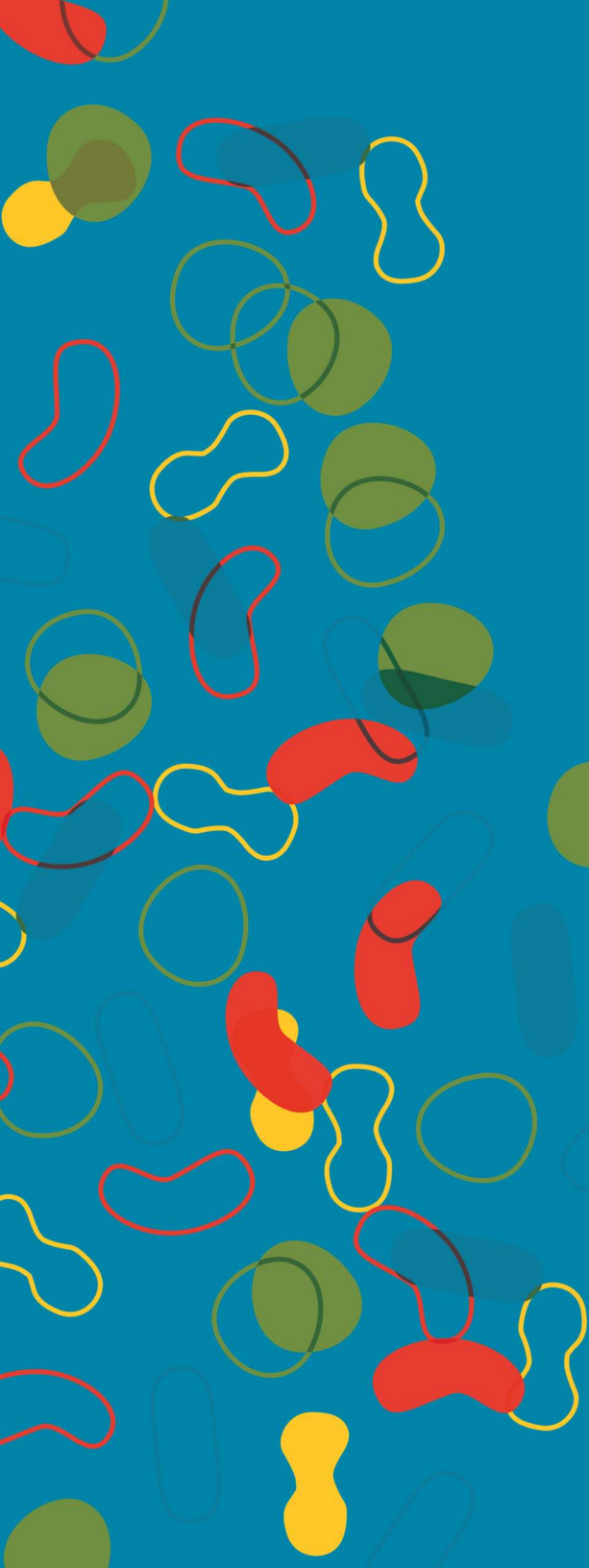




The College of Medical Laboratory Technologists of Alberta

Continuing Competence Program Audit Rubric

CMLTA Continuing Competence Audit Rubric

Self-Assessment

	Complete	Incomplete
Identification of a current/anticipated job title?	The MLT identified their current/future professional title. E.g., MLT I, MLT II, MLT Instructor, etc.	The MLT did not identify their current/future professional title. E.g., Placeholder content, N/A, random letters, XXX,
Description of the associated professional role.	The MLT described the professional role enough for the CMLTA to understand the MLT's role in their current/future professional position. E.g., In my current position, I am in a hospital laboratory that analyses a variety of samples (blood and urine) in hematology, chemistry, and coagulation. I report the results to the doctor. E.g., I hope to one day educate future MLTs. Working at a university/college/technical school providing instruction in the 5 MLS disciplines to MLS students.	The MLT did not describe their current/future professional role. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
Description of the associated practice setting.	The MLT adequately described their current/future practice setting for the CMLTA to understand. E.g., Hospital Laboratory, Molecular Laboratory, IVF Laboratory, University, etc.	The MLT did not describe the associated practice setting. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

