CMLTM

College of Medical Laboratory Technologists of Manitoba

Continuing Competency Program

College of Medical Laboratory Technologists of Manitoba

Handbook

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For more information or additional copies of all forms for the Continuing Competency Program contact the College:

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All documents and forms are available on the CMLTM website at www.cmltm.ca

A. General Information

The College of Medical Laboratory Technologists of Manitoba is the regulatory body for the profession of Medical Laboratory Technology in Manitoba.

The Medical Laboratory Technologists Act was assented to July 25, 2002 and proclaimed by the Lieutenant Governor of Manitoba on February 1, 2007.

Regulation 179/2006, of The Medical Laboratory Technologist Act M100, Section 50 (1) f states in part:

> *to satisfy the requirement of continuing competence a member must*
> > *(i) have practiced as a medical laboratory technologist for a minimum of 1,200 hours in the five-year period immediately before the registration year for which renewal is sought, and*
> > *(ii) have successfully completed, in the registration year immediately preceding the registration year for which renewal is sought, the following activities as may be required by policies established by the council:*
> > > *(A) a process of self-assessment,*
> > > *(B) the creation and maintenance of a professional portfolio,*
> > > *(C) any other activity approved by the council*

To facilitate this Regulation, Medical Laboratory Technologists must show that they meet the Continuing Competency Program requirements by compiling a Professional Portfolio.

The Portfolio must contain the following documentation:

- Prepared Resume or Career Summary
- Completed Self-Assessment identifying personal professional development goals
- Continuing education activities accumulated over the previous five years.

The process of auditing requires a percentage of technologists being audited each year. Audits are based on the five complete years previous to the year of audit. For example, for an audit being held in June of 2014, documentation to be submitted will be from 2009 to 2013.

Once notified by the College a portfolio is requested for auditing, a technologist will have 30 days to submit all documentation. Original documents should not be submitted (send copies), portfolios will not be returned. Documents are submitted at the expense of the member. Documents may be submitted via Canada Post, in person, email, fax, or on-line. Self-Assessment, continuing education activities and associated certificates can be entered online in members section of the CMLTM website. Contact the CMLTM office if you have any questions regarding the on-line system. Notify the CMLTM office when you have completed your on-line submission and email your C.V.

Definitions

Work Related: Throughout this document "work related" pertains only to duties within your current position of employment related to the practice of medical laboratory technology i.e. General Duty Technologist, Lab Director, Lab manager, Clinical Instructor, etc. Work within your current position that does not relate to the practice of medical laboratory technology would not qualify as work related i.e. performance of EKG or X-ray examination.

Work Practice: All workplace activities **except non mandatory** continuing education sessions open to all employees on a first come first serve basis(*IE Lunch and Learns, Grand Rounds, etc.*) Work practice activities form part of your annual work practice hours and are not eligible for continuing education *(IE Training on procedures or equipment, competency assessments, assigned workplace training/education sessions, quality assurance activities,*

annual requirements such as safety training, and non-laboratory duties including scheduling, accreditation preparedness committees).

Documentation: Acceptable documentation for continuing education events include copies of certificates, exam marks, and other documents issued by recognized organizations or institutions who are the original provider of the event i.e. MediaLab, DSM, CSMLS, MAMLS, CAP, etc (photocopies accepted). Note: A copy of a CE session sign in sheet will not be accepted as documentation.

Forms Package: Is a package of all relevant forms for the Continuing Competency Program.

B. Career Summary/Resume

This section of your portfolio contains your resume (C.V.) or career summary. This is an important first step to managing your portfolio.

If you already have an updated copy of your resume, you may include it in this section of your portfolio. If you do not have a current resume, you can choose to prepare one using the guidelines listed below, (see sample resume on next page) or complete a career summary form located in the Forms Package. A resume can be used for any of the following reasons:

- To give to potential employers, job-hunting contacts and professional references.
- To use as an accompaniment to an application for further education.
- To aid in your consideration for receipt of a scholarship or award.
- To provide background information on yourself when giving presentations.
- To put in an employer's personnel files.
- To help you clarify your direction, qualifications, strengths, and boost your confidence.

