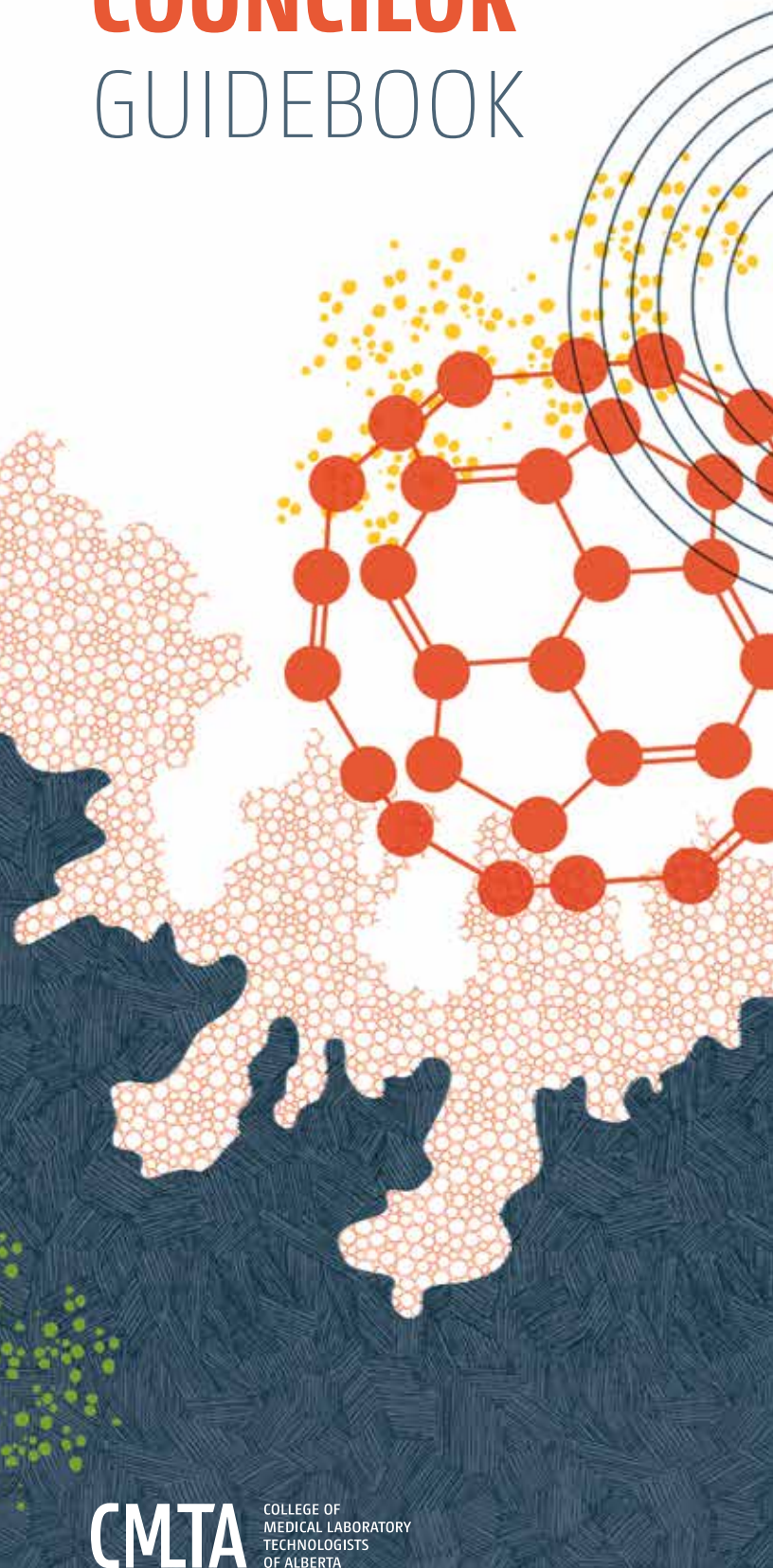


# COUNCILOR GUIDEBOOK



**CMLTA**

COLLEGE OF  
MEDICAL LABORATORY  
TECHNOLOGISTS  
OF ALBERTA

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# WELCOME

This guidebook provides an overview of the CMLTA including:

- Governing legislation
- Brief history
- Current structure
- Council's governance role
- Councilor responsibilities
- Strategic planning process

This guidebook is intended to be a quick reference. CMLTA Bylaws and policies are available on the College website through the volunteer login. Please consult with College volunteers or the CMLTA Executive Director if you require more information.

## LEGISLATION

The *Health Professions Act (HPA)* and the *Medical Laboratory Technologists Profession Regulation* are statutes created by the Alberta government. The HPA outlines the mandated responsibilities and functions of self-regulating health professions. The regulations set the professional practice parameters for each regulated profession.

The fundamental principle of self governance is public protection and patient safety. Section 3(1) of the HPA sets out the roles of self-regulating Colleges. Basically, each College has three mandated functions:

1. Initial registration and annual practice permit renewal,
2. Continuing Competence Program (CCP) including annual Compliance Audits, and
3. Complaint process for allegations of unprofessional conduct.

# CORE VALUES

We recognize self-regulation is a privilege and in our endeavours to earn and retain the trust of Albertans, we act according to the following set of core values:



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# STRUCTURE

The CMLTA reports to the people of Alberta via the Minister of Health.

