



# Call for Audit

Policy Number: CCC-5

Date of Approval	Responsible Authority	Last Revised
April 13, 2019	CMLTM Council (Continuing Competency Committee)	December 6, 2023

## Policy

The practice of Medical Laboratory Technology (MLT) is continually evolving. To maintain competency, practitioners are required to engage in both active practice and continuing education throughout their career. The College of Medical Laboratory Technologists of Manitoba (CMLTM) developed a Continuing Competency Program (CCP) that sets out minimum requirements for members’ continuing competency activities. All members are required to:

- meet minimum practice hours (1200 hours within the last five (5) years)
- maintain a professional portfolio, to include:
  - resume of their education and employment history (resume/C.V./career summary)
  - complete a self-assessment and develop continuing education goals
  - keep a record of their continuing education activities (on-line or paper copies)

## Call for Audit Rules

The obligation to engage in continuing competence commences from the date the member passed the entrance to practice exam approved by Council (CSMLS exam). To verify compliance with the requirements of the CCP, the Registrar will ensure twenty percent (20%) of active membership is selected for audit annually. To increase the reach of the audit, once a member has been audited, they will be removed from the pool of eligible members and will only be re-selected for audit once all eligible members have been audited. Additionally, the Registrar will not call members for audit two (2) years in a row. The audit will review a member’s professional portfolio, which will consist of continuing education activities within the previous five (5) years.

It is expected that all members will maintain their professional portfolio to be ready for an audit at any time. The notification of professional portfolio audit is sent out to members by tracked email to the electronic address on file. Members will be given at least 30 days’ notice to submit their professional portfolio with a clearly defined submission deadline.



## **COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA**

245 Lilac Street  
Winnipeg, MB R3M 2S2  
www.cmltm.ca

Phone: 204-231-0311  
Fax: 204-489-7300  
Toll Free: 877-331-0311  
E-mail: [cmltm@cmltm.ca](mailto:cmltm@cmltm.ca)

### ***Inactive Members***

Members on the inactive roster are not eligible to use the MLT designation and will not be called for audit.

### ***Less Than 5 Years Practice***

This applies to Canadian graduates and internationally educated MLTs that have been granted registration with the CMLTM following successfully passing the entrance to practice exam (CSMLS exam).

Practice hours and continuing education requirements are based on minimum requirements over a 5-year period. The obligation to meet requirements commences once the member has passed the entrance to practice exam (CSMLS exam). They will not be called for audit in their initial year of registration to allow time to set up their portfolios.

After the first year, if called for audit, members will be required to submit their professional portfolio including all continuing education activities after becoming an MLT, within the stated audit period.

### ***New Members from Other Provinces***

The obligation to meet CCP requirements commence upon passing the entrance to practice exam (CSMLS exam). Therefore, new members accepted from other provinces are expected to comply with the CMLTM requirements upon acceptance to practice in Manitoba. To allow time to set up their records to our standards, they will not be called for audit in their initial year of registration with the CMLTM.

### ***Re-Entry to Practice***

Members who were inactive and returned to practice are expected to maintain their continuing competence activities. Once accepted back into the Active roster by the Board of Assessors, members will not be called for audit within the first year of their return to practice.

### ***Requests to Delay Audit***

Registrants may make a request to the Registrar to delay their portfolio submission in the event of extenuating circumstances. The request must be made prior to the final submission deadline. The new submission deadline should be within the same year as the original call for audit.

## **Revision History**

- April 13, 2019 – Date of Approval
- June 8, 2022
- December 6, 2023 – Last Date of Revision