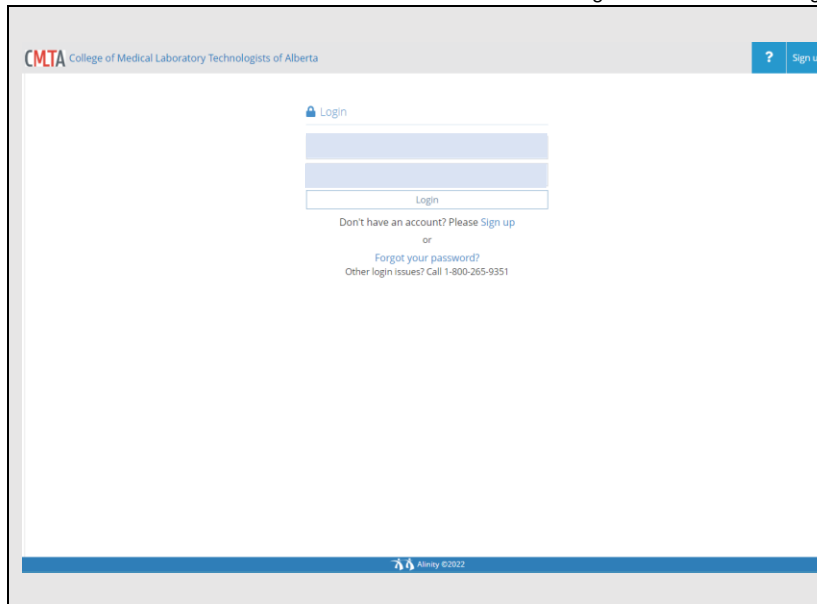


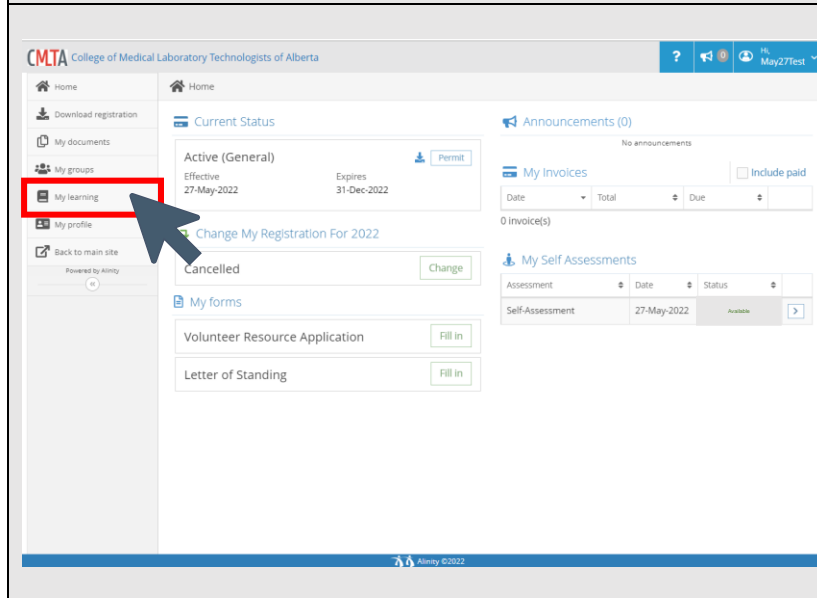
# Steps To Start Your CCP

## Completing Self-Assessment and Creating a Learning Plan

If you have any additional questions, please contact the Continuing Competence Manager  
Natasha Kasongo [natasha@cmlta.org](mailto:natasha@cmlta.org)

