

## Professional Development Funds

The Manitoba Association of Medical Laboratory Sciences (MAMLS), Professional Development Committee would like to remind CMLTM members that many opportunities for funding exist for Medical Laboratory Technologists (MLT's) and Medical Laboratory Assistants (MLA's) wishing to participate in Continuing Education. This may include any related courses, attendance at provincial or national conferences, certificate programs or distance education courses.

The Hilda Fleming Fund offers assistance to MAMLS members who are MLT's. Hilda Fleming was an active member and strong advocate of the profession as well as a founding member of the Manitoba Branch of the Canadian Society of Laboratory Technologists, predecessor to MAMLS. CSMLS also offers funding for Continuing Education to MLT's and MLA's.

Please visit your MAMLS or CSMLS websites for further information or contact the Professional Development Committee:

[www.mamls.ca](http://www.mamls.ca)  
[www.csmls.org](http://www.csmls.org)

*Noelle Cater, MLT*

## Course Assessment for Canadian Society of Medical Laboratory Sciences Members

If you have taken a course that is related to laboratory technology and it does not have professional enhancement program (PEP) hours or advanced registered technologist (ART) credits already applied to it you can submit the course to CSMLS and have them assess it and assign credits that can be used for CE in the Formal documented category. This service is free to CSMLS members. Please visit the website for more information.

### Course assessment from CSMLS

<http://www.csmls.org/Life-Long-Learning/Learning-Resources.aspx>



Newsletter – Spring 2013

## REGULATOR REVIEW

College of Medical Laboratory Technologists of Manitoba

### March Newsletter information

National Medical Laboratory Week 2013: April 28- May 4. Look for ways to promote your profession.

Medical Technologists in Canada, 2011: Canadian institute for health information (CIHI) released a report that provides recent statistics on the MLT workforce at this link:

[http://www.cihi.ca/CIHI-ext-portal/internet/en/document/spending+and+health+workforce/workforce/other+providers/hhr\\_technologists](http://www.cihi.ca/CIHI-ext-portal/internet/en/document/spending+and+health+workforce/workforce/other+providers/hhr_technologists)

Announce LabCon 2013:  
Registration is now available. May 11 to 13, 2013 @ Fairmont Empress, Victoria B.C.

For more information go to: <http://labcon.csmls.org/en/>

MAMLS is hosting MCMLS2013 which will be held on October 8-10, 2013 at the Victoria Inn Hotel and conference centre, Brandon, Manitoba.



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Winnipeg, MB R3P 0N5



## Facts About By-Laws & Regulation

The Medical Laboratory Technologists Act (MLTA) requires that specific information of members registered with the College of Medical Laboratory Technologists of Manitoba (CMLTM) be available to the public upon request. The following information will be available:

- (a) The member's name, business address and business telephone number;
- (b) If applicable, the name of the health profession corporation of which the member is a shareholder or director;
- (c) The class of regulated membership;
- (d) The conditions, if any, imposed on the member's registration or certificate of practice;
- (e) If applicable, a notation that the member is authorized to perform a reserved act not normally performed by members of the college;
- (f) If applicable, a notation that the member is not authorized to perform a reserved act that is normally performed by members of the college
- (g) Information about each disciplinary proceeding in which a finding of:
  - a. guilt of professional misconduct;
  - b. contravened the Act or a regulation, by-law, standard of practice, practice direction or the code of ethics;
  - c. guilt of an offence that is relevant to his/her suitability to practice medical laboratory technology;
  - d. has displayed a lack of knowledge or a lack of skill or judgment in the practice of medical laboratory technology;
  - e. has demonstrated an incapacity or unfitness to practice medical laboratory technology;
  - f. is suffering from an ailment that might be a danger to the public if the member continues to practice medical laboratory technology;
  - g. is suffering from an ailment, emotional disturbance or addiction that impairs his/her ability to practice medical laboratory technology;
  - h. is guilty of conduct unbecoming a member; has been made against the member including the nature of the finding, the nature of any order made and any terms, limits or conditions of the order.

Currently the CMLTM website has a member search tab where the public may search a CMLTM member and view the following information; name of employer, work phone number, registration category, registration status and expiry date of certificate of practice.

