



### Self Assessment

CMLTM number \_\_\_\_\_

Last Name \_\_\_\_\_

Date: \_\_\_\_\_

First Name \_\_\_\_\_

**Rating Scale**

**N/A** – this is a skill or practice that is not part of your current job

**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

*Rate your current practice skills for each self assessment category. Use your results to identify areas you need to improve or develop and set 3 continuing education goals. You should then seek education activities to meet your goal and log them in your log sheets on completion. Once your goals are completed or change you should revisit the self assessment to set new goals.*

Goal 1:

---

---

Goal 2:

:

---

---

Goal 3:

---

---

## Category 1 Professionalism, Communication, and Interaction

Medical Laboratory technologists (MLT`s) are responsible and accountable for their professional practice and personal conduct.

Every MLT is responsible to ensure they meet the requirements for registration with the College and are familiar and compliant with the Act, Regulations, By-Laws and Code of Ethics. Continuing Competence credits will not be awarded for review of these documents.

These documents can be accessed at [www.cmltm.ca](http://www.cmltm.ca)

Indicators	N/A	Developing	Refining/Enhancing	Advanced/Consistent	Career Planning
1. I identify and respond to professional practice issues that interfere with my ability to practice according to the <i>Continuing Competence Categories</i> and <i>Code of Ethics</i> that could impact negatively on CMLTM members, client care, and/or public safety <b>by doing the following:</b>					
a) I report unsafe practice, professional incompetence, professional misconduct, and raise awareness of other issues related to the Medical Laboratory Technologists Act.					
b) I take personal responsibility for professional conduct and ethical practice.					
c) I take personal responsibility for my own learning needs, initiate action and maintain organized documentation to meet these needs.					
d) I act as a current resource and reliable role model for students, colleagues, and other members of the health care team and general public.					
e) I promote a workplace environment that supports professional responsibility, accountability, and development.					

## Category 2 Safety

*MLT's are responsible for promoting and applying safe work practices in all aspects of their work.*

<b>Indicators</b>	<b>N/A</b>	<b>Developing</b>	<b>Refining/Enhancing</b>	<b>Advanced/Consistent</b>	<b>Career Planning</b>
1. I participate in ongoing safety training in routine and emergency workplace safety procedures and precautions.					
2. I practice routine and emergency workplace safety procedures and precautions in order to protect self, co-workers, patient and public from exposure to danger.					
3. I follow applicable federal and provincial guidelines for the transportation of potentially hazardous materials (e.g. Transportation of Dangerous Goods).					
4. I follow applicable federal and provincial guidelines when handling hazardous materials in the workplace (e.g. WHMIS).					
5. I know and apply spill containment, clean up and disposal procedures for infectious materials and hazardous materials according to institutional policy.					
6. I practice appropriate lab infection control procedures (i.e. wash hands, use required personal protective equipment).					

### **Category 3 Technical Knowledge and Skills Application**

*MLT's are required to keep current in theoretical concepts and apply these concepts in a variety of practical applications according to their scope of practice.*

<b>Indicators</b>	<b>N/A</b>	<b>Developing</b>	<b>Refining/Enhancing</b>	<b>Advanced/Consistent</b>	<b>Career Planning</b>
1. I demonstrate knowledge and understanding of the theoretical basis of all test procedures used in my scope of practice.					
2. I demonstrate knowledge and understanding of all technical procedures used in my scope of practice.					
3. I consider the correlation between test results and clinical information during the interpretation and reporting of test data.					
4. I consider the importance of the correlation between test results and clinical information in relation to other health professions.					
5. I understand and implement continuous quality improvement and testing strategies to ensure the effective use of laboratory and health care system resources and delivery of service appropriate to my scope of practice.					
6. I have the ability to use resource skills, problem-solving skills, independent judgment and decision-making skills when resolving technical challenges.					

Indicators	N/A	Developing	Refining/Enhancing	Advanced/Consistent	Career Planning
7. I effectively analyze data while using the necessary quality control and test verification procedures.					
8. I ensure correct procedure protocols are followed.					
9. I have the ability to develop or modify protocols, investigate procedure problems if required.					
10. I demonstrate research skills in order to improve knowledge and/or procedures in the laboratory and health care settings and effectively communicate research findings.					
11. Develops implementation transition strategies by effectively utilizing resources, communication skills and timelines.					

#### **Category 4 Test Performance**

*MLT's are required to implement best practices with regard to the pre-analytical, analytical, and post-analytical processes, so that every effort is made to provide the most accurate test results possible, within their scope of practice.*

<b>Indicators</b>	<b>N/A</b>	<b>Developing</b>	<b>Refining/Enhancing</b>	<b>Advanced/Consistent</b>	<b>Career Planning</b>
1. I ensure all necessary records are maintained and are accurate (i.e. patient identity, test results, data analysis, quality control)					
2. I ensure specimens are properly identified, collected and accepted as defined by my scope of practice.					
3. I ensure sample identity and integrity throughout collection, processing and storage.					
4. I ensure that tests and control procedures are performed according to approved protocols and procedures.					
5. I report accurate and verifiable results.					
6. I report results in a timely manner as defined by my scope of practice.					

**Category 5 Professional Judgment, Problem-Solving, and Decision Making**

*MLT's are required to consistently exercise professional judgment by applying the principles of effective problem-solving and decision making.*

<b>Indicators</b>	<b>N/A</b>	<b>Developing</b>	<b>Refining/Enhancing</b>	<b>Advanced/Consistent</b>	<b>Career Planning</b>
1. I initiate appropriate action when critical values or abnormal results are obtained.					
2. I review policy and procedures on a regular basis and make recommendations for changes when appropriate.					
3. I understand the complexities of the health care system and the role and responsibility of laboratory organizations and also those of other healthcare professionals.					
4. I adapt and contribute to rapidly changing situations in the laboratory and health care system.					
5. I demonstrate the ability to identify interpersonal conflicts and ensure that I interact with lab colleagues and other members of the healthcare team with empathy, respect, and general professionalism					
6. I recognize signs of stress in the workplace and take steps to ensure that analytical, workplace, and career challenges are handled in a positive manner.					
7. I understand staff scheduling requirements and strive to demonstrate effective time management					

Indicators	N/A	Developing	Refining/Enhancing	Advanced/Consistent	Career Planning
8. I use and participate in ongoing training in computers, laboratory information systems (LIS), and related technology in specimen tracking and data management					
9. I demonstrate knowledge of the purchase and control of inventory, and take appropriate action when supply is low.					
10. I demonstrate knowledge of responsible fiscal management including budget preparation, cost-benefit interpretation, lab productivity indicators, capital assets maintenance inventory and participate in documentation as required					