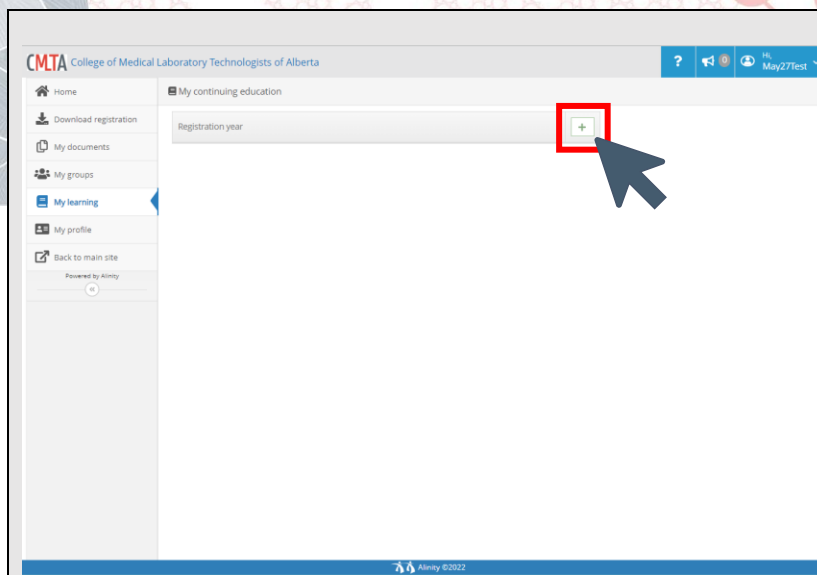


The Regulated Member must log in to their Member Portal



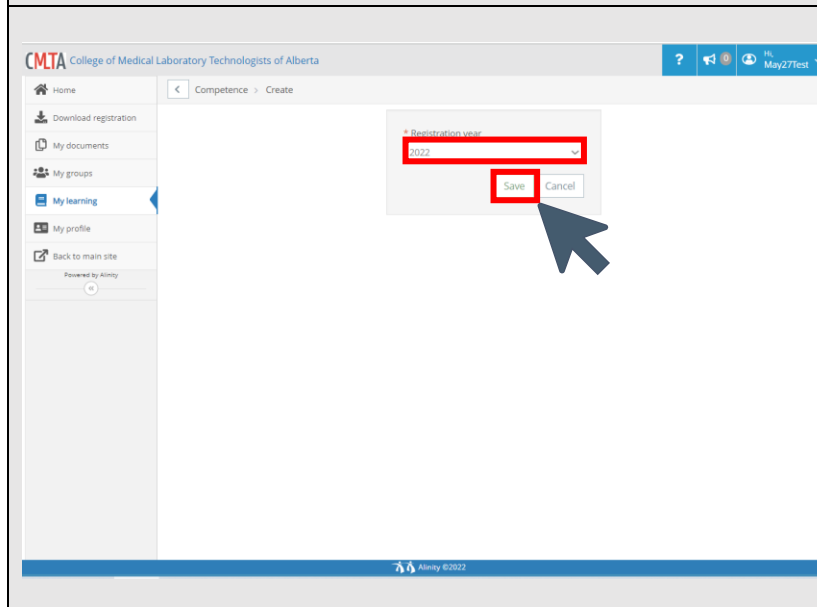
On the left-hand side navigation bar the Regulated Member must:

Click  
“My Learning”



The Regulated Member will need to indicate what year they wish to create their CCP for:

Click  
“+”



The Regulated Member must input  
2022 and then:

Click  
“Save”

**Continuing Education Portfolio (CEP)**

Name: May27Test May27  
Registration number: 123456  
Continuing competence program cycle: 2022-01-01 - 2022-12-31

The Medical Laboratory Technologists Profession Regulation sets out the specific requirements of the CMLTA CCP that a Regulated Member must complete on an annual basis, which include:

1. Self-Assessment based on the Competency Profile for the profession
2. Learning Plan for the upcoming registration year including continuing competence goals and activities that may be undertaken to achieve the goals
3. Learning Plan from the previous registration year that has been completed by documenting the completed learning objectives and competence activities

The CCP evolves from time to time in response to regulatory, legal, and ethical expectations. The current version of the CCP may be viewed or downloaded from the CMLTA website or a copy may be requested from the CMLTA office.

**Self-Assessment of Practice**

To provide safe, competent, and ethical medical laboratory services; MLTs must be able to demonstrate the necessary knowledge, skills, judgments, and attitudes in their professional practice. The Self-Assessment of Practice is designed to assist Regulated Members in the reflection of their practice strengths and weaknesses and establish an annual Learning Plan to guide the maintenance and/or development of competence in the workplace. The CMLTA standards of Practice have been adapted into the MLT competency Profile, which is the basis of the annual Self-Assessment of Practice. The Standards of Practice represent the minimum standards for knowledge, skills, judgments, and attitudes expected of all MLTs in Alberta.

