



THE COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ONTARIO (CMLTO)

QAC 15

Professional Portfolio Description

Quality Assurance Committee

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REFERENCE MATERIALS	:	
APPENDICES	:	
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COMMITTEE CHAIR SIGNATURE	:	
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1.0 INTRODUCTION

The Professional Portfolio promotes continued competence and quality improvement in the professional practice of MLTs through an ongoing process of self-reflection and self-assessment, goal setting, and targeted professional development (PD) activities.

It is mandatory that each Practising registrant of the College of Medical Laboratory Technologists of Ontario (CMLTO) maintains a Professional Portfolio each year.

2.0 BACKGROUND

3.0 THE POLICY

The Professional Portfolio is comprised of two stages:

Stage 1:

- **Professional Profile**
 - Consists of a registrant's contact and practice information
- **Self-Assessment**
 - Consists of a registrant's self-reflection on their MLT duties and tasks, the evaluation of a registrant's professional practice in comparison to the CMLTO Standards of Practice, and the PRISM module video with multiple choice questions.
- **Learning Goal development**
 - A minimum of two learning goals (i.e., Goal and Goal description) must be developed with at least one based on the results of the registrant's Self-Assessment.

All Practising registrants are required to submit their Stage 1 Professional Portfolio by March 31st of each year.

Stage 2:

- **Professional Development**
 - Describes the registrant's PD activities completed throughout the current calendar year. Additionally, it demonstrates how PD activities advanced their learning



goals and professional practice. The PD activity requirements are:

- A minimum of three different activity types
 - A minimum of three activities linked to a learning goal and includes a description of how the activity supported their continued competence.
 - A minimum of 30 PD hours with key learnings that clearly describe how it advanced the registrant's professional knowledge, skill, and/or judgment.
- **Learning Goals Reflection**
 - This includes the initial learning goal development sections (i.e., Goal, and Goal description) as well as the goal reflection sections (i.e., Impact on Practice, Goal completed and Next steps, if applicable).

The Professional Portfolio runs on an annual cycle from January 1st to December 31st. Every Practising registrant must submit an approved Stage 1 by March 31st which includes their completed Self-Assessment and initial Learning Goal Development sections. Practising registrants are randomly selected once every five years to submit their completed Professional Portfolio which includes Stage 1 and Stage 2 by December 31st.

4.0 PURPOSE *(Intent)*

5.0 SCOPE *(The policy applies to)*

The requirements for a Professional Portfolio are described by Ontario Regulation 207/94:

1. A registrant shall complete an annual self-assessment provided by the Quality Assurance Committee (QAC) or at such other times as the QAC considers necessary.
2. The registrant shall maintain a Professional Portfolio consisting of their professional profile, self-assessment, learning goals, and



professional development records in accordance with CMLTO guidelines on such activities.

3. Upon request, the registrant shall submit the Professional Portfolio to the QAC within 30 days of the request.

6.0 COMMITTEE PROCESS AND PROCEDURES *(If applicable)*

QAC 22 – Self-directed study

QAC 42 – Quality Assurance Program Audit Criteria

7.0 PRINCIPLES

8.0 DEFINITIONS

9.0 EXCEPTIONS
