

## FOCUS 2016, ISSUE 4

CMLTO newsletter for members

### Message from the President, Jan Maxwell, MLT



This final issue of FOCUS for 2016 coincides with the final weeks of my term as the CMLTO Council President. Having served on Council as a Professional Member since 2010, I became President in 2014. During my term I've seen the CMLTO make tremendous strides in all areas of its governance and delivery of programs and services. All of the work was completed with increased transparency, which is a priority strategic objective. The College's Registration, Quality Assurance, and Professional Conduct programs have continued to improve their commitments to providing transparent, objective, impartial, and fair services keeping the public in the forefront of all decisions.

The 2015 launch of the CMLTO Voluntary Roster of Registered Medical Laboratory Technicians was a significant milestone in this Council-initiated project which is a step towards regulating medical laboratory technicians and assistants. I am proud of the evolution of this initiative and pleased to welcome the Voluntary Roster Affiliates.

I wish to thank my fellow Council Members for their support and hard work during my term. Council is comprised of 51% professional and 49% public members. These members are dedicated individuals who have demonstrated passion for supporting the self-regulation of MLTs in Ontario. They understand the complexities of the current laboratory environment and the expectations of the public for safe, high-quality care which informs their decision-making. Council Members come from a wide variety of backgrounds, which provides diverse knowledge, perspectives, and collaboration in policy discussions. They have truly made my role as Council President easy.

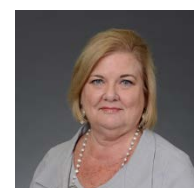
I will continue to serve on Council until the end of 2018, and I'd like to encourage all members in good standing to get involved with the CMLTO. If you have ever wondered how the College helps to ensure safe and ethical medical laboratory services in Ontario, then consider volunteering to serve on one of the Statutory Committees, respond to the Calls for Nomination for Election to Council when there are vacancies in your district, or participate in surveys or special project working groups. I began my journey as a Non-Council Committee Member on the Quality Assurance Committee, which inspired me to become more involved in the College.

My time serving on Council and Statutory Committees has been incredibly rewarding. I have truly enjoyed my time spent on Council and have learned so much about self-regulation and governance processes. The knowledge I have gained during these past seven years has benefitted me in both my professional and personal life. I am proud of the contributions I made in ensuring the medical laboratory profession delivers high-quality, safe, and competent care. I look forward to working with our new Council President, Karen Persad, and all Council Members in 2017.

Finally, on behalf of the CMLTO Council and staff, I'd like to extend our heartfelt best wishes for a safe and happy holiday season and all the best in 2017!

### Message from the Registrar & CEO, Kathy Wilkie, BHA, MLT

The Council and staff have completed another busy year at CMLTO. With Council's guidance, we've continued our work in leading the self-regulation of medical laboratory technologists forward in the interest of public safety.



On behalf of the staff and Council, I wish to thank Jan Maxwell for her commitment to protecting the people of Ontario during her term as Council President. Jan's hard work ensured the College's success over the last three years. I am pleased that she will remain as a Professional Member on Council until the end of 2018.

I would also like to thank Council Member-at-Large Robert Clayborne for his service during his three-year term which ends on December 31, 2016. His participation also contributed to CMLTO's success.

At its last meeting, the Council elected the 2017 Council Officers: Karen Persad, President; Tammy Earle, Vice-President, Professional; and Ayo Adediji, Vice-President, Public. I invite you to get to know them by reading their profiles in the article below.

*Jan Maxwell at  
the November  
Council  
Meeting.*

Please accept my best wishes for a happy holiday season and the new year!

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### Council highlights

#### CMLTO Council took the following actions at its meeting on November 28 & 29, 2016:

- The 2017 Council officers were elected:
  - Karen Persad, President
  - Tammy Earle, Vice-President, Professional
  - Ayo Adediji, Vice-President, Public
- Approved the monitoring reports from 3 statutory committees
  - Patient Relations Committee Monitoring Report
  - Quality Assurance Committee Monitoring Report
  - Registration Committee Monitoring Report
- Accepted the Registrar & CEO's Incidental Briefing Report
- Approved the President's Incidental Briefing Report
- Approved the Registrar & CEO's:
  - High Level Ends Policy 1 – Public Confidence Monitoring Report
  - High Level Ends Policy 2 – Accountable Professionals Monitoring Report
  - High Level Ends Policy 3 – Health System Transformation (Update) Monitoring Report
- Approved the Registrar & CEO's Executive Limitations Monitoring Reports re:
  - EL II-11 Financial Condition Policy
  - EL II-20 Signing Authority/Authorization of Expenditures Policy
  - EL II-25 Human Resources Parameters Policy
  - EL II-45 Communications and Support to Council Policy
- Reviewed and approved two Executive Limitations Policies:
  - EL II-09 Investment Policy
  - EL II-10 Financial Planning/Budgeting/Budget Cycle Policy
- Reviewed and approved one Governance Process Policy:
  - GP IV-165 Council and Committee Attendance Policy
- Reviewed Council's Governance Scorecard

Council participated in a facilitated planning and development session on November 29, 2016.