There are two Self-Assessment of Practice statements:

- Competent (COM) – I have self-assessed this enabling competency as competent because I have the necessary knowledge, skills, judgments, and attitudes to adequately meet all the requirements for this enabling competency.
- Developmental/Advancing/Expanding (DEV) – I have self-assessed this enabling competency as developmental/advancing/expanding because I have identified weaknesses/gaps in my knowledge, skills, judgments, and attitudes in this enabling competency, and/or I would like to supplement my knowledge, skills, judgments, and attitudes in this enabling competency.

Note: A minimum of three Enabling Competencies must be identified as Developmental/Advancing/Expanding (DEV)

**LEARNING PLAN APPLICATION**

Step 1: Complete the Self Assessment

Step 2: Select a Minimum of 3 and a maximum of 6 Developing/Advancing/Expanding (DEV) Enabling Competencies to be your Learning Goals

Step 3: Provide additional information on how you aim to achieve the Learning Goals.

**Self-assessment** Click here to open a new tab to complete the self-assessment.

Submit Save for later

The Regulated Member should review the Continuing Education Portfolio Screen

There are 3 steps in creating your Learning Plan

1. Complete the Self-Assessment
2. Select a minimum of 3 and a maximum of 6 DEV Enabling Competencies to be your Learning Goals
3. Provide additional information on how you aim to achieve the Learning Goals

To start the Self-Assessment

Click  
“Self Assessment”  
A new window/tab will open

**Instructions**

To provide safe, competent, and ethical medical laboratory services; MLTs must be able to demonstrate the necessary knowledge, skills, judgments, and attitudes in their professional practice. The Self-Assessment of Practice is designed to assist regulated members in the reflection of their practice strengths and weaknesses and establish an annual learning plan to guide the maintenance and/or development of competence in the workplace. The CMLTA Standards of Practice have been adapted into the MLT Competency Profile, which is the basis of the annual Self-Assessment of Practice. The Standards of Practice represent the minimum standards for knowledge, skills, judgments, and attitudes expected of all MLTs in Alberta.

**Enabling Competencies**

Each of the three main standards (e.g. professional accountability, knowledge-based practice, and professional roles) within the Standards of Practice are listed below. Each Standard contains a list of statements that qualify the main standard and further expand on the practical application of the standard in the workplace. These qualifying statements in the Standards of Practice are referred to in the context of the Self-Assessment of Practice as Enabling Competencies.

**Completing the Self-Assessment of Practice**

Regulated Members self-assess by selecting the Self-Assessment of Practice Statement which most accurately describes their abilities and circumstances for each Enabling Competency as derived from the Standard.

**Competent (COM)** – I have self-assessed this enabling competency as competent because I have the necessary knowledge, skills, judgments, and attitudes to adequately meet all the requirements for this enabling competency.

**Developmental/Advancing/Expanding (DEV)** – I have self-assessed this enabling competency as developmental/advancing/expanding because I have identified weaknesses/gaps in my knowledge, skills, judgments, and attitudes in this enabling competency, and/or I would like to supplement my knowledge, skills, judgments, and attitudes in this enabling competency.

**NOTE** A minimum of three Enabling Competencies must be indicated as DEV

The Regulated Member should read the Self-Assessment Instructions



## Professional Accountability

The MLT must adhere to the legislative and professional requirements governing professional practice.

Question 1 of 45 1.1.i

1.1 I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including:

1.1.i The *Health Professions Act* and specifically Part 4 - Professional Conduct, *Medical Laboratory Technologists Profession Regulation*, *Health Information Act*, safety legislation, and privacy legislation.

- ☐ DEV  
☐ COM

Question 2 of 45 1.2.i

1.2 I understand professional standards and apply to practice in a manner consistent with:

1.2.i The CMLTA *Standards of Practice*, CMLTA *Code of Ethics*, practice advisory statements, and other doctrines applicable to professional practice.

- ☐ DEV  
☐ COM

Question 3 of 45 1.3.i

1.3 I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including:

1.3.i Accepting responsibility for the consequences of my actions and/or inactions.