The most commonly used format for resumes is the chronological format. The chronological format lists your education and experience in reverse chronological order, the most recent items being listed first. A sample resume using this format is provided. The key items that should be found in a resume are:

- Personal contact information
- Education history with dates
- Employment history with dates
- Memberships to any professional organizations
- Awards and/or honours won

A sample resume is shown on the next page.

The career summary form contains all of the same components as a resume, and can be used as a draft should you need to prepare a resume in the future.

Your resume and/or career summary should be updated yearly to reflect any changes to your position, courses taken, and awards or honours received.

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204 123 4567, email@address.com

EDUCATION

Red River College, Manitoba, Ontario   Sept 2007 – Present
Management Development

Red River College, Manitoba, Ontario   Aug 1990-June 1992
Medical Laboratory Sciences

WORK EXPERIENCE

Diagnostic Services Manitoba   July 1992 -Present
St-Boniface Hospital, Winnipeg, Manitoba
Medical Laboratory Technologist:
- Description of duties
- Any specialized training you may have e.g. new equipment
- Any involvement with training of new staff

MEMBERSHIPS

College of Medical Laboratory Technologist of Manitoba   2006-Present
- Member
Canadian Society for Medical Laboratory Science
- Member   1992-Present
MSMLT
- Member   1992-Present
- Council Member – Treasurer   1998

AWARDS/HONOURS

Hilda Fleming Scholarship for MLT Continuing Education   2007
MSMLT

Lieutenant-Governor's Medals for Proficiency   1992
Red River College

C. Self-Assessment

Why complete the self-assessment?

The self-assessment allows members to identify their current knowledge against 5 categories. Members should reflect on the assessment results to identify three continuing education goals that will improve their knowledge and enhance their professional practice.

What is the self-assessment process?

There are 5 categories of Self-Assessment.

1. Professionalism, Communication & Interaction
2. Safety
3. Technical Knowledge & Skills Application
4. Tests Performance
5. Professional Judgment, Problem Solving & Decision Making

Each category has associated indicators:

- **N/A** – this is a skill or practice that is not part of your current work practice
- **Developing** – a skill or practice that you do not currently have but which should be included in your role or that you are beginning to learn
- **Refining/Enhancing** – a skill or practice that you feel could be improved
- **Advance/Consistent** – a skill or practice you feel you are good at or excel in
- **Career Planning** – skill or practice you are considering for a future employment opportunity

How do I complete the self-assessment?

- Use the self-assessment forms

- Each of the five categories has several statements. For each statement, place a checkmark beside the indicator which best describes your knowledge or skill.

- Review your answers and select three goals for your continuing education.

When do I complete the self-assessment?

Your self-assessment should be updated regularly to ensure it reflects your current goals.

D. Continuing Education Activities

Technologists must accumulate at minimum 45 hours of Continuing Education Activities over a 5-year period. Audits will cover the 5 years prior to the date of notification (not including the year of notification).

There are 5 continuing education activity categories. The Formal Documented, Non Formal Documented and Non Documented are the major categories that cover traditional work related education activities. The Professional Activity and Non Related Activity categories recognize other activities that contribute to technologists' skills or support and promote our profession. These categories are not meant to form the majority of your hours and some limits have been applied.

Note: Education, training and activities that are a requirement or assigned by your workplace are considered part of your practice hours and are not eligible for use as Continuing Education Activities. Lunch and learn sessions, grand rounds and other optional education sessions open to all employees and with voluntary participation are eligible.