### Council Officers for 2017

At its November meeting, the Council elected the following Officers for 2017.



**Karen Persad**, CMLTO Council President & Chair

Elected as 2017 Council President, Karen Persad represents District 5, East Region. Her term of office runs until December 31, 2018. Karen is an MLT, Cytogenetics and Molecular Genetics at Kingston General Hospital. She received her Bachelor of Science in Cell and Molecular Biology from the University of Toronto.



**Tammy Earle**, CMLTO Council Vice-President, Professional

Elected as 2017 Council Vice President, Professional, Tammy Earle represents District 3, Metropolitan Toronto Area. Tammy's term of office runs until December 31, 2018. She is the Charge Technologist of Mass Spectrometry, Specialty Laboratory - Dept. of Biochemistry, University Health Network, Toronto General Hospital. Tammy received her B.Sc. in Chemistry from the University of British Columbia.



**Ayo Adediji**, CMLTO Council Vice-President, Public

Elected as 2017 Council Vice President, Public, Ayo's term of office runs until October 19, 2019. As a Public member of Council appointed by the Ontario provincial government, Ayo helps to protect the public's right to safe, competent, and ethical health care. He is currently the Manager of recruiting service for international students seeking admission to Confederation College, Durham College, Lakehead University and University of Ontario Institute of Technology.

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### Changes to the Public Register effective January 1, 2017

As part of its public protection mandate, the CMLTO is strongly committed to enhancing transparency which means ensuring that its regulatory processes and information about members can be accessed easily by the public, applicants, and MLTs.

To comply with the Minister of Health and Long-Term Care Eric Hoskins' request for Ontario's regulatory health Colleges to make transparency a priority objective in their strategic plans and make more information available to Ontarians, the Colleges are expanding the information they make public about members on their Public Registers.

There will be more information publicly available about all regulated health professionals in the province through each College's Public Register.

After considering the feedback collected through an open consultation period, the Council approved the Bylaw amendments which will add the following CMLTO member information to the Public Register, effective January 1, 2017:

