

Continuing Competence Program



Oct 21, 2010

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Overview CMLTM Requirements

- Legislative Requirements
- Professional Portfolio
- Handbook
- Your Questions

Legislative Requirement

- Medical Laboratory Technologists Act M100 Section 50 (1) f
- Regulation 179/2006 Sections 19 (1 & 2)
 - ★ 1200 hours of practice (over 5 years)
 - A process of self assessment
 - professional portfolio
 - other activities
 - Effective renewal June 2012

Continuing Competency (2 parts)

Practice Hours

- Minimum 1200/5yrs
- Reported Annually on registration.
- Includes all assigned Job Activities
 - Training/education
 - Presentations
 - Committees

Professional Portfolio

- Member developed and maintained
- Subject to random audit as of June 2012
- Includes
 - Resume
 - Self Assessment
 - Self Directed CE Activities

Professional Portfolio

- Resume or Career Summary
- Self Assessment
- Continuing Education Activities

Helping You Get Organized

- **Continuing Competence Program Handbook**
 - Guide to develop, maintain and submit portfolio
 - To be distributed and available on website
- **Forms Package**
 - All required forms
 - To be distributed and available on website
- **Dividers**
 - Set of 5 two pocket dividers to organize log sheets
 - To be distributed

Resume or Career Summary

- Should include:
 - Personal Contact Information
 - Education History **include dates**
 - Employment History **include dates**
 - Memberships to professional organizations
 - Awards and / or honours
- Example Resume in Handbook
- Career Summary Template in forms package

Self Assessment

- Self Assessment Form
 - Five Categories
 - Indicators for each category
- Rate yourself
- Set 3 Continuing Education Goals
- Update regularly
 - goals accomplished
 - changed

Self Assessment

- Five Categories
 1. Professionalism, Communication & interaction
 2. Safety
 3. Technical Knowledge & Skills Application
 4. Test Performance
 5. Professional Judgment, Problem Solving, & Decision Making

Self Assessment – Category 1

- Professionalism, Communication & Interaction
 - Meet requirements for registration
 - Practice according to Legislation & Code of Ethics
 - Professionalism & Ethics
- ★ It is the professional responsibility of all College members be familiar with the Act, Regulations, By-Laws and Code of Ethics

Self Assessment – Category 2

- **Safety**
 - Training
 - Safe Practice
 - TDG legislation
 - WHMIS legislation
 - Spill response
 - Infection Control

Self Assessment - Category 3

- Technical Knowledge and Skills Application
 - Knowledge and understanding of theory
 - Theory Application
 - Quality Improvement Theory and Practice
 - Professional Judgement
 - Application of Quality Control
 - Problem Solving
 - ★ Resource Management

Self Assessment - Category 4

- **Test Performance**
 - Accurate record keeping
 - Specimen Quality Control
 - Process Control
 - Accurate & Timely Test Reporting

Self Assessment – Category 5

- Professional Judgement, Problem-Solving, and Decision Making
 - Critical Value Follow up
 - Policy and Procedure
 - ★ Response to change
 - ★ Interpersonal Conflict Management
 - ★ Stress Management
 - ★ Time Management
 - ★ Data Management
 - ★ Inventory Control
 - ★ Budget and Productivity Control

Continuing Education Activities

- ★ **Developed with a focus on flexibility**
- **45 hours over previous 5 years**
 - 5 categories of Activities
 - Must have 3 types of activities
 - Minimum 22.5 hours in documented categories

Continuing Competence Activities

- Five Categories
 - Formal Documented [FD]
 - Non-Formal Documented [NFD]
 - Non-documented [ND]
 - Professional Activities [PA]
 - Non Lab Related [NR]
- Log Sheets to track activities
- Credit Guide for allowable credits
- ★ Activities assigned by your employer are not eligible for credits

Documented Activities

- Formal Documented [FD]
 - Work related education **with a test of learning**
 - Transcripts/Proof of contact hours required
 - Credit hours for courses assessed by CSMLS for PEP hour or ASCLS PACE hours will be accepted.
 - ★ All other courses must be submitted for evaluation.
- Non-Formal Documented [NFD]
 - Work related education activities
 - Workshops or lectures with **documented attendance**
 - Article review with written abstract
- ★ **Minimum 22.5 hours must be from these categories**

Non Documented Activities [ND]

- Work related education activities **without** attendance documentation
 - Conferences, lectures, workshops
 - Article / reference text review
 - Journal club participation

Professional Activity [PA]

- Work related volunteer activities that are **not** a required or assigned job duty
 - Presentation/Poster/Paper/Lecture
 - Committee work for College or Profession
 - Tutoring
 - Publish Article
 - Case Study preparation/presentation
- ★ Workplace Quality Assurance Program activities are not eligible IE CAP surveys

Non-Lab Related [NR]

- Activities that provide opportunity to learn transferable skills
 - Leadership, team work, communication, etc.
 - Must describe activity and transferable skill
Example: Toastmasters
 - 1 hour for 6 hours of activity
 - Maximum of 2 hours per year.

Categorizing Your Activity

- Is the activity:
 - **A required part of your job?**
 - If yes activity not eligible
 - **Work related education?**
 - Is documentation supplied?
 - No = non documented category
 - Yes = see next question
 - test of learning?
 - Yes = formal documented No = non formal documented
 - **Work related volunteer activity?**
 - **Non work related with transferable skills?**

Questions

