



The College of Medical Laboratory
Technologists of Alberta

Continuing Competence Program

Learning Plan Examples

If you have any additional questions, don't
hesitate to get in touch with the Continuing
Competence Manager

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Creating Learning Plan Examples

Note: Regulated members must create a minimum of 3 (maximum of 6) Learning Goals. In this example, the Regulate Member created 6 Learning Goals.

Learning Goal #1

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.

* Target date

2024-05-31

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3) ?

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

* Learning activity details

This year, I want to review the CMLTA Standards of Practice and Code of Ethics to ensure that I understand and follow them when working.

* By completing the Learning Goal, I may:

Projected professional development (max 3) ?

- Acquire new skill/aptitude/attitude Develop program/policy/procedure/process Enhance accountability
- Enhance critical thinking/dec Improve communication skills Improve program/policy/procedure/process
- Improve work environment Increase awareness/understanding Increase confidence Increase knowledge
- Other: must specify

* Professional development details

Gaining additional knowledge on this topic will help guide my actions in the laboratory and increase patient/public safety.

Learning Goal #2

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.ii Protecting client confidentiality within policy and legislated parameters.

* Target date

2024-07-10

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3) ?

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

* Learning activity details

I hope to take an online learning module regarding patient confidentiality. If this is not possible, I may read one of my workplace policy documents regarding patient confidentiality.

* By completing the Learning Goal, I may:

Projected professional development (max 3) ?

- Acquire new skill/aptitude/attitude Develop program/policy/procedure/process Enhance accountability
- Enhance critical thinking/dec Improve communication skills Improve program/policy/procedure/process
- Improve work environment Increase awareness/understanding Increase confidence Increase knowledge
- Other: must specify

* Professional development details

I think it is important that I stay up to date with current confidentiality documents. Learning more about this will help ensure I do not break confidentiality at my work place.

Learning Goal #3

3.1 I communicate and collaborate effectively to ensure quality service delivery, including:

3.1.i Utilizing appropriate strategies to communicate with intended audiences.

* Target date

2024-11-14

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3) ?

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

* Learning activity details

To improve my communication skills, I may talk with my supervisors or peers about how I can improve my communication skills in the laboratory. If this is not possible I may take a communication module.

* By completing the Learning Goal, I may:

Projected professional development (max 3) ?

- Acquire new skill/aptitude/attitude Develop program/policy/procedure/process Enhance accountability
- Enhance critical thinking/dec Improve communication skills Improve program/policy/procedure/process
- Improve work environment Increase awareness/understanding Increase confidence Increase knowledge
- Other: must specify

* Professional development details

Because I communicate critical results to other healthcare professionals, I need to make sure I am communicating clearly and effectively. I hope to get good feedback so I can improve.

Learning Goal #4

3.1 I communicate and collaborate effectively to ensure quality service delivery, including:

3.1.ii Displaying respect for a diversity of opinions and values.

* Target date

2024-03-19

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3) ?

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

* Learning activity details

I hope to create a lecture regarding Diversity Equity and Inclusion for the MLT students I teach so we can learn how to interact with the diverse population in Alberta.

* By completing the Learning Goal, I may:

Projected professional development (max 3) ?

- Acquire new skill/aptitude/attitude Develop program/policy/procedure/process Enhance accountability
- Enhance critical thinking/dec Improve communication skills Improve program/policy/procedure/process
- Improve work environment Increase awareness/understanding Increase confidence Increase knowledge
- Other: must specify

* Professional development details

Not only do I plan on learning about DEI when creating this lecture, but I hope to generate a good conversation regarding Diversity, Equity, and Inclusion in the MLT classroom.

Learning Goal #5

3.3 I exhibit knowledge of and apply to my professional Practice, the principles of quality management to safeguard client care, including:

3.3.i The application of quality control and quality assurance.

* Target date

2024-01-16

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3) ?

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

* Learning activity details

I hope to gain an additional understanding of what QC material we use with our analyzer (e.g. what methodology it uses, its values, interferences, etc.).

* By completing the Learning Goal, I may:

Projected professional development (max 3) ?

- Acquire new skill/aptitude/attitude Develop program/policy/procedure/process Enhance accountability
- Enhance critical thinking/dec Improve communication skills Improve program/policy/procedure/process
- Improve work environment Increase awareness/understanding Increase confidence Increase knowledge
- Other: must specify

* Professional development details

Increasing my knowledge of what QC we use in the laboratory will help me with troubleshooting issues quicker so I can ensure patients are getting accurate results in a timely manner.

Learning Goal #6

3.3 I exhibit knowledge of and apply to my professional Practice, the principles of quality management to safeguard client care, including:

3.3.vi Development of processes, policies, and procedures.

* Target date

2024-01-25

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3) ?

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

* Learning activity details

We are getting a new analyzer, and I hope to be a part of the team that is an expert user so that I can train my colleagues. If I am not on the expert user team, I will talk with the expert team to learn more.

* By completing the Learning Goal, I may:

Projected professional development (max 3) ?

- Acquire new skill/aptitude/attitude Develop program/policy/procedure/process Enhance accountability
- Enhance critical thinking/dec Improve communication skills Improve program/policy/procedure/process
- Improve work environment Increase awareness/understanding Increase confidence Increase knowledge
- Other: must specify

* Professional development details

This will help me learn the new analyzer, so I do not feel overwhelmed because a new analyzer can be overwhelming. I hope to be confident before it is implemented to ensure patient care.