Full registration history

All places of practice

Inquiries, Complaints & Reports Committee (ICRC) Cautions

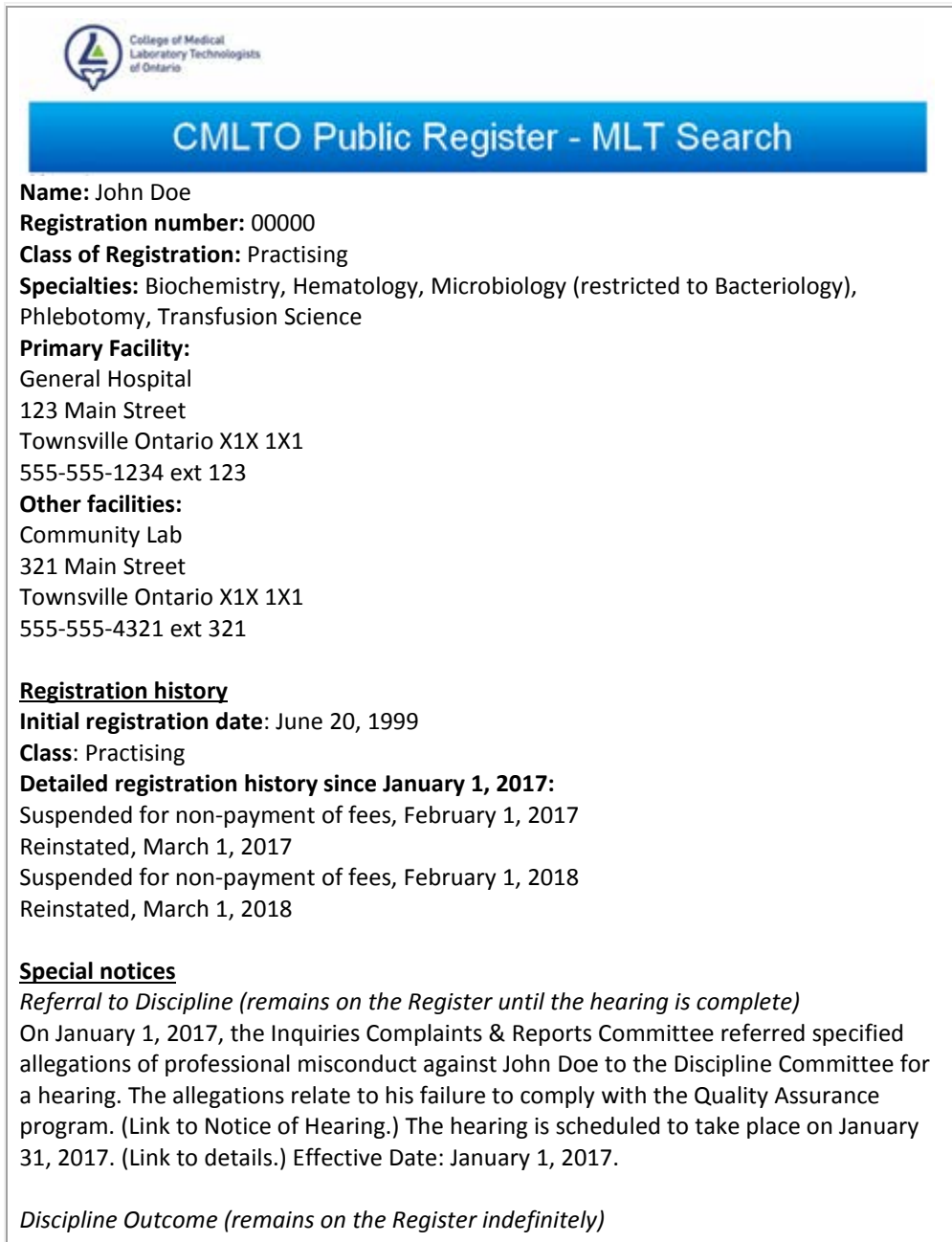
ICRC Specified Continuing Education or Remediation Programs (SCERPs)


ICRC Undertakings

ICRC Cautions will be removed from the Public Register after two (2) years.

SCERPs and Undertakings will be removed from the Public Register when the ICRC orders have been completed/complied with.

To illustrate what that will look like, the following Public Register page was created for a fictitious MLT named John Doe.



 College of Medical  
Laboratory Technologists  
of Ontario

### CMLTO Public Register - MLT Search

**Name:** John Doe  
**Registration number:** 00000  
**Class of Registration:** Practising  
**Specialties:** Biochemistry, Hematology, Microbiology (restricted to Bacteriology), Phlebotomy, Transfusion Science  
**Primary Facility:**  
General Hospital  
123 Main Street  
Townsville Ontario X1X 1X1  
555-555-1234 ext 123  
**Other facilities:**  
Community Lab  
321 Main Street  
Townsville Ontario X1X 1X1  
555-555-4321 ext 321

**Registration history**  
**Initial registration date:** June 20, 1999  
**Class:** Practising  
**Detailed registration history since January 1, 2017:**  
Suspended for non-payment of fees, February 1, 2017  
Reinstated, March 1, 2017  
Suspended for non-payment of fees, February 1, 2018  
Reinstated, March 1, 2018

**Special notices**  
*Referral to Discipline (remains on the Register until the hearing is complete)*  
On January 1, 2017, the Inquiries Complaints & Reports Committee referred specified allegations of professional misconduct against John Doe to the Discipline Committee for a hearing. The allegations relate to his failure to comply with the Quality Assurance program. (Link to Notice of Hearing.) The hearing is scheduled to take place on January 31, 2017. (Link to details.) Effective Date: January 1, 2017.

*Discipline Outcome (remains on the Register indefinitely)*

On January 31, 2017 a panel of the Discipline Committee (the Panel) found John Doe guilty of professional misconduct in that he failed to cooperate with the Quality Assurance Committee, contravened the legislation, failed to reply appropriately to the College, failed to comply with an order of a Committee of the College and engaged in conduct that would reasonably be regarded by members of the profession as disgraceful, dishonourable or unprofessional by failing to comply with the Quality Assurance program. The Panel ordered that Mr. Doe be reprimanded and that his certificate of registration be suspended for two months. The suspension will continue until Mr. Doe successfully completes the Practice Review Assessment. Finally the Panel ordered that Mr. Doe pay a portion of the College's costs in the amount of \$2,400.00 within twelve months, commencing March 1, 2017. Effective Date: January 31, 2017.

