THE COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ONTARIO (CMLTO)

QAC 49

Competence Evaluation Assessment

Quality Assurance Committee

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REFERENCE MATERIALS	:	
APPENDICES	:	
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COMMITTEE CHAIR SIGNATURE	:	 Peter McLeman October 8, 2026

1.0 INTRODUCTION

The Competence Evaluation (CE) is the third component of the CMLTO Quality Assurance Program (QAP) as described by the *Medical Laboratory Technology Act, 1991*. The Quality Assurance Committee (QAC) may require a Registrant to participate in a CE if the Committee is of the opinion, based on a review of the Registrant's Professional Portfolio, the results of a Practice Review assessment or any other relevant written information, that the Registrant's knowledge, skill, and judgment are unsatisfactory. The QAC is responsible for reviewing the Registrant's CE results in order to provide them with next steps and decisions that are meaningful and tailored to their practice.

2.0 BACKGROUND

Each of the following activities contributes to the validity of the Registrant's CE assessment results.

CE blueprint

The CE blueprint defines the assessment's question composition to ensure it is a fair, accurate, and consistent assessment process each time it is administered. The CE question categories align to the CMLTO Standards of Practice for Medical Laboratory Technologists. The QAC reviews the CE blueprint every three years to ensure it accurately reflects the QAP's requirements and the CE assessment.

CE questions

The CE uses a criterion-referenced approach to assess a Registrant's level of knowledge, skill, and judgment in relation to the standards of practice of the profession. These criteria are incorporated into a 5-point scoring scale to help CE Assessors determine an appropriate score for each question based on the response provided.

CE cut scores

Using an Extended Angoff Method, the CE cut score represents the predicted score that a medical laboratory technologist (MLT) who is able to meet the minimum standards of the profession is most likely to achieve. The Extended Angoff Method uses a group of subject matter experts that complete two rounds of ratings to determine the cut score. Details for the Extended Angoff Method are included in the Resource section of the QAC

Manual. Those scoring below the cut score may lack the required knowledge, skill, or judgment related to the standards of the profession. QAP staff perform a series of CE pilots and review the pilot performance data to verify the accuracy of the cut scores to reflect the competency level of an MLT who meets the minimum standards of the profession.

Assessor consensus scores

A Registrant's score is determined through consensus scoring between the two CE Assessors that conducted the assessment. If applicable, CE scores may include Assessors' comments to provide the QAC Panel with further context that may assist them in their deliberation.

3.0 THE POLICY

The QAC must be able to determine whether a Registrant meets the minimum level of knowledge, skill, and judgment in relation to the CMLTO Standards of Practice. The QAC Panel reviews all relevant case materials including the CE reports and comments, Professional Portfolio or Practice Review submissions, and any other documentation as required. The accurate assessment of a CE will provide the Registrant with a fair decision that may include feedback and guidance to address deficits in their knowledge, skill, and judgment.

4.0 PURPOSE *(Intent)*

To assist the QAC in their assessment of a CE.

5.0 SCOPE *(The policy applies to)*

This policy applies to the QAC members responsible for the assessment of a Registrant's CE to determine appropriate feedback and decisions.

6.0 COMMITTEE PROCESS AND PROCEDURES *(If applicable)*

QAP staff will provide all relevant case materials to the QAC Panel members. The assessment process will proceed as follows:

1. QAP staff to provide the CE Assessors' Reports to the Registrant.
2. The Registrant has 30 days to review the CE Assessors' Reports and provide a written response to the QAC.

3. The QAC Panel will review the Assessors' report for the individual, consensus, and total CE scores, Assessors' comments, and any other relevant case materials.
4. After considering the relevant case materials including the CE Assessors' reports and any submissions made by the Registrant, the QAC Panel may take no further action or it may exercise one or more of the powers provided to the QAC under section 80.2 of the Health Professions Procedural Code.
5. The QAC Panel will direct QAP staff to provide the Registrant with their final decision including the specific requirements, deadlines, and any other resources applicable to the decision.

7.0 PRINCIPLES

8.0 DEFINITIONS

9.0 EXCEPTIONS

CMLTO Competence Evaluation Blueprint

The College of Medical Laboratory Technologists of Ontario (CMLTO) Competence Evaluation (CE) Blueprint defines the assessment's question composition. The CE question categories align to the CMLTO Standards of Practice for Medical Laboratory Technologists (MLTs) which can be found here. The CMLTO Quality Assurance Committee (QAC) reviews the CE Blueprint every three years.

Intended use:
The CE is the third component of CMLTO's Quality Assurance Program. Its purpose is to evaluate the Registrant's knowledge, skill, and judgment in relation to the standards of practice of the profession.

CE Blueprint:

CMLTO Standards of Practice	Number of Questions	Evaluation Tool Weighting
Professional Conduct and Accountability	**5 - 6**	**35-40%**
Knowledge and Skill	**2 - 3**	**15-20%**
Application of Knowledge and Skill	**6 - 7**	**40-45%**
Quality Management	**1 - 2**	**10-15%**
Total number of questions	**15**	**100%**

Assessment conditions:

- A 90 minute in-person or virtual assessment
- Facilitated by two CE Assessors appointed by the QAC
- Assessors ask the Registrant one question at a time and a response is provided
- Questions are read verbatim by the Assessors
- Registrants may request the Assessors to repeat a question, or they may skip and return to a question at the end of the assessment
- The Registrant must respond to all questions

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Question format:

- 15 behavioural and/or situational-based questions based on the CMLTO Standards of Practice for MLTs
- Situational questions focus on a Registrant's ability to apply their knowledge, skill, and judgment within a particular situation
- Behavior-based questions represent realistic and commonly encountered MLT situations

Outcomes:

After the CE assessment is completed, the QAC reviews the CE Assessor's reports, the Registrant's written submission (if submitted), and any other pertinent information (i.e., Professional Portfolio submission). The QAC will provide the Registrant with their decision which may include:

- A summary of the CE including areas/opportunities for improvement of the Registrant's knowledge, skill, and judgment
- Resources to assist the Registrant in remediating any deficiencies
- Required next steps and timelines

The QAC's decision may be to take no further action, or they may exercise one or more of their powers under the *Regulated Health Professions Act, 1991* section 80.2.

If you have any questions, please contact qualityassurance@cmlto.com

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