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The Regulated Member will then go through the Standards of Practice and Enabling Competencies indicating if they are Competent (COM) or Developing/Advancing/Expanding (DEV)

NOTE: a minimum of three Enabling Competencies must be indicated as DEV to submit the Self-Assessment

At the bottom of the form:  
Click  
"Submit"

☐ COM

Question 44 of 45 3.4.iii

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by:

3.4.iii Analyzing and reporting data truthfully and disclosing all potential biases and conflict of interests, both actual and perceived.

- ☒ DEV  
☐ COM

Question 45 of 45 3.4.iv

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by:

3.4.iv Demonstrating an openness to share research findings, while respecting intellectual property.

- ☒ DEV  
☐ COM

### Learning Goals

Learning plan

2022 - Submitted

Please select between 3 and 6 goals for your learning plan

Show ☒ Recommended ☐

- ☒ 3.4.i Adhering to ethics review board principles. 3.4
- ☒ 3.4.iii Analyzing and reporting data truthfully and disclosing all potential biases and conflict of interests, both actual and perceived. 3.4
- ☒ 3.4.iv Demonstrating an openness to share research findings, while respecting intellectual property. 3.4

Save goals

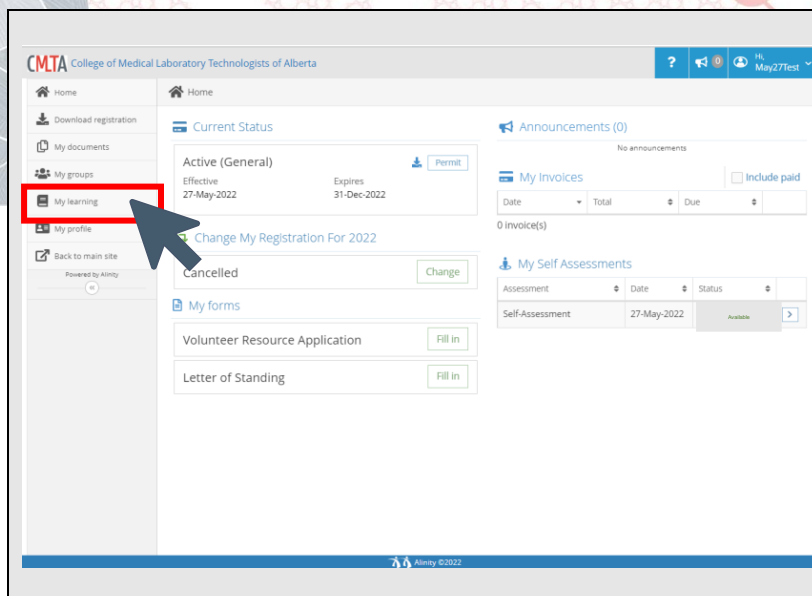
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The Regulated Member will then see the Enabling Competencies they indicated as DEV.

The Regulated Member must then select a minimum of 3/maximum of 6 Enabling Competencies they wish to focus on for the year

NOTE: Make sure you are selecting from the "Recommended" List NOT the "All" list

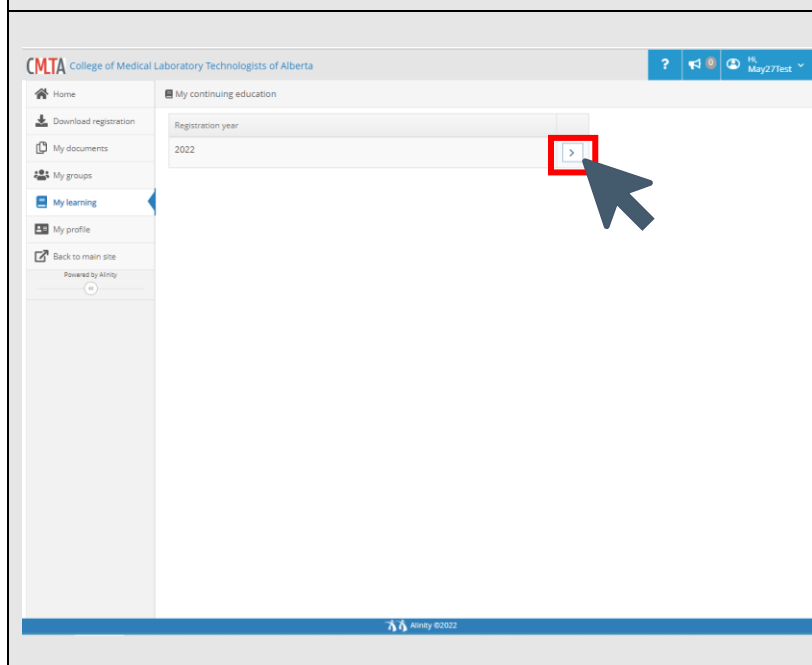
Click  
"Save Goals"