Description of the intended service user and their needs.	The MLT identified/described their intended service users and their needs. E.g., I work in the hospital providing stat laboratory test results; therefore, my intended service user is the patients and people in Alberta needing laboratory testing. Doctors and nurses also get the results; therefore, they are also potential service users. E.g., I am currently a laboratory supervisor therefore, my intended service users are the MLTs I manage in the lab so they can provide accurate lab results to doctors/nurses from patients and the public.	The MLT did not describe the intended service user and their needs. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
Identification of trends, challenges, changes, and/or risks in the practice role/setting/service user that may impact MLT professional practice.	The MLT identified at least one trend, challenge, change, and/or risk in their practice role/setting/service user that may impact their professional practice. E.g., In the laboratory, we're excited to implement a new analyzer equipped with AI technology. I find the integration of AI in the lab to be a fascinating trend and see it as a wonderful opportunity for learning and growth. E.g., There was an update with the CMLTA Standards of Practice and Code of Ethics therefore, I need to make sure I know what standards the college sets for me and my professional practice.	The MLT did not identify trends, challenges, changes, and/or risks in the practice role/setting/service user that may impact their professional practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

Identification of knowledge/skills that need to remain current in professional practice.	The MLT identified at least one knowledge/skill that they need to remain current for their professional practice. E.g., I need to remain current on current communication skills because I communicate with a variety of individuals both within the MLT profession and outside the profession.	The MLT did not identify knowledge/skills that need to remain current in professional practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
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Learning Plan

	Complete	Incomplete
Select one Practice Standard/Code of Ethics to develop a Learning Plan.	MLT selected one Standards/Code of Ethics to develop a Learning Plan. E.g., Legislative Responsibility	The MLT did not select one of the Standards/Code of Ethics to develop their Learning Plan.
Identification of WHY that particular Standard/Code of Ethics was chosen.	The MLT provided a reason as to why they wanted to advance their current knowledge, skill, attitude, and/or judgment regarding this Standard/Code of Ethics. E.g., There is a new Standard of Practice and Code of Ethics the CMLTA released therefore, I want to review these documents so I know what I am accountable for in my professional practice. I know that if I do not follow these Standards and Codes, I could have a complaint filed against me.	The MLT did not answer why they identified the Standard/Code of Ethics as an area in which they want to advance their knowledge, skill, attitude, and/or judgment. E.g., Because I have to, insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
Selecting 1-3 potential Learning Activities?	The MLT identified 1-3 possible Learning Activities to meet the Learning Plan. E.g., Reviewed Subject Matter Discussed with Colleague	The MLT did not identify 1-3 possible Learning Activities that meet the Learning Plan.



Activity Log - Activity 1

NOTE: The ultimate learning activity does NOT necessarily have to match the projected Learning Activity stated in the Self-Assessment/Learning Plan. The CMLTA recognizes that things change during the year, and sometimes, the projected learning activity cannot occur. As long as the activity ultimately fulfills the Standard of Practice or Code of Ethics selected within the Learning Plan, that is acceptable.

	Complete	Incomplete
Information regarding the Learning Activity. • Date(s) • Related the Learning Activity to a Standard/Code of Ethics • Topic	The MLT provided sufficient information regarding the Learning Activity. E.g., Date: August 31st, 2025 Standard of Practice: Legislative Responsibility Topic: CMLTA Standards of Practice and Code of Ethics	The MLT did not provide sufficient information regarding the Learning Activity. E.g., Date: XX-XXX-XXXX Topic: Placeholder content, N/A, random letters, XXX,
Identification of at least ONE key takeaway from the Learning Activity. Hint: Describe one specific fact, concept, skill, or insight you gained from this activity. Simply restating the learning objectives is not sufficient.	The MLT identified at least ONE key takeaway from the Learning Activity. E.g., The key takeaway I got from reviewing the CMLTA Standards of Practice and Code of Ethics is that there are now 8 Practice Standards and 3 Legislative Standards that guide my practice every day in the lab. The CCP is no longer written in regulation but is its own Standard of Practice.	The MLT did not identify one key takeaway from the Learning Activity. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

Identification of at least one impact the Learning Activity had on your Professional Practice. HINT: Describe one specific impact completing this learning goal had on your professional practice. Your example should show how the learning changed, improved, or influenced the way you perform your work, make decisions, or carry out your professional responsibilities.	The MLT identified at least one impact the Learning Activity had on their Professional Practice. Eg, Within the Confidentiality and Record Maintenance Standard of Practice, it states I must only access the minimum amount of clinical information possible to provide my services. I will continue to do this and ensure that my colleagues are also aware that accessing patient information should only occur when necessary to provide our services.	The MLT did not identify at least one impact the Learning Activity had on their Professional Practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
Identification of at least one impact the Learning Activity had on the public/patients/clients. HINT: Describe one specific way this learning activity affected your service user(s). Your example should show how what you learned improved, influenced, or changed your work with the people you serve. A service user is anyone who receives or benefits from MLT services, including patients, clients, students, employees, and other groups.	The MLT identified at least one impact the activity had on the public/patients/clients (service users). E.g. This awareness of the Standards of Practice and Code of Ethics will help me make sure I am acting in a way that not only meets these standards and codes but exceeds them because when I am at my best, the patients will receive my best work. Specifically, I will focus on confidentiality and make sure I am disposing of patient information appropriately because if I don't, patient identifiers could reach outside the lab, which is unacceptable.	The MLT did not identify at least one impact the activity had on the public/patients/clients (service users). E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

