




THE COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ONTARIO (CMLTO)

QAC 42

Quality Assurance Program Audit Criteria

Quality Assurance Committee

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KEY WORDS	:	
LEGISLATIVE REFERENCES	:	O. Reg. 207/94 under the <i>Medical Laboratory Technology Act, 1991</i> <i>Regulated Health Professions Act, 1991</i>
REFERENCE MATERIALS	:	CMLTO Consolidated Bylaws
APPENDICES	:	
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COMMITTEE CHAIR SIGNATURE	:	 Lavern Bourne October 9, 2025



1.0 INTRODUCTION

The Quality Assurance Committee (QAC) uses defined criteria to administer the Quality Assurance Program (QAP), ensuring transparency, fairness, and objectivity in its processes. These criteria are intended to support MLTs in maintaining continued competence and meeting the highest standards of their professional practice. The QAP criteria were reviewed and vetted by CMLTO legal counsel.

2.0 BACKGROUND

3.0 THE POLICY

The QAP requirements are defined by Ontario Regulation 207/94 under the *Medical Laboratory Technology Act, 1991* (MLT Act). The QAP is comprised of three components:

1. Professional Portfolio,
2. Practice Review, and
3. Competence Evaluation.

Additionally, all Practising Registrants must self-report compliance with a series of Quality Assurance declarations annually during the Registration renewal process.

Quality Assurance Declarations

- All Practising Registrants must review and self-report compliance with five Quality Assurance declarations during the annual renewal process.
- Registrants self-report compliance with the following declarations:
 - I complied with the CMLTO Standards of Practice and Code of Ethics.
 - I am competent and capable to practice medical laboratory technology.



- I understand that it is my professional obligation to maintain an up-to-date Professional Portfolio.
- I understand that it is mandatory for Practising Registrants to participate in the CMLTO Quality Assurance Program.
- I understand that I must submit to the College my self-assessment and learning goals by March 31st.

The QAP audit selection criteria is as follows:

1. Professional Portfolio

- Every Practising Registrant must submit their Stage 1 Professional Portfolio by March 31st for review by QAP staff, which includes:
 - **Professional Profile**
 - **Practice Improvement Self-Assessment Module (PRISM)**
 - Completed video & quiz
 - **Activities & Standards of Practice Assessment**
 - Completed self-evaluation of MLT tasks and responsibilities
 - Completed CMLTO Standards of Practice self-assessment
 - **Learning goals**
 - Two (2) learning goals with at least one based on an area of improvement identified by the self-assessment. Only the Goal and Goal Description sections must be submitted by March 31st.
- Practising Registrants are randomly selected once every five (5) years to submit their completed Professional Portfolio (i.e., Stage 1 and Stage 2) for review by the QAP staff. Randomly selected Registrants are required to submit the following by December 31st:
 - **Stage 1 Portfolio** (*completed by March 31st*):
 - Professional Profile information
 - PRISM



- Activities & Standards of Practice Assessment
- Learning Goals: Goal & Goal Description
- **Stage 2 Portfolio** (*completed by December 31st*):
 - Professional Development Activities
 - A minimum of three (3) different activity types
 - A minimum of three (3) activities linked to a learning goal(s) describing how the activity supported their continued competence.
 - A minimum of thirty (30) professional development hours with key learnings that clearly describe how it advanced the Registrant's professional knowledge, skill, and/or judgment.
 - Learning Goal Reflections
 - Impact on Practice
 - Goal Status: If goal is not complete or ongoing, the Next Steps are recorded.
- Practising Registrants who register with the College in the current portfolio year will not be selected to submit their Professional Portfolio. The first calendar year of CMLTO registration does not contribute to the five (5) year cycle but they are still required to maintain an up-to-date Professional Portfolio.
- A Practising Registrant may be required to submit their Professional Portfolio within thirty (30) days upon request by the QAC.

2. Practice Review assessment

- Practising Registrants who are registered with the CMLTO for **more than two (2) years** will be randomly selected once every ten (10) years to complete the Practice Review assessment.



- Practising Registrants who have held Practising certificate of registration for **less than two (2) years** are required to complete the Practice Review assessment based on the following audit criteria:
 - All Practising Registrants will complete the Practice Review within their first two (2) years of CMLTO registration.
 - A Registrant who changes their class of registration from Non-Practising to Practising will complete the Practice Review within two (2) years of the change.
 - A Registrant suspended for non-payment of fees and who reinstates as Practising will complete the Practice Review within two (2) years of reinstatement.
 - A Registrant who Resigns or is revoked and reapplies to the CMLTO as Practising will complete the Practice Review within two (2) years of re-registering.
 - A Registrant whose registration expires and reapplies to the CMLTO as Practising will complete the Practice Review within two (2) years of re-registering.
 - A Registrant who changes their class of registration (i.e., Resigned, Non-Practising, suspended, revoked, or expired) after being randomly selected for the Professional Portfolio or Practice Review audit will complete the Practice Review assessment within 60 days of returning to Practising status.
 - A Practising Registrant may be directed to complete the Practice Review assessment within a specified timeframe if the Committee upon review of a Registrant's case determines that a Practice Review assessment will support the Registrant's continued competence.

3. Competence Evaluation

The CMLTO QAC may direct a Registrant to participate in a Competence Evaluation assessment if the Committee is of the opinion, based on a review of the Registrant's Professional Portfolio, the results of a Practice



Review or any other relevant written information, that the Registrant's knowledge, skill, and judgment are unsatisfactory.

***Failure to comply with any of the QAP audit criteria may result in referral to the QAC.**

4.0 PURPOSE *(Intent)*

To describe the criteria used by the QAC to administer the QAP.

5.0 SCOPE *(The policy applies to)*

All Practising MLTs regardless of employment status.

6.0 COMMITTEE PROCESS AND PROCEDURES *(If applicable)*

7.0 PRINCIPLES

Ongoing and active engagement of MLTs with QAP supports continued competence and helps ensure MLTs consistently perform to the highest standards of professional practice.

8.0 DEFINITIONS

9.0 EXCEPTIONS