**Repeat courses within the same 5 year period will be considered refresher and only the first incident of the course will count for CE hours. **

Activity Categories

Formal Documented [FD]	Work related[1] educational activities that include a test of learning and proof of attendance with successful completion (e.g. Traditional course with exam).
Non-Formal Documented [NFD]	Work related documented[2] educational activities with no test of learning but with proof of attendance from program provider (e.g. Conference with documented attendance).
Non-Documented [ND]	Work related education without test of learning or documentation. Self-tracked without acceptable proof of attendance (e.g. Seminars without proof of attendance. i.e. Bug Day, article reviews).
Professional Activity [PA]	Work related volunteer activities (e.g. Giving presentation at a conference, serving on a committee).
Non-Work Related [NR]	Activities with an opportunity to learn skills transferable to your professional practice (e.g. Leadership, team work, communication, etc.)

For a more detailed description of each category, see the Credit Guide in Appendix 3.

Specific Requirements

- A minimum of 22.5 hours must be from the Formal and/or Non-Formal Documented categories
- Activities must be from a minimum of 3 activity categories
- The College recognizes CSMLS Professional Enhancement Program (PEP) hours and American Society for Clinical Laboratory Science (ASCLS) P.A.C.E. hours. Members may apply to CSMLS for assessment of all other courses. Submissions for assessment should be made well in advance of audit. Course assessment must be completed prior to the audit to ensure documents are received in time.

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[1] See definition section for interpretation of work related
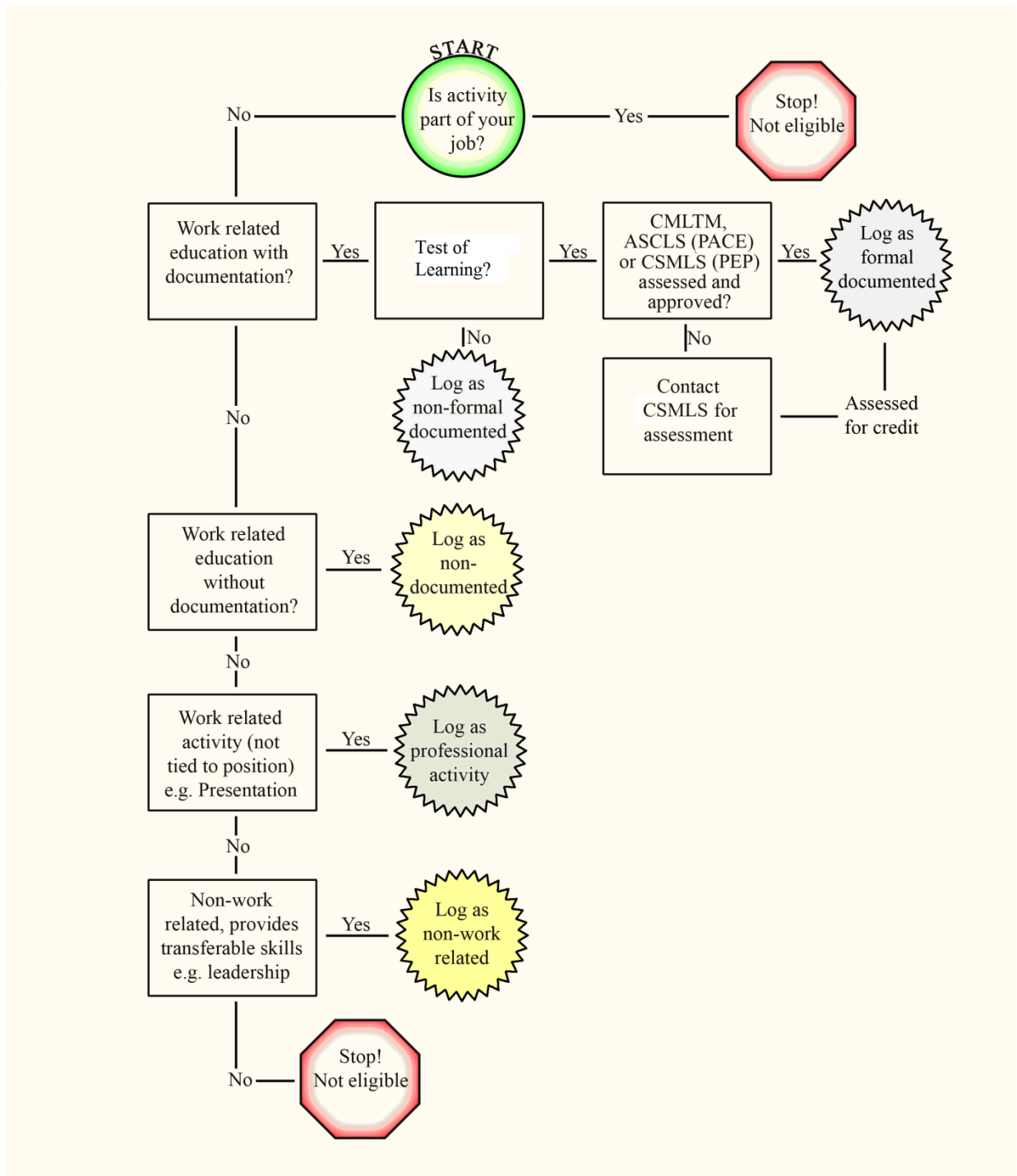[2] See definition section for interpretation of acceptable documentation

