



## CMLTO Voluntary Roster Professional Portfolio Tip Sheet

CMLTO encourages Voluntary Roster (VR) Affiliates to maintain an up-to-date Professional Portfolio each year. The VR Professional Portfolio helps Affiliates 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 professional knowledge, skill, and/or judgment. Read and apply the information provided in this tip sheet as you complete your VR 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.
- You may request that CMLTO reviews your Professional Portfolio and provides you with a summary report.

### 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 [Draft Standards of Practice](#). The self-assessment is not a punitive tool nor an assessment of your competence as a medical laboratory technician. It is confidential and serves 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 Affiliates' 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 knowledge, skill, and/or judgment as a Registered Medical Laboratory Technician. **Each year Affiliates are encouraged 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.** Additional goals may be developed based on your other professional endeavours or interests. CMLTO's VR Learning Goal Development Guideline 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
<b>S</b> - <i>specific</i>	Is your goal detailed and <b>focussed</b> on a particular subject?
<b>M</b> – <i>measurable</i>	Can you <b>measure</b> your learning upon completion of the goal?
<b>A</b> - <i>achievable</i>	Can you <b>achieve</b> your goal without being overwhelmed?
<b>R</b> - <i>realistic</i>	Is your goal <b>realistic</b> for your practice environment and the learnings you want to achieve?
<b>T</b> - <i>timely</i>	Can you complete your goal within a reasonable <b>period of time</b> ?

## Documenting Professional Development

Affiliates are encouraged to complete activities for professional development in 3 different types that advances your knowledge, skill, and judgment. The specific activities are based on your professional judgment and should clearly demonstrate an influence on your professional practice. CMLTO's VR Self-directed Study Guideline can help you identify potential professional development opportunities.

- Complete activities from three different activity types (i.e., seminars, journals, training others).
- Evaluate the impact of your 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)

If you require a copy of the VR Self-directed Study Guideline, please email Registration at [registration@cmlto.com](mailto:registration@cmlto.com).