Adam Chrobak, BSc, MLT

## Newsletter Policy

The College of Medical Laboratory Technologists of Manitoba is responsible for distributing current information about services or relevant information to the membership. The newsletter is one of the ways this information will be distributed.

Distributed electronically or through the mail three times per year.

The Council is responsible for reviewing all submitted content.

The College is not responsible for any opinions expressed in the newsletter and nor are they responsible for the accuracy of the content published. The information presented in the newsletter cannot be reprinted without the written consent of the Registrar/CEO.

*(continued from page 6)*

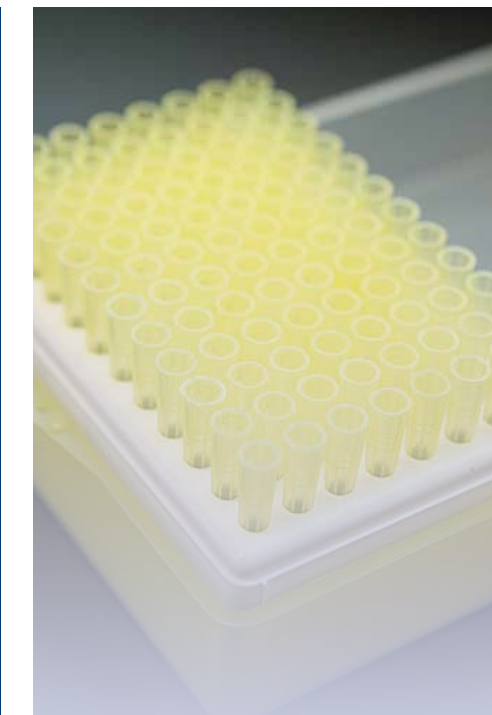
## Workplace Training and Activities Not Eligible

Workplace activities, education, training, and quality assurance activities are considered part of your work practice hours and are not eligible for any CE category. Workplaces may conduct lunch and learn sessions that may be eligible. To be eligible sessions must be open to all employees on a volunteer basis. The employer cannot assign, select or limit participation. The sessions cannot be training for workplace specific policies or processes.

Examples of ineligible workplace activities include:

- Workplace Annual Competency tests
- WHMIS training
- Respectful workplace sessions
- Internal trainer training
- Workplace assigned training modules
  - Routine Practices
  - Quality Management Systems Self Training
  - Specimen Handling Training
  - Fire safety
- Workplace assigned training sessions
  - DSM Leadership training sessions
- Workplace quality assurance program activities
  - Quality auditing of own workplace or associated training
  - CAP check list review