After Selecting your Learning Goals for the year, close the window and return the Member Dashboard

On the left-hand side navigation bar, the Regulated Member must:

Click  
“My Learning”



Select the year you wish to create a Learning Plan for:

Click  
2022 “>”

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### Continuing Education Portfolio (CEP)

Name: May27Test May27  
Registration number: 123456  
Continuing competence program cycle: 2022-01-01 - 2022-12-31

The Medical Laboratory Technologists Profession Regulation sets out the specific requirements of the CMLTA CCP that a Regulated Member must complete on an annual basis, which include:

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### Learning Goal #1

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by:

3.4.ii Adhering to ethics review board principles.

Target date: 2022-12-31

Projected learning activity (max 3)

☒ Reviewed Subject Matter ☐ Completed Formal Course ☒ Workplace Events/In-service ☐ Professional Events

☐ Observe/consult with peer/expert ☒ Share as a trainer/mentor/preceptor ☐ Share as presenter/lecturer ☐ Troubleshoot

☐ Proficiency Samples ☐ Committee/Focus Group ☐ Develop/Revise Subject Matter

Learning activity details

I may attend a work, college, or association presentation but I may need to read an article regarding professional communication

Professional development (max 3)

☐ Acquired new skill/attitude/attitude ☐ Developed program/policy/procedure/process ☐ Enhanced accountability

☐ Enhanced critical thinking/dec ☒ Improved communication skills ☐ Improved program/policy/procedure/process

☐ Improved work environment ☐ Increased awareness/understanding ☐ Increased confidence ☐ Increased knowledge

☐ Other: must specify

Professional development details

Along with improving my communication skills among fellow MLTs this activity improved my communication skills with the diverse healthcare professional I work with on a daily basis

Learning Goal #2

Alinity 6/2022

The Regulated Member must then scroll down to their First Learning Goal

Complete the following:

- Target Date
- Projected Learning Activity (maximum of 3)
- Learning Activity Details
- Projected Professional Development (maximum of 3)
- Professional Development Details

NOTE: Complete this for 3-6 Learning Goals

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### Learning Goal #2

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by:

3.4.iv Demonstrating an openness to share research findings, while respecting intellectual property.

Target date: 2022-12-30

Projected learning activity (max 3)

☒ Reviewed Subject Matter ☒ Completed Formal Course ☐ Workplace Events/In-service ☐ Professional Events

☐ Observe/consult with peer/expert ☐ Share as a trainer/mentor/preceptor ☐ Share as presenter/lecturer ☐ Troubleshoot

☐ Proficiency Samples ☒ Committee/Focus Group ☐ Develop/Revise Subject Matter

Learning activity details

I may be able to join a committee that provides ethical approval for research

Professional development (max 3)

☐ Acquired new skill/attitude/attitude ☐ Developed program/policy/procedure/process ☒ Enhanced accountability

☒ Enhanced critical thinking/dec ☐ Improved communication skills ☐ Improved program/policy/procedure/process

☒ Improved work environment ☐ Increased awareness/understanding ☐ Increased confidence ☐ Increased knowledge

☐ Other: must specify

Professional development details

I hope to enhance my own accountability and also the MLT professions' accountability by helping guide ethical research in the field of medical laboratory science

Submit for later

After completing a Learning Plan for a minimum of 3/maximum of 6 Learning Goals the Regulated Member must:

Click "Submit"

This is all that is required of regulated members for July 15<sup>th</sup>, 2022





Additional resources will be released to help members complete their learning plan at a later date