Use the Flow Chart and Credit Guide on the following pages to help determine the category and allowable hours for each of your activities.

Categorizing Your Continuing Education Activities

There are 5 categories of Continuing Education Activities. The flow chart below will help you decide which category each of your activities will fall under.

Note: Documented proof of participation must be provided from a recognized organization or institution.

Continuing Education Credit Guide

Category	Description	Eligible Hours
FORMAL DOCUMENTED	Formally evaluated courses (related med lab practice) - CSMLS PEP hours and ASCLS PACE hours are recognized. - Submit others to CSMLS for assessment of hours. **Note:** Activities completed as part of course cannot be claimed in other categories as well. i.e. Presentations, text reading, etc.	Log approved hours
NON FORMAL DOCUMENTED	Conference attendance, scientific meeting	Log actual lecture time
	Lab-related Tele∕video conference, in-services, seminars	Log actual lecture time
	Article or reference text review (also audio/video cassette) with written abstract. *Must write an abstract outlining article content and provide the original article title, author, publication, issue number and date*	Log actual lecture/reading time
	Workshop attendance	Log actual lecture time
NON DOCUMENTED	Article or reference text review (also audio/video cassette) *Must site: article title, author, publication, issue number and date* **(maximum 1 hr per article/chapter/audio/video)**	Log actual lecture time
	Conference attendance, scientific meeting	Log actual lecture time
	Lab-related Tele∕video conference, in-services, seminars	Log actual lecture time
	Education activity with no documentation (e.g. Attendance at lecture without formal attendance documentation)	Log actual lecture time
PROFESSIONAL ACTIVITIES	Presentation (Paper or Lecture) *Hours include prep time and first time presentation hours only.	Log actual hours*
	Poster presentation *Hours include prep time and first time presentation hours only.	Log actual hours*
	Preparation of scientific or lab related article	Log actual prep hours
	Preparing correspondence course or course exam	Log actual prep hours
	Preparing Course Evaluation	Log actual prep hours
	Preparing presenting lecture - live course *Hours include prep time and first time presentation hours only.	Log actual prep hours*
	Presenting Multimedia conference * Hours include prep time and first time presentation hours only.	Log actual hours*
	Tutoring (lab - outside of work hrs)	Log actual hours
	Preparation of case studies	Log actual prep hours
	Publishing scientific article in a scientific journal. IE CSMLS Journal, Journal of Clinical Microbiology, etc.	7.5 hours for 1000-2999 words, 15 hours > 3000 words
	Submitting book review for publication	Log actual prep hours
	Committee work (for professional organization, union, College, workplace safety and health committee)	3 hours/yr/committee
	Examiner (CSMLS)	Log actual hours
	Committee Chair or Co Chair	7.5 hours/yr/ committee
	ART Examiner, Reviewer, Evaluator	Log actual hours
	Professional Volunteerism - Public Relations (Med Lab Week, Science Fair, Teddy Bear Picnic)	Log 1 hour for 6 hours of activity
	Scientific editor - scientific publication	Log actual hours
	Scientific advisor or editorial consultant	Log actual hours
	Laboratory Accreditor (employers facilities ineligible) (On site accrediting hours only accepted)	Log actual hours
NON RELATED ACTIVITIES	Non Lab Related Activities that provide transferable skills *Must outline transferable skills attained*	Log 1 CE hour for 6 hours of activity **LIMIT 2 CE hours/year**

