



CMLTO Professional Portfolio Tip Sheet

Each year, every Practising registrant is required to maintain an up-to-date Professional Portfolio. The Professional Portfolio helps registrants maintain professional excellence by promoting ongoing self-reflection and development. The Professional Portfolio contains four sections that are completed in sequential order. The portfolio includes your professional profile, self-assessment, a minimum of two learning goals and the professional development activities you completed throughout the year including a description of how they advanced your MLT knowledge, skill, and/or judgment. Read and apply the information provided in this tip sheet as you complete your Professional Portfolio.

General information about the Professional Portfolio

- There is a new portfolio for each calendar year (i.e. January 1 to December 31). Learning goals and professional development activities must be recorded in the correct portfolio year.
- Registrants are randomly selected from the CMLTO Practising registration database for audit.
- Registrants are notified of their selection for the Professional Portfolio audit via mail and email.

Completing the Self-assessment

The Self-assessment is a reflective exercise which helps you identify opportunities to strengthen your knowledge, skills, and/or judgment based on the [CMLTO Standards of Practice](#). The self-assessment is not a punitive tool nor an assessment of your competence as a medical laboratory technologist (MLT). Your ratings are confidential and serve as a guide to help you identify opportunities for improvement.

- You should critically evaluate your performance and the applicability of each competency, then select the most appropriate rating.
- While each registrant's self-assessment will be unique to their practice, the assessment must contain at least one competency identified as an area of improvement.



Establishing Learning Goals

Learning goals encourage you to develop strategies to improve your MLT knowledge, skill, and/or judgment. **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 MLTs.** Additional goals may be developed based on your other professional endeavours or interests. CMLTO's Learning Goal Development Guideline ([here](#)) can help guide you in your learning goal development and reflection. Additionally you can begin your learning goal development by setting **SMART** goals.

SMART goals

Specific, Measurable, Achievable, Realistic and Timely

Goal criteria	Description
S - <i>specific</i>	Is your goal detailed and <i>focussed</i> on a particular subject?
M – <i>measurable</i>	Can you <i>measure</i> your learning upon completion of the goal?
A - <i>achievable</i>	Can you <i>achieve</i> your goal without being overwhelmed?
R - <i>realistic</i>	Is your goal <i>realistic</i> for your practice environment and the learnings you want to achieve?
T - <i>timely</i>	Can you complete your goal within a reasonable <i>period of time</i> ?

Documenting Professional Development

Every year Practising registrants must complete a minimum of 30 hours of professional development in 3 different activity types. Professional development hours for registrants registered in the current year are prorated based on the number of months of registration. Hours may be claimed for any activity that advances your MLT knowledge, skill, and judgment. The specific activities and hours claimed are based on your professional judgment. However, the activity must clearly demonstrate an influence on your professional practice. CMLTO's Self-directed Study Guidelines ([here](#)) can help you identify potential professional development opportunities.

- Complete PD hours from three different activity types (i.e., seminars, journals, training others).
- Evaluate the impact of your PD activities and learnings to help guide your future goal development.
- Pursue activities that align to your learning styles and preferences (i.e., online, in-person, videos)

Need help? Email CMLTO staff at qualityassurance@cmlto.com or telephone 1-800-323-9672 extension 2