Application of the learning in professional practice? HINT: <i>Provide one specific example of how you have applied this learning in your professional practice. If you have not yet applied it, describe a situation where you would use it in the future and how it would support your work.</i>	The MLT identified one application of the learning in their professional practice. E.g., I am not only going to be monitoring my actions and ensuring they meet the CMLTA Standards and Codes, but I will also be ensuring other MLTs are as well. I will also print these documents and have them accessible in the lab for myself and others to review when we have a chance.	The MLT did not identify one application of the learning in their professional practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
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Activity 2

	Complete	Incomplete
Information regarding the Learning Activity. • Date(s) • Related the Learning Activity to a Standard/Code of Ethics • Topic	The MLT provided sufficient information regarding the Learning Activity. E.g., Date: August 31st, 2025 Standard of Practice: Professional Knowledge Topic: Malaria Online Course through Lab CE	The MLT did not provide sufficient information regarding the Learning Activity. E.g., Date: XX-XXX-XXXX Topic: Placeholder content, N/A, random letters, XXX,
Identification of at least ONE key takeaway from the Learning Activity. <i>Hint: Describe one specific fact, concept, skill, or insight you gained from this activity. Simply restating the learning objectives is not sufficient.</i>	The MLT identified at least ONE key takeaway from the Learning Activity. E.g., I learnt that most blood parasites are transmitted by arthropod vectors (like a mosquito). Malaria in particular is transmitted via the Anopheles mosquito. OR In people the malaria fever spikes can occur in 48-hour and 72-hour cycles and help to distinguish the different species of Plasmodium. The exception is P. knowlesi, which has a 24-hour cycle.	The MLT did not identify one key takeaway from the Learning Activity. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

Identification of at least one impact the Learning Activity had on your Professional Practice. HINT: Describe one specific impact completing this learning goal had on your professional practice. Your example should show how the learning changed, improved, or influenced the way you perform your work, make decisions, or carry out your professional responsibilities.	The MLT identified at least one impact the Learning Activity had on their Professional Practice. E.g., I am now quicker at recognizing Malaria on a peripheral blood smear. In particular I now know that the crescent or banana shaped gametocyte of <i>P. falciparum</i> is unique	The MLT did not identify at least one impact the Learning Activity had on their Professional Practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
Identification of at least one impact the Learning Activity had on the public/patients/clients. HINT: Describe one specific way this learning activity affected your service user(s). Your example should show how what you learned improved, influenced, or changed your work with the people you serve. A service user is anyone who receives or benefits from MLT services, including patients, clients, students, employees, and other groups.	The MLT identified at least one impact the activity had on the public/patients/clients (service users). E.g., I've become faster at identifying malaria on a thin smear, which streamlines my subsequent steps, whether notifying the hematopathologists or calling the doctor on call. I also discussed my findings at the microscope with a colleague, demonstrating what I learned so they can recognize malaria more swiftly. This speeds up next steps and enhances rapid patient care and treatment.	The MLT did not identify at least one impact the activity had on the public/patients/clients (service users). E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