*ICRC Caution (is removed from the Public Register two years after the caution is administered)*

On January 1, 2017, the Inquiries, Complaints & Reports Committee administered a caution to John Doe regarding his obligation pursuant to the CMLTO Standards of Practice to follow laboratory policies and procedures. Effective Date: January 1, 2017.

*ICRC Specified Continuing Education or Remediation Program (SCERP) (is removed when SCERP is completed)*

In a decision dated January 1, 2017 the Inquiries, Complaints & Reports Committee imposed a specified continuing education and remediation program on John Doe. John Doe is required to successfully complete at his own expense a course in ethics approved by the Registrar & CEO within six months of the date of the decision. Effective Date: January 1, 2017

*ICRC Undertaking (is removed when undertaking is complete)*

In a decision dated January 1, 2017, the Inquiries, Complaints & Reports Committee accepted an undertaking signed by John Doe in which he undertakes to refrain from practising as a medical laboratory technologist until he has obtained professional liability insurance coverage that complies with the CMLTO Consolidated Bylaws. Effective Date: January 1, 2017.

#### Do you understand the changes to Public Register?

- Yes  
 No

#### 2017 Annual Registration Renewal

CMLTO's Annual Registration Renewal for 2017 began online on November 1, 2016. All medical laboratory technologists in Ontario must renew their registrations by December 31, 2016, using the online process.

##### To renew Practising or Non-Practising registration:

1. Go to: [www.cmlto-onlineservices.com](http://www.cmlto-onlineservices.com).
2. Log in using your User Name (your registration number) and your current User Password.
3. If you have forgotten your password, you may reset your password by typing "forgot" and then following the process as indicated.
4. Select the "Renew your membership" option.
5. Complete all sections.
6. Select a payment option, remit the annual fee and submit your renewal.
7. Print your tax receipt/proof of registration.



##### To resign effective January 1, 2017

If you wish to resign your registration for 2017, log in to [www.cmlto-onlineservices.com](http://www.cmlto-onlineservices.com) as described above, and under the Class of Registration tab, select the "Resign" option. You will be asked to confirm your decision and reason for resigning.

##### Late renewals

Late renewals (after December 31) are subject to late penalties.

##### Failure to renew or resign

Failing to renew or resign will result in the suspension of your certificate of registration.

##### Questions regarding renewal?

Call 416 861 9605, or 1 800 323 9672 (toll-free in Canada) and press 1 for Registration and Renewal, or email [registration@cmlto.com](mailto:registration@cmlto.com).

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### FOCUS feedback from the last issue

The following poll question responses resulted from questions asked in the last issue of FOCUS. The majority of respondents found the Professional practice bulletin informative. If you missed it, you can read or download the PDF [here](#).

#### FOCUS 2016, Issue 3

Did you find the Professional practice bulletin informative?

Response	Chart	Percentage
Yes		91.7%
No		8.3%

Did you find this issue of FOCUS informative?

Response	Chart	Percentage
Yes		94.5%
No		5.5%

#### A member asked:

*Is it possible to publish FOCUS in a larger font? When I clicked on some of the links, the font was much easier to read. Thank you for considering.*

#### CMLTO response:

The font size was increased for this issue. If you are still having problems, look into changing your web browser settings to increase or 'zoom' the page size.

#### A member commented:

*Although I miss the printed version, reading the CMLTO Focus issues online is fantastic. Excellent use of linkages throughout provides myself with one place to get information, resources required to stay current on quality and regulatory requirements within the MLT profession.*

#### CMLTO response:

Thank you for taking the time to comment. The CMLTO appreciates hearing from readers with questions or suggestions.

### Legislative updates

Before rising for its winter break, the Ontario Legislature passed the *Patients First Act*, introduced the *Medical Assistance in Dying Statute Law Amendment Act*, and introduced the *Protecting Patients Act, 2016*.



Only the *Patients First Act* is in force now. If passed, the other two Acts would come into force in 2017. For more information, click on the links above.

### Links to everything you need to know about the Voluntary Roster initiative

Calling all medical laboratory technicians and medical laboratory assistants...  
Do you know about CMLTO's Voluntary Roster?



**CMLTO**  
Voluntary Roster



For more information, and to apply go to  
[www.cmlto.com/voluntary\\_roster](http://www.cmlto.com/voluntary_roster)

[Search the Voluntary Roster by clicking here](#)

[Voluntary Roster launch news release \(PDF\)](#)

[How to apply to the CMLTO Voluntary Roster of Registered Medical Laboratory Technicians](#)

[Frequently Asked Questions \(FAQ\)](#)

[Voluntary Roster Criteria for Registered Medical Laboratory Technicians \(PDF\)](#)

[Regulation of medical laboratory technicians and assistants homepage](#)

[Communications and stakeholder engagement](#)

[Subscribing for news updates about this initiative](#)

If you'd like a presentation made at your workplace, please contact us at [memberrelations@cmlto.com](mailto:memberrelations@cmlto.com).