Recording Continuing Education Activities

Step 1: Enter your CE using the category specific log sheets found in the resource section of the CMLTM website, Decide which category your activity fits into. There is a different log sheet for each category. Document the activity on the appropriate log sheet. Keep a separate log sheet for each category and each year. Alternately you can enter your CE online and up load copies of your certificates and other documentation, in the members section of the CMLTM website.

Step 2: Indicate the following:

- Date of the activity
- Description of the activity: i.e. teleconference, workshop (see Credit Guide)
- Provider of the activity: i.e. CSMLS, Employer, ASCP etc.
- Time: length of time of actual activity – **do not include lunch or coffee breaks**
- **Documentation**: Acceptable documentation for continuing education events include certificates, exam marks, and other documents issued by recognized organizations or institutions who are the original provider of the event, i.e. CSMLS, MAMLS, CAP, etc. Photocopies of documents are acceptable. If there is not enough documentation to prove attendance the activity should be logged in the Non Documented category log sheet. Note: Session sign in sheets will not be accepted.
- Activity hours: Not all activities are rated the same. Use the Credit Guide to determine the value for each type of activity.
- To document journal articles that you have read, provide the name of the Journal, the year, month and issue number, the article title, the author, and page numbers. Each article must be logged separately.
- To document Non Related activities you must outline the skills you gained from the activity that could be used in your MLT practice, i.e. communication skills, team work, leadership, etc.

Step 3: Use the CMLTM Continuing Education Summary Sheet in the Forms Package to total your hours. If CE is logged online, the summary sheet will automatically calculate your total hours, and you only need to electronically sign and date the declaration.

Step 4: When notified, you must submit all completed Log Sheets, supporting documentation, and Summary Sheet as well as your Self-Assessment and Resume or Career Summary. If your CE was entered online you will not have to print it out. Let CMLTM office know that your portfolio was completed online and submit your CV.

See examples of a completed log sheets and summary sheet on the following pages. Additional copies of any of the forms found in your original forms package can be found in the Resource Library section the CMLTM website.

EXAMPLE   CONTINUING EDUCATION ACTIVITIES LOG SHEET

Category 1. Formal Documented Activities – Work related educational activities that include a test of learning.

Date	Description of Activity (e.g. Topic, location, provider)	Time (in hours)	Documentation	Eligible Hours
Completed March 2012	Red River College - Business Policy BUSA - 1036	CSMLS PEP hours 45	Certificate and marks attached	45 hours

Category 2. Non-formal Documented Activities – Work related documented educational activities with no test of learning.

Date	Description of Activity (e.g. Topic, location, provider)	Time (in hours)	Documentation	Eligible Hours
Oct 28-29 2010	Manitoba Congress for Medical Laboratory Science Winnipeg, MB	5	Certificate with list of lectures attended	5 hours
June 21- 22 2014	CSMLS LABCON , Saskatoon Saskatchewan	13 PEP	Certificate	13 hours
June 20, 2014	CSMLS LABCON Workshop "Quality Question Writing"	5.5 PEP	Certificate	5.5 hours

Category 3. Non-Documented Activities – Work related education without test of learning or documentation.