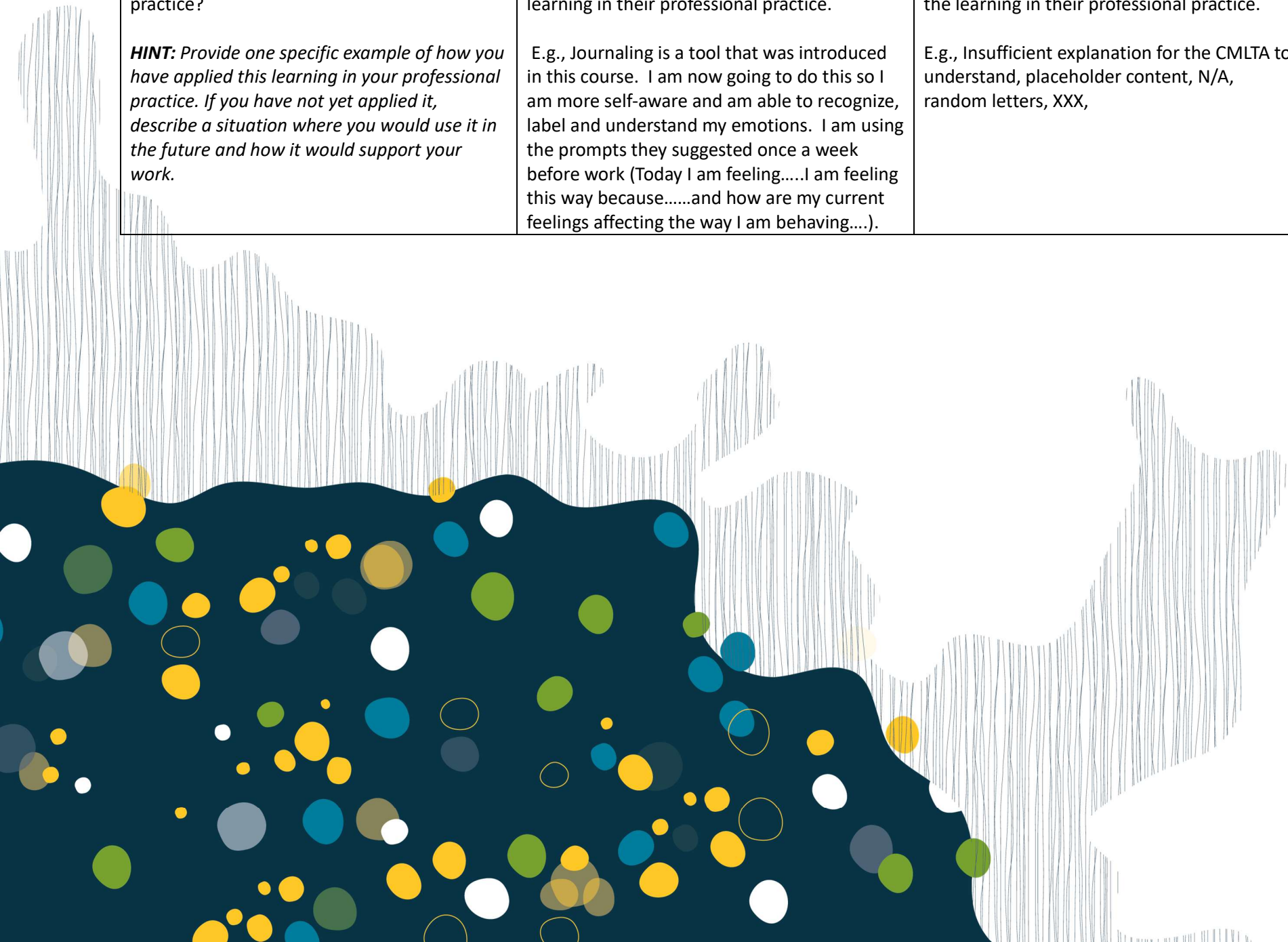
Application of the learning in professional practice? HINT: Provide one specific example of how you have applied this learning in your professional practice. If you have not yet applied it, describe a situation where you would use it in the future and how it would support your work.	The MLT identified one application of the learning in their professional practice. E.g., Now that I better understand the various Plasmodium species and their appearances in thick and thin smears, I take an extra moment to examine the inside of red blood cells when reviewing blood smears. I look for signs of Malaria and other abnormalities, even if it is not explicitly requested, to ensure the patient receives comprehensive care. OR I learnt that there is a Rapid Diagnosis Malaria test that detects histidine-rich protein 2 (HRP2), Plasmodium lactate dehydrogenase (pLDH), and aldolase. I am going to talk with my tech II to see if this is something we should look into for our lab.	The MLT did not identify one application of the learning in their professional practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
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Activity 3

	Complete	Incomplete
Did you provide information regarding the Learning Activity • Date(s) • Related the Learning Activity to a Standard/Code of Ethics • Topic	The MLT provided sufficient information regarding the Learning Activity. E.g., Date: June 24th, 2025 Standard of Practice: Communication and Collaboration Topic: Communication Basics for Laboratory Leaders Online Course through Lab CE	The MLT did not provide sufficient information regarding the Learning Activity. E.g., Date: XX-XXX-XXXX Topic: Placeholder content, N/A, random letters, XXX,
Identification of at least ONE key takeaway from the Learning Activity. Hint: Describe one specific fact, concept, skill, or insight you gained from this activity. Simply restating the learning objectives is not sufficient.	The MLT identified at least ONE key takeaway from the Learning Activity. E.g., Communication is important in healthcare and it is more than just verbal words. I learnt the 7-38-55 rule by Dr Albert Mehrabian where communication is believed to be 7% words, 38% is tone of voice, and 55% is other nonverbal cues.	The MLT did not identify one key takeaway from the Learning Activity. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