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### New resources for Voluntary Roster Affiliates

The CMLTO is pleased to announce the publication of the following three new professional practice guides for Registered Medical Laboratory Technicians:

- Ethical Decision-Making
- Consent to Treatment
- Confidentiality and Privacy.

The new guides, which were emailed to Voluntary Roster Affiliates, were developed based on resources created for MLTs. Other resources for Registered Medical Laboratory Technicians include:

- Standards of Practice for Registered Medical Laboratory Technicians
- Code of Ethics for Registered Medical Laboratory Technicians
- Quality Assurance Guide
- Professional Conduct Guide.

Providing professional practice resources to Voluntary Roster Affiliates is an extension of CMLTO's public protection mandate. Supporting professional practice development for Voluntary Roster Affiliates is an important part of safeguarding ethical and competent patient care.

Once you have had a chance to read these three professional practice guides, which are available exclusively to Registered Medical Laboratory Technicians, please take a moment to complete a short survey by clicking [here](#).

If any Registered Medical Laboratory Technicians did not receive the new professional practice guides, or have any professional practice questions, please contact:

John Tzountzouris, Director, Professional Practice by email ([jtzountzouris@cmlto.com](mailto:jtzountzouris@cmlto.com)) or phone (416-861-9605, ext. 227).

### Click, learn and grow



HealthForceOntario provides financial support for Practising MLTs and eight other allied health professions through the Allied Health Professional Development Fund (AHPDF). Practising members may apply for as much as \$1,500 in education grants this funding year, for completed professional development courses, conferences, and workshops. To learn more, [click here](#).

### Request a speaker

The CMLTO is committed to promoting and enhancing relations with members, other health profession colleges, key stakeholders, and the public. We are pleased to respond to requests for presentations on a wide variety of topics, including our regulatory role, the CMLTO quality assurance program, ethics and professionalism, interprofessional collaboration, and the regulation of medical laboratory assistants and technicians.

To request a CMLTO representative to deliver a presentation at your organization, please send an e-mail to [tomemberrelations@cmlto.com](mailto:tomemberrelations@cmlto.com).

### FHRCO resources for regulated health professionals

The Federation of Health Regulatory Colleges of Ontario (FHRCO) is made up of Ontario's 26 health regulatory colleges, which govern more than 300,000 health professionals. The colleges support these health care professionals in providing the people of Ontario with safe, competent, and ethical health care; and they hold them accountable for their conduct and practice.



FHRCO offers resources to health professionals about [interprofessional collaboration](#) and [medical directives and delegation](#). Due to increased media scrutiny of various health Colleges, you may encounter patients asking questions about how the Colleges protect their safety. FHRCO published [a set of articles](#) to help people to become more informed and empowered health care consumers that you may wish to recommend.

### CMLTO Event listings

Whenever possible, CMLTO lists events that may be of interest to those working in the medical laboratory technology profession or other regulated health professions on the [Event calendar page](#).

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### CMLTO holiday office hours

Please note the following CMLTO office hours for the period: Thursday, December 22, 2016 to Monday, January 2, 2017:

Thursday, December 22 <sup>th</sup>	8:30 am – 4:30 pm
<b>Friday December 23<sup>rd</sup></b>	<b>8:30 am – 1:00 pm</b>
<b>Saturday, December 24<sup>th</sup></b>	<b>CLOSED</b>
<b>Sunday, December 25<sup>th</sup></b>	<b>CLOSED (Christmas Day)</b>
<b>Monday, December 26<sup>th</sup></b>	<b>CLOSED (Boxing Day)</b>
<b>Tuesday, December 27<sup>th</sup></b>	<b>CLOSED</b>
Wednesday, December 28 <sup>th</sup>	8:30 am – 4:30 pm
Thursday, December 29 <sup>th</sup>	8:30 am – 4:30 pm
<b>Friday, December 30<sup>th</sup></b>	<b>8:30 am – 1:00 pm</b>
<b>Saturday, December 31<sup>st</sup></b>	<b>CLOSED</b>
<b>Sunday, January 1, 2017</b>	<b>CLOSED</b>
<b>Monday, January 2, 2017</b>	<b>CLOSED</b>

Regular office hours resume at 8:30 am on January 3, 2017.

### CMLTO FOCUS

[communications@cmlto.com](mailto:communications@cmlto.com) For past issues, [click here](#).