



CMLTO Professional Portfolio - Learning Goal Development Guideline

Learning goals encourage CMLTO Practising Registrants to become active participants in advancing their professional practice. Setting clear goals enables you to identify areas where your knowledge, skill, and/or judgment can be improved to support your ongoing professional development. Each goal should focus on a specific topic to help you develop a practical plan tailored to your learning style and preferences. Reflecting on your goals allows you to recognize your achievements and enhanced ability to deliver high-quality services unique to your practice setting.

The self-reflection questions and learning goal examples below are designed to help you develop your own learning goals. Registrants can reflect on these questions to assess their practice to identify their strengths, areas for improvement, emerging interests, or challenges they may face. This reflection helps Registrants create meaningful learning goals that align with their ongoing professional needs or interests.

Self-reflection - Ask yourself:

What topics or concepts would you like to learn more about in your practice but have not had the opportunity to?

Ex. *Specific testing methods, validation techniques, accreditation processes, record-keeping best practices, disease education*

What skills would you like to work on to increase your effectiveness or productivity as an MLT?

Ex. *Increasing the number of samples processed, delegating tasks to others, developing leadership skills, advanced Excel skills*

Are there any soft skills you would like to improve on and would benefit you as an MLT?

Ex. *Communication, teamwork, time management, emotional intelligence, customer service, networking, public speaking*

In preparation for your upcoming retirement, how are you and your workplace preparing for this?

Ex. *Helping to train an MLT taking over your role, knowledge translation, finishing projects and tasks in your role*

Are there any challenges or changes in your MLT practice that you need support or further learning to overcome?

Ex. *Working at a new employer, in a new role or department, collaborating with new team members, returning to work after a leave*

Learning goal sections:

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 Medical Laboratory Technologists (MLTs). Each goal consists of these required sections:

Stage 1: Learning Goal Development <i>Develop the goals you will pursue throughout the year</i>			Stage 2: 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	Goal number	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.	Assign a goal number to link it to your Professional Development activities.	Record your detailed achievements including a description of how your goal specifically advanced your MLT 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>What is the goal number?</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>



Examples:

Goal: I would like to learn more about POCT and its applications in hematology, as it is being implemented at my workplace.		Goal: I would like to refresh my knowledge of anaerobic bacteria in microbiology as we are seeing a significant rise in the number of <i>C. difficile</i> cases.		Goal: I want to enhance my teamwork and communication skills through advancing my understanding of effective ways to deliver and receive feedback from others.	
Goal Description: I plan to review SOPs, the vendor's website, and consult with senior MLTs to deepen my POCT understanding and how it integrates with other lab testing. Knowing more about this topic is important to my MLT practice as POCT calibrations and validations are often reviewed by MLTs at my workplace. My goal is to complete this by December.		Goal Description: To stay current, I plan to review SOPs, attend lab huddles and meetings, and consult with the lab supervisor for updates. Although I have been in a Technical Specialist role for a year and no longer work on the bench, staying connected to microbiology testing and workflows remains crucial. My goal is to complete this by the fall.		Goal Description: I recently started a new MLT Manager position at a larger hospital with new colleagues. To adapt and support patient care, I plan to take an online course or workshop on communication and teamwork. This will help me build strong relationships in this new environment. My goal is to complete it by May.	
Goal #1	Ongoing	Goal #2	No, Not Complete	Goal #3	Yes, Complete
Impact: I learned how to operate the POCT analyzers, their benefits, and how they improve workflows. This improved my understanding of POCT concepts, which is beneficial to my practice, as it provides a broader picture of how the lab plays a critical role in patient care.		Impact: I was unable to complete my goal due to my parental leave in August. I thought I would have more time before I went on leave to complete my goal.		Impact: I have learned valuable strategies such as being respectful, adaptable, and practicing active listening. These skills are helping me adjust to a larger team, build trust, and contribute more effectively in my new MLT role. As a result, I can foster a positive work environment while maintaining consistent, high-quality patient care.	
Next Steps: I was informed that a POCT position will be opening next year, and I am very interested in applying. To prepare, I plan to continue refreshing my knowledge in POCT and take a course offered by a professional association on this topic, so I am ready for the job competition.		Next Steps: Upon my return to work, I will review the SOPs, undergo re-training for my position, and meet with the laboratory supervisor to discuss any changes or updates that occurred during my absence.		<i>Not applicable for completed goals</i>	