



CMLTO Professional Portfolio - Self-directed Study Guideline

As self-regulated healthcare professionals, medical laboratory technologists (MLTs) understand the importance of continuing education and improving their professional practice. Continuing education or professional development hours enable registrants to maintain and enhance their knowledge in the complex and changing environment of medical laboratory science.

Professional development occurs when MLTs can describe the specific advances made to their knowledge, skill, and/or judgment to provide better, higher quality services within their practice setting. **Every year Practising registrants must complete a minimum of 30 hours of professional development in 3 different activity types. Professional development hours for registrants who registered in the current year are prorated based on the number of months of registration.**

The following list describes potential activities MLTs could pursue to advance their knowledge, skill, and/or judgment. This list is not fully comprehensive. Any activity that advances a MLT's knowledge, skill, and/or judgment can be pursued. Please note the maximum hours included for some activities are per year.

	Recommended Activity Types	Not Recommended Activity Types
Formal continuing education	<ul style="list-style-type: none">• University/College degree, diploma, or certificate program• Individual courses including online/distance courses• Lecture, seminar, presentation, tutorial, conference, teleconference, webinar, module• Grand rounds, in-service, lunch & learn, demonstration	<ul style="list-style-type: none">• Any courses or programs taken prior to CMLTO registration or required for changing class (i.e., from Non-Practising to Practising).• Courses or programs that do not demonstrate any relevance to an individual's professional practice.
Informal continuing education	<ul style="list-style-type: none">• Case discussions• Online research, podcasts• Laboratory projects (i.e., new kit or instrument comparison, validation, method development, research analysis, report writing)	<ul style="list-style-type: none">• Any activity/employer requirements that do not demonstrate new or advanced learning.



Document review and publications	<ul style="list-style-type: none">• Textbooks, journal articles, guidelines• Professional association or CMLTO newsletters• Review of external Quality Control (QC) materials, manufacturer manuals or kit inserts outside of the discipline(s) in which you are employed.• Published work (i.e., article, scientific paper, poster, abstract, presentation): max. 15 hrs. per document	<ul style="list-style-type: none">• Review of manufacturer manuals, kits, external QC data or material that are part of your current duties (i.e., College of American Pathologists (CAP), Institute for Quality Management in Healthcare (IQMH)) and offer no new/advanced learning.• Conducting research if it is the primary function of your MLT duties.
Teaching and training	<ul style="list-style-type: none">• Supervising, teaching, lecturing, mentoring others: max. 15 hrs. per topic.• Certified training by manufacturer as a key operator: max. 75 hrs.• Training on new instruments or benches: max. 15 hrs.• Initial Laboratory Information System (LIS) training: max. 15 hrs.• Upgrades to software or LIS: max. 7.5 hrs.	<ul style="list-style-type: none">• Preparation/participation in workplace orientation.• Retraining on the required duties of your employment/role.• Teaching/training others if you do not specify or describe the advances to your knowledge, skill, or judgment.• Basic employer specific software (i.e., data entry, codes, phone systems, paging, pneumatic tube.)
Inspections	<ul style="list-style-type: none">• Initial inspector training: max. 50 hrs.• Maintaining inspector certification: max 10 hrs.• First site visit of the year including preparation activities (i.e., process mapping, checklist review): max 7.5 hrs.	<ul style="list-style-type: none">• Subsequent training activities or inspections that do not demonstrate any advanced learning.



Committee or association meetings	<ul style="list-style-type: none">• First year participation in professional/regulatory councils, committees or working groups.• For subsequent years only the hours which enhanced your MLT knowledge, skill, and/or judgment.	<ul style="list-style-type: none">• Meetings without an educational component (i.e., general updates).
Workplace activities	<ul style="list-style-type: none">• First year training for First Aid/Cardiopulmonary Resuscitation (CPR), Transport of Dangerous Goods (TDG), Privacy and Confidentiality training, Workplace Hazardous Materials Information System (WHMIS), Safety training, etc.• For subsequent years only the hours which enhanced your knowledge, skill, and/or judgment as an MLT.	<ul style="list-style-type: none">• Any workplace activity/employer requirements without new or advanced learning.
Volunteering or community involvement	<ul style="list-style-type: none">• Volunteer/community work will be accepted if you can demonstrate the impact on your professional practice: max. 5 hrs.	<ul style="list-style-type: none">• Volunteering/community activities that are not relevant to advancing the registrant's MLT knowledge, skill, and/or judgment.