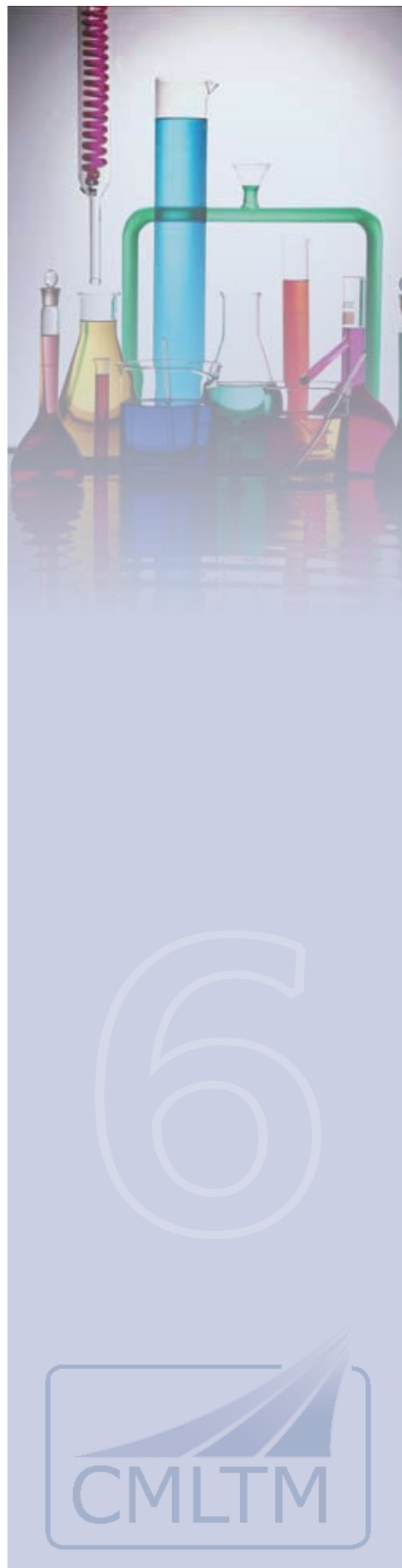
Linda Schroeder, MLT



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### **Non Formal Documented CE Category**

This category recognizes participation in lectures put on by organizations that track participation and provide documented proof of attendance. Examples: Blood Day, Spring Fling, National or Provincial congresses. Documents must be from original provider of the CE to qualify. Note: You can only claim for hours spent in lectures at these events.

### **Non Documented CE Category**

This category is to recognize time spent on continuing education activities that you have no documented proof of participation. Bug Day lectures held at a Health Science Center annually fall into this category as the organizers do not track an individual's participation. Members can also read med lab related articles and log the hours they spent in this category. To qualify you must properly cite each article and the time spent. Your activity will not be counted if it is not properly cited, including name of source journal, volume, date, article title, and author. You cannot simply state you read a complete edition of a particular journal or just submit the article.

### **Professional Activity CE Category**

Not all activities in this category are awarded the same hours. Read your credit guide carefully to ensure you apply hours correctly.

### **Non Related CE Category**

CE in this category must be supported by stating in the log sheet the transferable skills attained by participation in the activity. Note that you may only claim a maximum of 2 hours per year for this category and can only claim 1 hour for each 6 hours of participation. Example: If you worked for 6 hours on a Church organizing committee and gained communication and organization skills, you can claim 1 CE hour in this category.

### **CE Summary Sheet**

Be sure to complete a CE summary sheet with your audit submission. This sheet includes the hours you attained in the audited period for each category and a signed declaration. Your submission will be considered incomplete if this sheet is not submitted or incomplete. *(continued on page 7)*



With the start of the New Year, as Chair of the Complaints Committee, I would like to welcome returning members Matthew Klassen (MLT) and Donna Pacholak (Public Representative) as well as new members Rose Nienhuis (MLT), Erin Martin (MLT) and Michelle Masserey (Public Representative). I would also like to thank Tammy Hardie and Roberta Mack for their past contributions.

## **What does the Complaints Committee do?**

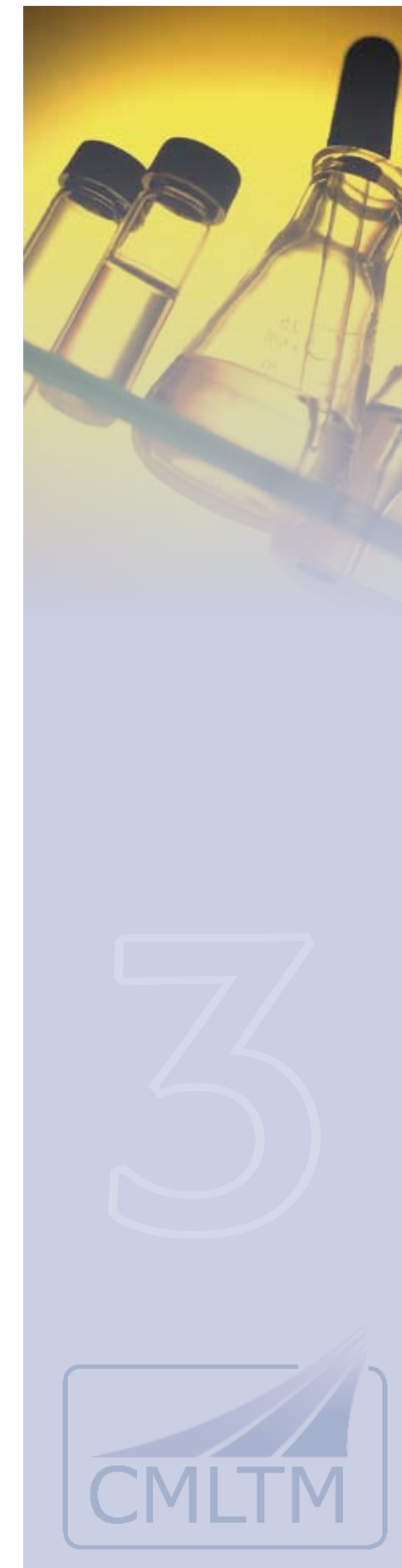
Under The Medical Laboratory Technologists Act – Part 5 – any person may make a complaint in writing to the Registrar of the College about the conduct of a member. All complaints received by the Registrar are referred to the Complaints Committee for review or investigation. All decisions made by the Complaints Committee are done in accordance with the Medical Laboratory Technologists Act and may result in the censorship of the member or removal of licence to practice. I would like to take this opportunity to invite you to review the Standards of Practice as well as the Code of Ethics which appear on our web page.