Date	Description of Activity (e.g. Topic, format, location, relation to your work)	Time (in hours)	Eligible Hours
Jan 10, 2010	read journal article **Chemical Storage – Criteria for Segregation of Chemicals** By: Gene Shematek, CIH, ROH, M.Sc. (A), AB Occupational health and Safety Consultant to CSMLS Canadian Journal of Medical Laboratory Science Vol. 2, No 2, pages 57 – 58	0.5	0.5 hours

Category 4. Professional Activities – Work related activities (not assigned by employer)

Date	Description of Activity (e.g. Type of activity, location, relation to your work)	Time (in hours)	Eligible Hours
2010	Worker Co-Chair of my Hospital Workplace Safety and Health Committee	N/A	7.5 hours
Oct 29, 2010	Gave a presentation on Professional Portfolios at Manitoba Congress for Medical Laboratory Science.	1 hour prep time 1 hour presentation	2 hours

Category 5. Non-work related activities – Activities with an opportunity to learn transferable skills.

Date	Description of Activity (e.g. Location, type, transferable skills learned)	Time (in hours)	Eligible Hours
April and May 2011	Co Facilitator Effective Parenting Course – Winnipeg Child and Family Services Seven 2 hour sessions (recognition certificate attached) - Transferable skills leadership and communication	14	2 hours (max. /yr.)

Example Continuing Education Summary Sheet

CMLTM #: __00000__   5 year date range: __2010__ to __2014__

First name: _____Jane_____

Last name: _____Technologist_____

Date Submitted for Auditing: __Feb. 15 2015__

Category 1. Formal Documented   Hours from log sheets: __45 hours__

Category 2. Non-formal Documented   Hours from log sheets: __23.5
hours__

Total documented hours: __68.5 hours__

Category 3. Non-documented   Hours from log sheets: __0.5 hours__

Category 4. Professional Activity   Hours from log sheets: __9.5 hours__

Category 5. Non-work related   Hours from log sheets: __2 hours__

Total non-documented hours: __12 hours__

Total hours (documented + non-documented): __80.5 hours__

Were a total of 45 Continuing Education hours earned within 5 years?   Y/N   ____yes_____

Did activities come from a minimum of 3 different categories?   Y/N   ___yes_____

A minimum of 22.5 hours are from Documented Activity categories?   Y/N   ____yes_____

Were a maximum of 22.5 hours earned from non-documented activities? Y/N   ____yes_____

I declare the all of the above information accurately reflects my continuing education activities.

____J. Technologist_____   ___Feb 15, 2015_____

            Signature   Date

E. Course Evaluation

In the Formal Documented (FD) category, courses must have a formal assessment.

The College recognizes course hours as assessed by the CSMLS for PEP hours or by the ASCLS for PACE hours.

If a course has not been assessed it must be submitted to the CSMLS for assessment. Visit the CSMLS website for more information, http://csmls.org/Professional-Development/Resources-and-Policies/Course-Assessments.aspx.

A list of CSMLS assessed courses will be compiled and maintained on the College web site.

Note: You cannot submit courses for assessment at the time of audit. Therefore be sure to submit course material for assessment as soon as possible, preferably within the year of course completion.

F. Submitting Your Documentation

1. When you receive notification that you are required to submit proof of Continuing Competency to the College of Medical Laboratory Technologists of Manitoba, you must: Submit the following as indicated in the handbook:
   o Career Summary or Resume
   o Self-Assessment
   o Continuing Education Activities log sheets
   o Certificates and other documentation supporting FD and NFD activities
   o Summary sheet with signed declaration
2. Adhere to the timelines given

G. Frequently Asked Questions

1. What type of documentation is required for conference attendance?

All work related conferences are eligible for CMLTM Continuing Education (CE) hours. The category the CE would be eligible for would depend on whether the conference organizers provided a document that certified participation and or contact hours. If certificate does not state hours additional proof of hours should be provided. i.e. Copy of the program.

2. People who attend Bug Day receive a certificate. Why is it not eligible for the Non Formal documented category?

Bug Day organizers do no track attendance. Their certificates are provided for self-tracking of attendance making the event eligible for the Non Documented category.

