

## DOCUMENTATION GUIDELINES FOR LEARNING ACTIVITIES

The Documentation Guidelines for Learning Activities is a quick reference for MLTs to assist with completion of their CCP Activity Log. Learning activities must be applicable to current or anticipated area(s) of professional practice. Additional information that is not listed below, but is required on a CCP Activity Log, are the date(s) of the activity and hours dedicated to the activity. Dedicated hours refer to the time (in hours) of instruction, participation, review, learning, etc. necessary for an individual to complete a specific learning activity. As learning is individualized, dedicated hours will vary between MLTs.

It is an annual requirement for MLTs to complete a CCP Activity Log, but only those individuals selected for a CCP Compliance Audit are required to submit their completed CCP Activity Log to CMLTA.

**Note:**

*In the table, where there is a description, or checkmark, it is denoting a required field in your CCP Activity Log. Where nothing appears in the table, it is not a required field.*

LEARNING ACTIVITY CATEGORY	NATURE OF RESOURCE <sup>1</sup>	TITLE	TOPIC	NAME	OTHER	SUPPORTING DOCUMENTATION
Review subject matter relevant to area of professional practice	textbook, journal, article, course, policy, procedure manual	resource	of learning	author, provider		
Complete formal course (with assignment/exam)		✓	of learning	provider		certificate, transcript

<sup>1</sup> the most appropriate type/category of resource for the activity

LEARNING ACTIVITY CATEGORY	NATURE OF RESOURCE <sup>1</sup>	TITLE	TOPIC	NAME	OTHER	SUPPORTING DOCUMENTATION
Attend workplace event/in-service	seminar, workshop, in-service, vendor training, medical rounds	event	of learning	presenter, provider, organization		
Attend professional event	conference, convention, annual general meeting, symposium, forum	event	subject matter	presenter, provider, organization		copy of certificate or notice of participation with member name, name of event, provider, date(s)
Observe and/or consult with peer/expert		peer/expert	subject matter	equipment, instrumentation, procedure, process, other used in consultation, discussion	location of learning <sup>2</sup>	
Share knowledge and/or expertise as a trainer/mentor/preceptor			subject matter	equipment, instrumentation, procedure, process, other	location of learning	

<sup>2</sup> The department/organization/institution where the learning occurred

LEARNING ACTIVITY CATEGORY	NATURE OF RESOURCE <sup>1</sup>	TITLE	TOPIC	NAME	OTHER	SUPPORTING DOCUMENTATION
Share knowledge and/or expertise as presenter/lecturer	paper/poster/lecture	resource	of subject matter	Organization, publication, institution		
Troubleshoot equipment/instrumentation/process			situation and outcome	equipment, instrumentation, procedure, process	location of learning	
Perform and/or review external/internal proficiency samples	survey/provider		activity	assay		
Participate on committee/focus group relevant to area of professional practice			brief description of the purpose of the committee	committee/organization	role on committee	
Develop and/or revise subject matter	program, policy, procedure, process, curriculum, course	resource	subject matter	organization		
Other (must specify in free text)	type of learning activity		learning			to validate learning activity

Amended April 2016 (replacing any previous versions)