

## CMLTO Professional Portfolio - Learning Goal Development Guideline

Learning goals encourage CMLTO Practising registrants to become active participants in advancing their professional practice. Learning goal development enables you to identify areas where your knowledge, skill, and/or judgment can be improved to support your ongoing professional development. Each goal should focus on a specific topic to help you develop practical plans while considering your individual learning styles and preferences. Learning goal reflection allows you to reflect on your achievements and your advanced ability to deliver high-quality services unique to your practice setting. **Each year Practising registrants are required to develop a minimum of two learning goals with at least one goal based on a CMLTO Standard of Practice for Medical Laboratory Technologists.** A few examples are listed below to help guide you in your learning goal development and reflection.

Learning Goal Development <i>Develop the goals you will pursue throughout the year</i>		Learning Goal Reflection <i>Reflect on your goals to record your practice improvements and to identify if there are further opportunities for learning</i>		
Goal	Goal description	Impact on practice	Goal completed?	Next steps
Provide a brief summary of what you would like to accomplish for a minimum of two learning goals based on your self-assessment results and/or other professional endeavors.	Record a clear description of the specific activities, dates, and outcomes you are hoping to achieve for each goal.	Record your detailed achievements including a description of how your goal specifically advanced your MLT practice (i.e., new knowledge, skill).	Reflect on your goal to determine if it is complete or if there are opportunities for further learning.	If your goal is incomplete or ongoing, describe the specific next steps you will pursue to ensure you complete your goal.
<i>What is your goal?</i>	<i>How will you complete your goal?</i>	<i>How did you improve or advance your practice?</i>	<i>Is your goal complete?</i>	<i>What will you do to complete your goal?</i>

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### Learning Goal examples

Goal	Goal description	Impact on Practice	Goal completed?	Next steps
<p><u>Self-Assessment Goal</u> Professional Conduct and Accountability:</p> <p><i>I understand and comply with the ethical, legal and professional expectations of my practice.</i></p>	<p>I want to better understand the resources CMLTO has to assist me in complying with my ethical and legal requirements related to patient consent. I'm unfamiliar with these requirements and I think this new knowledge will improve my understanding of patient rights. I will review the CMLTO Code of Ethics (CoE), CMLTO Consolidated Bylaws, and the Professional Practice Learning Program (PPLP) modules.</p>	<p>By July 31<sup>st</sup>, I reviewed the CMLTO CoE, Consolidated Bylaws, and the five PPLP modules. The CoE and Bylaws have improved my knowledge related to my professional obligations. I understand that self-regulated professionals are accountable to many stakeholders including the public. This is important to keep in mind as our patients are members of the public and I am accountable to them by being responsible, accessible, and cooperative with other professionals. The PPLP modules improved my knowledge related to confidentiality and privacy. For example, although patient consent is implied/assumed through the lab's receipt of a requisition and sample, we must be conscious that patients can withdraw consent at any time. I've worked with my manager to make updates to our Standard Operating Procedures to highlight this important information. Our policies now state that "If a patient's consent is withdrawn or there is uncertainty that consent is maintained, please contact the ordering physician. Document the physician's name and outcome in the patient's electronic file."</p>	<p>Yes</p>	

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<p><u>Self-Assessment Goal</u> Knowledge and Skill:</p> <p><i>I promote and implement interdisciplinary and interprofessional professional practice by effectively sharing knowledge with clients / patients, colleagues and other healthcare practitioners.</i></p>	<p>I want better understand the needs of other health care professionals by engaging in interprofessional collaboration (IPC) activities and workshops. For example, I would like to shadow another healthcare worker during their shift. This advanced knowledge will improve my ability to effectively communicate with others which may lead to better patient care.</p>	<p>I participated in an IPC workshop where I learnt about other health care professionals' communication needs (i.e., frustrations with recollects, notification of orders). I was able to communicate back some laboratory needs as well. I also discovered other interprofessional groups that included the Antimicrobial Stewardship Program (ASP). I feel that I am more conscious of how other health care professionals prefer to be engaged (i.e., how much information they require, email versus phone call). I was able to share this information with my colleagues through a short presentation during one of our lunch and learns. My presentation included examples of how laboratories use intraprofessional collaboration. For example, bilirubin results from biochemistry can be consulted during transfusion reactions in transfusion medicine.</p>	Ongoing	<p>My initial activity focused on shadowing another healthcare professional. I was unable to achieve this due to staffing constraints. In the upcoming year, I will continue to work with my manager to find an appropriate time. I feel that shadowing another professional will further embed the learnings I achieved. I am also interested in pursuing a position in the Antimicrobial Stewardship Program (ASP). I will reach out to the Committee Chair early next year to ask about any openings.</p>
<p>I want to learn how to better handle biological and other potentially hazardous materials.</p>	<p>Laboratory safety is very important in maintaining a healthy work environment. I will look on the Health Canada website and contact my hospital's Environmental Waste Management Group/ Committee to understand</p>	<p>I reviewed the Health Canada and Government of Ontario websites where I found numerous documents related to biomedical waste. One particularly useful document was C-4: The Management of Biomedical Waste in Ontario that includes provincial guidelines for waste management. I learnt the standards for waste</p>	Ongoing	<p>Based on my new knowledge, I reached out to our hospital's Waste Management Group/ Committee. Unfortunately, due to a personnel change, I was unable to contact anyone there. However, a</p>



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	what guidelines my organization uses. This will help in my day to day work as my laboratory frequently receives and discards various biological and chemical substances.	transportation (i.e., a refrigerated vehicle designed only for waste transportation), and the other hazard symbols aside from the universal biohazardous signage including an anatomic waste and cytotoxic waste labels. These learnings are important to my practice as my laboratory is focussed on being environmentally responsible which includes the safe transport and storage of waste/materials.		new President was nominated and I will contact them as soon as possible. Also, I would like to review my laboratory's policies for waste transport and storage to assess if we are meeting provincial guidelines and bring any suggestions to my manager.
I would like to better understand and identify nonconforming events that occur in my lab and learn how to communicate potential improvements with colleagues and management.	I understand that laboratories are accredited by the Institute for Quality Management (IQMH). I will review their website, documents, and guidelines to investigate methods for reporting nonconforming events. Additionally, I will research other courses (i.e., MediaLab, Canadian Society for Medical Laboratory Science) focussed on nonconforming events.		No	I was unable to complete my goal due to my maternity leave in July. When I return to the lab, I will reach out to my manager for copies of the ISO 15189:2012 – Requirements for quality and competence, and ISO: 15190 – Safety Requirements which form some of the IQMH accreditation requirements. I will also review my hospital's governance structure for reporting nonconforming events.