



THE COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ONTARIO (CMLTO)

QAC 15

Professional Portfolio Description

Quality Assurance Committee

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LEGISLATIVE REFERENCES	:	Ontario Regulation 207/94 under the <i>Medical Laboratory Technology Act, 1991</i> <i>Regulated Health Professions Act, 1991</i>
REFERENCE MATERIALS	:	
APPENDICES	:	
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COMMITTEE CHAIR SIGNATURE	:	 Peter McLeman July 9, 2026



1.0 INTRODUCTION

The Professional Portfolio promotes and supports ongoing competence and quality improvement in the professional practice of Medical Laboratory Technologists (MLTs) through continuous self-reflection, self-assessment, goal setting, and targeted professional development (PD).

It is mandatory that each Practising Registrant of the College of Medical Laboratory Technologists of Ontario (CMLTO) maintain a Professional Portfolio annually.

2.0 BACKGROUND

3.0 THE POLICY

The Professional Portfolio is comprised of two stages:

Stage 1:

- **Professional Profile**
 - o Registrant's current contact and practice information.
- **Self-Assessment**
 - o Registrant's self-reflection of their MLT tasks and responsibilities
 - o Self-assessment against CMLTO Standards of Practice
 - o Completion of PRISM module video and quiz.
- **Learning Goals**
 - o A minimum of two learning goals (i.e., Goal and Goal description)
 - o At least one must be based on an area of improvement identified from the self-assessment.

All eligible Practising Registrants are required to submit their Stage 1 Professional Portfolio for review by March 31st each year.

Stage 2:

- **Professional Development**



- o Registrant's PD activities completed throughout the current calendar year, demonstrating how these activities advanced their learning goals and professional practice.
- o The PD activity minimum requirements are:
 - Three (3) different activity types
 - Three (3) activities linked to one or more learning goal
 - Total of 30 PD hours.
- **Learning Goal Reflection**
 - o Registrants' self-evaluation of the progress made on their goals, including whether their goals have been completed or if there is opportunity for further learning (i.e., Impact on Practice, Goal Completed and Next Steps, if applicable).

The Professional Portfolio runs on an annual cycle from January 1st to December 31st. Every Practising Registrant must submit their Stage 1 Portfolio for review by March 31st. Practising Registrants are randomly selected for audit once every five years to submit their completed Professional Portfolio which includes Stage 1 and Stage 2 sections by December 31st.

4.0 PURPOSE *(Intent)*

5.0 SCOPE *(The policy applies to)*

The requirements for a Professional Portfolio are described by Ontario Regulation 207/94, under the *Medical Laboratory Technology Act, 1991*:

1. A Registrant shall complete an annual self-assessment provided by the Quality Assurance Committee (QAC) or at such other times as the QAC considers necessary.
2. The Registrant shall maintain a Professional Portfolio consisting of their professional profile, self-assessment, learning goals, and professional development records in accordance with CMLTO guidelines on such activities.



3. Upon request, the Registrant shall submit the Professional Portfolio to the QAC within 30 days of the request.

6.0 COMMITTEE PROCESS AND PROCEDURES *(If applicable)*

QAC 22 – Self-directed study

QAC 42 – Quality Assurance Program Audit Criteria

7.0 PRINCIPLES

8.0 DEFINITIONS

9.0 EXCEPTIONS
