



### **PD-3 Direct On-site Supervision**

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Practice Directions help CMLTM registrants understand their responsibilities and legal obligations. This enables them to make safe and ethical decisions in their professional practice. Additionally, Practice Directions may assist employers in assessing the needs and requirements of Medical Laboratory Technologists (MLTs) who are required to complete supervised practice hours.

Direct On-site Supervision may be a requirement for some membership classes as indicated on their Certificate to Practice, due to a complaint or investigation, roster (Student or Conditional), or as per the Registrar.

#### **Definition**

- Direct Supervision and/or Direct On-Site Supervision is the physical presence at all times of a Medical Laboratory Technologist (MLT) holding a valid Active: Practicing Certificate to Practice. In the case of specialties such as Clinical Genetics or Cytology, the supervising MLT must have a valid Active: Practicing Certificate to Practice in the relevant discipline. Direct Supervision involves direction, monitoring, inspection, and corrective action in addition to consistent physical presence by the supervisor.
- At no time shall a member holding a Conditional Certificate to Practice or a Student registration be allowed to work alone.

#### **Confidentiality**

- As a Medical Laboratory Professional, the patient's safety is the first concern. All members of the College must protect patient safety by ensuring accurate results and maintaining confidentiality.

#### **Professionalism**

- Both the supervising member and the supervised member must be accountable to know their own professional limits and scope of practice.
- Both the supervising member and the supervised member must follow all internal policies and standard operating procedures.
- Both the supervising member and the supervised member must follow the Code of Ethics, Standards of Practice, and practice within the MLT Act and Regulations.
- Both the supervising member and the supervised member must hold themselves

responsible for errors in judgment, ethics, or practice, and report to the appropriate party.

- Both the supervising member and the supervised member must communicate with each other regarding practice in a clear, concise manner. If there is any room for misunderstanding, take additional time to clarify.
- The supervised member must be receptive to feedback provided by the supervising member by applying corrections immediately and self-reflecting.

### **Direct On-site Supervision Circumstances**

1. Member holds Conditional Certification to Practice issued by CMLTM.
2. Medical Laboratory Students performing laboratory investigations on the human body or on specimens taken from the human body and the interpretation of quality control data to verify the accuracy and precision of the investigation results.
3. Members who have entered into agreement with CMLTM stating that supervision, or Direct On-Site Supervision, is required.
4. Additional circumstances as determined by the Registrar.

### **Expectations of a Supervisor**

Supervisors must:

- Provide specific directions on how to complete tasks including explanations and demonstrations before allowing the supervised person to attempt work.
- At all times maintain physical presence while engaged in Medical Laboratory Work to the supervised member.
- Provide continuous monitoring and feedback on performance.
- Be readily accessible in case of difficult or required intervention.
- Respond to questions and provide clarification as needed.
- Be accountable to know their own professional limits and scope of practice.
- Be accountable for the work completed by those under their supervision.
- Ensure that their own professional expertise and supervisory capabilities are adequate for the specific supervision required.
- Adequately assess the person's training and experience before determining assigned tasks.
- Ensure the supervised person received adequate orientation to the facility and all applicable procedures.
- Be aware of all work being completed by the supervised person.
- Verify all results according to the pre-established standards.

### **Expectations of a Supervised member**

Supervised members must:

- Be accountable to know their own professional limits and scope of practice.

- Always maintain physical presence to the supervisory Medical Laboratory Technologist during practice.
- Seek clarification as needed.
- Be receptive to feedback on performance and apply corrections immediately.
- Determine all results according to the pre-established standards.

**Resources:**

1. *College of Registered Nurses of Manitoba (2024). Supervised Nursing Practice: RN and RN(NP)*
2. *Medical Laboratory Technologist Act C.C.S.C. c. M100 Accessed March 30, 2026*
3. *College of Medical Laboratory Technologists of Ontario (2025). Guidelines for supervision*
4. *College of licensed Practice Nurses of Manitoba (2025). Graduate Practical Nurse Practice A CLPNM Practice Direction*