Completed Learning Plan Examples

NOTE: Regulated members are required to complete at least 3 Learning Goals with 3 different Learning Activities. In this example, the Regulated Member completed all 6 Learning Goals.

Learning Goal #1

1.2 I understand professional standards and apply to practice in a manner consistent with: Target completion date: 2024-05-31

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

* Select a learning claim type
Complete

* Select a learning activity
Reviewed subject matter relevant to professional practice

Learning activity details:
This year, I want to review the CMLTA Standards of Practice and Code of Ethics to ensure that I understand and follow them when working.

* Nature of resource
Policies

Activity date
2024-02-12


* Dedicated hours
1

* Title of resource
CMLTA Standards of Practice and Code of Ethics

* Topic of learning
Standards of Practice and Code of Ethics

* Name author or provider
CMLTA

* Impact on professional practice
Enhanced accountability

Supporting document ?
 Click here to upload your supporting document

Learning Goal #2

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

Target completion date:
2024-07-10

1.3.ii Protecting client confidentiality within policy and legislated parameters.

* Select a learning claim type

Complete

* Select a learning activity

Completed Formal Course

Learning activity details:

I hope to take an online learning module regarding patient confidentiality. If this is not possible, I may read one of my workplace policy documents regarding patient confidentiality.

Activity date

2024-07-18

* Dedicated hours

1

* Title

Patient Confidentiality Learning Module

* Topic of learning

Patient Confidentiality

* Name of provider

Employer

* Impact on professional practice

Increased awareness/understanding

* Supporting document (certificate of participation or transcript) ?



Click here to upload your supporting document



Click here to delete uploaded document



certificate of completion

Supporting document (certificate of participation or transcript) ?



Click here to upload your supporting document

Learning Goal #3

3.1 I communicate and collaborate effectively to ensure quality service delivery, including:

Target completion date:
2024-11-14

3.1.i Utilizing appropriate strategies to communicate with intended audiences.

* Select a learning claim type

Complete

* Select a learning activity

Observe/consult with peer/expert

Learning activity details:

To improve my communication skills, I may talk with my supervisors or peers about how I can improve my communication skills in the laboratory. If this is not possible I may take a communication module.

* Title peer/experts

Laboratory Supervisor (First name Last name)

* Topic of subject matter

Communicating Critical Results

* Location of learning

Stat Laboratory

* Name resources used in consultation, discussion ?

We looked at the SOP regarding communicating critical results. My supervisor listened to me do one, and then we discussed how I needed to talk slower when communicating the results so the nurse/doctor would understand me.

Activity date

yyyy-mm-dd

* Dedicated hours

1

Supporting document ?



Click here to upload your supporting document

* Impact on professional practice

Improved communication skills

Learning Goal #4

3.1 I communicate and collaborate effectively to ensure quality service delivery, including:

Target completion date:
2024-03-19

3.1.ii Displaying respect for a diversity of opinions and values.

* Select a learning claim type

Complete

* Select a learning activity

Develop/Revise Subject Matter

Learning activity details:

I hope to create a lecture regarding Diversity Equity and Inclusion for the MLT students I teach so we can learn how to interact with the diverse population in Alberta.

* Nature of resource

Course

Activity date

2024-10-18

* Dedicated hours

3

* Title of resource

Diversity, Equity, and Inclusion (DEI) in the Laboratory

* Topic of subject matter

Patient and Colleague DEI

* Name of organization

Name of Institution

* Impact on professional practice

Improved program/policy/procedure/process

Supporting document ?



Click here to upload your supporting document

Learning Goal #5

3.3 I exhibit knowledge of and apply to my professional Practice, the principles of quality management to safeguard client care, including:

Target completion date:
2024-01-16

3.3.i The application of quality control and quality assurance.

* Select a learning claim type

Complete

* Select a learning activity

Troubleshoot Equipment/Instrumentation/Process

Learning activity details:

I hope to gain an additional understanding of what QC material we use with our analyzer (e.g. what methodology it uses, its values, interferences, etc.).

* Topic

Inverted Microscope

Date

2024-11-21

* Dedicated hours

1

* Name of equipment, instrumentation, procedure, process ?

I reviewed the manual for the Inverted Microscope and the laser in the laboratory. I reviewed the process of calibrating the laser. I completed it with a qualified colleague after troubleshooting common calibrating issues so we could accurately perform an embryo biopsy.

* Location of learning

IVF Laboratory

* Impact on professional practice

Improved work environment

Supporting document ?



Click here to upload your supporting document

Learning Goal #6

3.3 I exhibit knowledge of and apply to my professional Practice, the principles of quality management to safeguard client care, including:

Target completion date:
2024-01-25

3.3.vi Development of processes, policies, and procedures.

* Select a learning claim type

Complete

* Select a learning activity

Participated in committee/focus group

Learning activity details:

We are getting a new analyzer, and I hope to be a part of the team that is an expert user so that I can train my colleagues. If I am not on the expert user team, I will talk with the expert team to learn more.

Activity date

2024-07-11

* Dedicated hours

4

* Topic (purpose of the committee)

INcorpco Analyzer Super User

* Name of committee organization

INcorpco Analyzer

* Role on committee

Participant who can taught fellow colleague to use analyzer

* Impact on professional practice

Improved program/policy/procedure/process

Supporting document ?



Click here to upload your supporting document