, the success of past students, and various strategies to reveal the hidden job market. You develop your own personal character profile and skills inventory to assist in marketing yourself through the use of covering letters and resumes. You will participate in mock interviews to evaluate your readiness for the job market.
<b>INDUSTRY PRACTICUM</b>	A four week practicum is included in this program. This practicum will give you a chance to put your newly acquired skills to work in a "real-world" environment while gaining valuable experience.
<b>STUDY SKILLS FOR COLLEGE STUDENTS WORKSHOP</b>	This three hour workshop introduces students to strategies to be successful in their program and beyond. The following topics will be covered: <b>Reading Strategies, Test-taking Strategies, Good Study Habits, Study Groups &amp; Learning Styles, Self evaluation &amp; creating a personal study plan</b>



date //

time //