3. What documentation would I need for attending workplace CE sessions?

Only non-mandatory workplace CE sessions would qualify for CE hours. If attendance at a CE session is a part of your job or assigned by your employer it is considered work practice and is not eligible for CE hours.

A copy of a session sign in sheet would not be acceptable documentation for an individual's portfolio.

To qualify for Non Formal Documented hours, individuals would need a Certificate of Attendance or a letter certifying their attendance that was issued by a recognized organization /institution that is the original provider i.e. DSM, CSMLS, NSH, HSC, etc. and should include the session subject, duration, date, location, and the attendee's name.

If a certificate was not provided, the activity would be eligible as a Non Documented Activity and should be recorded by the attendee in their Non Documented Activity log sheet.

4. What CE hours apply to staff training on new analyzers?

Training and activities that are a part of your job are considered part of your work practice hours and are not eligible for CE Hours.

Continuing Education activities are voluntary activities that technologists undertake on their own initiative to further their knowledge and skills.

Therefore taking training on a new instrument and training others at work as part of your job would not count toward your CE Hours. Furthermore, those who you give training to on a new instrument would not be able to count those training hours toward their continuing education hours.

5. CSMLS course/ credit listings have PEP and CSP credits; are these interpreted as hours or credits?

CMLTM recognizes CSMLS PEP credit hours and ASCLS PACE credit hours.

6. Will there be credit for being MAMLS and/or CSMLS members?

No. Membership is a passive act not an activity.

7. What credit would be given for committee co-chairs?

Credit hours for co-chairpersons would be the same as for chairpersons.

8. How will members be notified of audit and how long will we have to respond?

CMLTM sends members notification of audit by mail and email. Deadline for submission will be outlined in the notification. Members will have at least 30 days to respond.

9. What if a member does not have all required CE hours when called for audit?

CMLTM policy allows members 6 months to make up any CE deficiencies. CE completed to meet deficiencies in that 6 month period would be counted toward the last year of the audit period and could not be used for the actual year of completion. .

10. Will audits be held for 5 year blocks or 5 years back from date of notice of audit?

Audits will be based on the five years previous to the date of audit. For example, if you were audited in June of 2012 it would cover 2007 to 2011, the five complete years prior to the year of audit. It would not be feasible to audit on 5-year blocks of time dating back to the start of the College. That would mean auditing up to 10 years in the past and unduly complicating the random audit selection process.

The hour requirements and audit period were designed to give technologists flexibility in meeting the requirements. Rather than asking technologists to accumulate 15 hours per year, the requirement is for 45hours over 5 years. So if technologists aim to accumulate 15 hours per year and select a strategy to accumulate those hours in 3 or more categories they should be able to meet the requirements, even if they were not able to accumulate credits for a year or two for personal reasons. Remember, this is a continuous competency program so the goal is to be continuously pursuing CE activities.

Considering many Formal Documented courses can be 30 - 45 hours long, a single course could provide nearly a full five year requirement. Just complement that with hours in at least 2 other of the 5 activity categories. The options are many; voluntary committee work for your workplace, college, professional organization, union (PA), journal reading (ND), attend a non-documented *lecture session at work (ND), give a presentation on a subject you have researched or area you have special knowledge (PA), volunteer for a community charity organizing committee (NR), attend congress and get a certificate of attendance (NFD)*

11. If I am audited in 2012 when can I be audited again?

College members should be maintaining their portfolio and be ready for audit at any time. The audit selection is random so it cannot be predicted when an audit will occur but it is unlikely that any member would be audited 2 years in a row. Members are placed back in the drawing pool for random audit after a one year grace period. (Example: Members audited in 2012 can be audited again starting in 2014.)

12. If an ASCP teleconference is viewed as a rerun at a facility what category would this activity fall under?

The activity would be considered Non Documented as the participant would not be eligible to receive an ASCP document verifying participation.

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