

## Voluntary Roster Professional Portfolio - Learning Goal Development Guideline

The CMLTO Voluntary Roster Professional Portfolio encourages Voluntary Roster Affiliates 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 as a Registered Medical Laboratory Technician. 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 we encourage VR Affiliates to develop a minimum of two learning goals with at least one goal based on a CMLTO Draft Standard of Practice for Medical Laboratory Technicians.** 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 professional 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>

### Learning Goal Examples

Goal	Goal description	Impact on Practice	Goal completed?	Next steps
I want to better understand the CMLTO's regulation of medical laboratory assistants and technicians initiative..	I will review the CMLTO's Consolidated Bylaws, the Voluntary Roster Criteria & Application Process, and other related CMLTO news articles.	I reviewed the CMLTO news articles relating to the Voluntary Roster of Registered Medical Laboratory Technicians which provided me a better understanding of the initiative. I also learned that unregulated medical laboratory assistants and technicians have a significant impact on quality patient care.	Yes	
I want to learn more effective techniques to communicate with MLTs, nurses and doctors.	I will shadow another healthcare worker in their environment to better understand their needs.	I participated in an IPC workshop where I learned about other healthcare professionals' communication needs (i.e., frustrations with recollects, notification of orders). I also discovered other interprofessional groups in my hospital which include the Antimicrobial Stewardship Program (ASP).	Ongoing	I was unable to shadow an MLT or a nurse due to staff restraints in the lab. In the upcoming year, I will work with my manager to find an appropriate time. I am also interested in pursuing a position in the ASP. I will reach out to the Committee Chair and ask about any openings.
<u>Self-Assessment Goal</u> Safe Work Practices: "I handle all biological and other potentially hazardous material according to the federal	I will look on the Health Canada website and contact my hospital's Environmental Waste Management Committee to	I have read The Management of Biomedical Waste in Ontario which includes provincial guidelines for waste management. I have learned the standards for waste transportation (i.e., a refrigerated vehicle designed only for	Ongoing	Due to a personnel change in the Environmental Waste Committee, I was unable to contact anyone there. However, a new president was nominated and I will contact



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and provincial legislation and guidelines.”	understand what guidelines my organization uses.	waste transportation), and the other hazard symbols aside from the universal biohazardous signage including an anatomic waste and cytotoxic waste labels.		Bob Smith. Additionally, I would like to review my labs policies on waste removal and storage to assess if we are meeting provincial guidelines and bring any suggestions to my manager.
<u>Self-Assessment Goal</u> Quality Management: “I recognize nonconformance and determine appropriate process improvements.”	I will review IQMH/CAP guidelines and investigate the methods of reporting nonconforming events.		No	I was unable to complete my goal due to my maternity leave in July. I will pursue this goal upon my return to the lab. I will reach out to my manager for copies of the ISO 15189 standards which form the IQMH guidelines and review our governance structure for reporting incidents.