Identification of at least one impact the Learning Activity had on your Professional Practice. HINT: Describe one specific impact completing this learning goal had on your professional practice. Your example should show how the learning changed, improved, or influenced the way you perform your work, make decisions, or carry out your professional responsibilities.	The MLT identified at least one impact the Learning Activity had on their Professional Practice. E.g., I am now more aware of my tone of voice when I am talking with colleagues, especially when there is a mistake in the lab. Instead of talking in a judgmental tone, blaming them for the mistake, I now pause to recognize my own immediate emotions (not acting immediately) then I ask questions to understand the other person's perspective, because maybe there needs to be a system change, so the mistake does not happen again.	The MLT did not identify at least one impact the Learning Activity had on their Professional Practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
Identification of at least one impact the Learning Activity had on the public/patients/clients. HINT: Describe one specific way this learning activity affected your service user(s). Your example should show how what you learned improved, influenced, or changed your work with the people you serve. A service user is anyone who receives or benefits from MLT services, including patients, clients, students, employees, and other groups.	The MLT identified at least one impact the activity had on the public/patients/clients (service users). E.g., In this course, I learnt about social awareness, which involves recognizing others' emotions, behaviors, perspectives, and needs. I now use empathy when communicating with patients during blood collections, trying to feel with them while staying free of judgment and not just trying to make it better. I do this by saying "its ok to be scared, what can I do to help ease that fear?" When I am taking blood from a visibly fearful patient.	The MLT did not identify at least one impact the activity had on the public/patients/clients (service users). E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,

Application of the learning in professional practice? HINT: <i>Provide one specific example of how you have applied this learning in your professional practice. If you have not yet applied it, describe a situation where you would use it in the future and how it would support your work.</i>	The MLT identified one application of the learning in their professional practice. E.g., Journaling is a tool that was introduced in this course. I am now going to do this so I am more self-aware and am able to recognize, label and understand my emotions. I am using the prompts they suggested once a week before work (Today I am feeling.....I am feeling this way because.....and how are my current feelings affecting the way I am behaving....).	The MLT did not identify one application of the learning in their professional practice. E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,
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Summary

	Complete	Incomplete
Completion of THREE DIFFERENT Learning Activities? NOTE: All three activities (one meeting your Learning Plan Goal and the two additional Learning Activities MUST be different from one another).	The MLT has three different Learning Activities • one Learning Activity meeting the Learning Plan Goal • two additional planned/unplanned Learning Activities logged in the Activity Log	The MLT does not have three different Learning Activities.
Completion of new Learning Activities NOTE: MLTs may use the same Standard/Code and the same Learning Activity provided the key takeaway, impact on professional practice, impact on service users, and application are different from the previous year.	The MLT had three different Learning Activities from the previous CCP year. OR The MLT has the same Standard of Practice/Code of Ethics and Learning Activity but the takeaway, impact on professional practice, impact on service users, and application are different from the previous year. E.g., An MLT may use the Practice Standard, Professional Knowledge, and share knowledge and/or expertise as a trainer/mentor/preceptor each year provided the key takeaway, impact on professional practice, impact on service users, and application is different from the previous year.	The MLT used the same Standard of Practice/Code of Ethics and Learning Activity from the previous CCP year with the same key takeaway, impact on professional practice, impact on service users, and application as the previous year. E.g., An MLT, taking the same Safety Module each year with the same key takeaway, impact on professional practice, impact on service users, and application yearly, would not be acceptable.

Completion of Learning Activities outside of regular work activities. Note: The CMLTA requires Learning Activities that are not part of MLTs regular work activities.	MLT completes a Learning Activity that is not apart of regular work activities and is not required by the employer. E.g., An employer provides learning opportunities that are not mandatory or part of an MLTs regular work activities, such as a lunch and learn, courses, etc. those can be used as a Continuing Competence Learning Activity.	MLT completes a Learning Activity that is part of regular work activities. E.g., Reviewing a Standard Operative Procedure (SOP) for a process that outlines a regular work activity does not constitute a Continuing Competence Learning Activity. E.g., Completing a required learning module for your employer does not constitute a Continuing Competence Learning Activity.
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