This is an exciting time for the members of the Complaints Committee; besides managing the complaints received, the Complaints Committee is helping to build the framework of CMLTM by developing policies and procedures. We have resurrected some of the policies that Tammie and her team were previously working on and will be submitting them to Council for approval. Once the policies are approved by Council they will appear on the CMLTM webpage for your reference.

If you are interested in joining the Complaints Committee and would like more information, please feel free to contact me at [Melanie@cmltm.ca](mailto:Melanie@cmltm.ca)

*Melanie Grafton, MLT*

All the best for 2013!





## Continuing Competence Program Update

It's official. As of June 2012 all active College members are eligible to be audited for compliance with the Continuing Competence Program. There were two audit calls in 2012 one in September and another in November. The first audit is completed and the majority of audited members passed. This marks the final step to full implementation of the Program.

The audit selection is fully randomized. This means any active member could be audited at any time, including new grads and members with less than five years of practice. We plan to hold six audit sessions each year covering twenty percent of our membership annually. Members receiving an audit notice will have one month to submit their portfolio including their resume, self assessment, CE summary sheet with signed declaration, CE Log Sheets and supporting documentation, for the five year period specified in the audit notice. As the minimum practice and CE hours apply to a five year period, these requirements would not apply to newly certified members with less than five years experience.

What if your audit finds you don't meet all requirements?

The College Policy CCC-1 outlines the consequences of non compliance with the Continuing Competence Program. The policy defines time lines for members to meet requirements for missing documentation and or CE hours. If compliance is not met within the time lines the member may be referred to the Board of Assessors. The policy is available on the College website.

Here are a few tips to maintain your portfolio in good order and be ready for submission if you are audited.

### Resume

Ensure your resume or career summary is up to date, includes job titles and dates.

### Self Assessment

Ensure you complete the self assessment and pay attention of areas you would like to improve. Use these areas to set your three CE goals on the self assessment. Please note that your goals must outline what CE areas you wish to pursue. They should not be personal or work related goals. You should review your assessment as your CE goals are achieved or change. You can now complete your self assessment on line on the College website.

### Log Sheets

Make sure you log your CE in the correct category log sheet and include all required information. Be sure to include the date of the CE activity. Read the credit guide to help you identify the correct category and required information to complete your log sheets. Ideally you should keep separate log sheets for each year. This will make it easier for you to submit CE activities for the years applicable to an audit. You can now complete your log sheets on line on the college website.

### Documented CE activities

At least twenty two and a half hours of your activities in any five year period must be in the Formal or Non Formal Documented categories. You must have documents issued by the CE provider that prove participation to qualify for these categories. If you cannot provide sufficient documentation your CE may be eligible for the Non Documented category.

### Formal Documented CE Category

This category is for courses that include a test of learning. Be sure to submit sufficient supporting documentation to show successful completion of the course and accepted CE hours. (PEP or PACE hours) If you did not pass a course it cannot be used for CE. If your course has not been assessed for PEP or PACE hours it maybe submitted to the CSMLS for course assessment. The CMLTM does not provide course assessment services. We do recognize the CSMLS course assessment for PEP hours. The CSMLS provides course assessment services free to its members.

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