Two groups within the CMLTA are responsible for fulfilling the College's mandate: Council and staff. Council is the governing body and the office staff are the operational arm.

The Legislation Subcommittee bridges the tasks that fall between governance and operations, and Council can convene ad hoc committees when needed to deal with large projects.

You can access the structural and functional organization charts on the College website at [www.cmlta.org](http://www.cmlta.org).

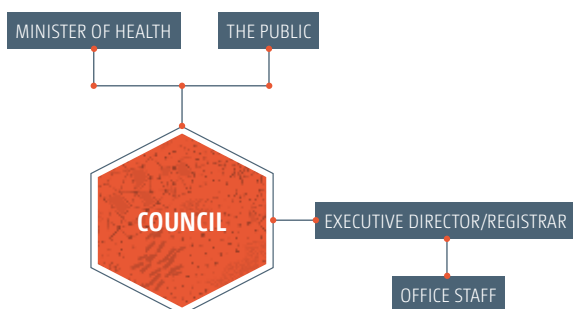
# GOVERNANCE

The CMLTA uses a board governance model, where Council and staff have distinct roles with minimal overlap.

Council sets the strategic direction and policies. These policies and decisions guide the Executive Director/Registrar (ED/R). The ED/R is responsible for implementing programs, day-to-day operations, and management of office staff. Council monitors results and maintains administrative oversight.

Council governs on the basis of natural justice, which encompasses:

- Fairness
- Honesty
- Transparency



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# RESPONSIBILITIES

Council meets six times per year: four regularly scheduled meetings, the Annual General Meeting, and a strategic planning session. Meeting agendas and supporting documents are sent to each Councilor at least 10 days in advance.

## COUNCILOR RESPONSIBILITIES AT COUNCIL MEETINGS:

- Come prepared: review the agenda package
- Participate: including voicing opinions and asking questions
- Actively listen to and consider other points of view and new ideas
- Complete action items
- Comply with policies

## COUNCILOR RESPONSIBILITIES OUTSIDE OF MEETINGS:

- Support Council decisions
- Avoid conflicts of interest
- Recruit volunteers

# STRATEGIC PLAN

The CMLTA strategic plan is developed every 3 years and reviewed/ revised annually. Council and the ED/R use the strategic plan to make decisions on prioritization of initiatives and allocation of resources. The initiatives on the strategic plan relate directly to the mission, vision, and legislated responsibilities of the College.

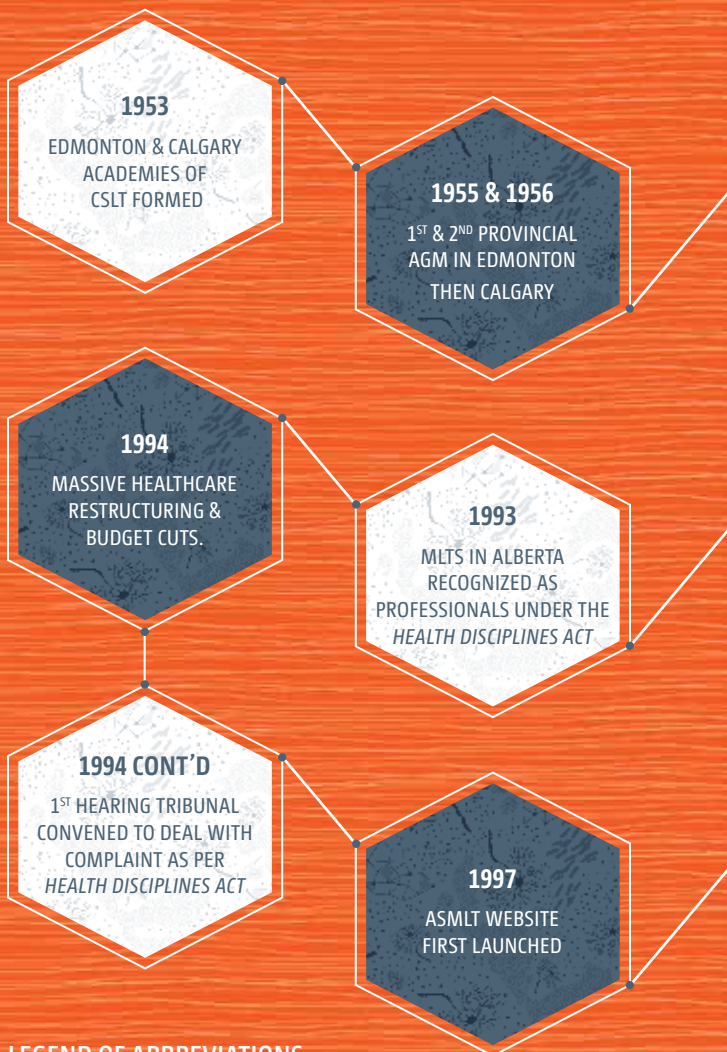
## MISSION:

We protect the public by regulating Medical Laboratory Technologists and fostering excellence in professional practice.

## VISION:

We are a recognized leader in the regulation and governance of medical laboratory services. As a trusted partner in healthcare regulation, we enhance public protection and patient safety, promote high standards for professional practice, and contribute to the wellness of Albertans.

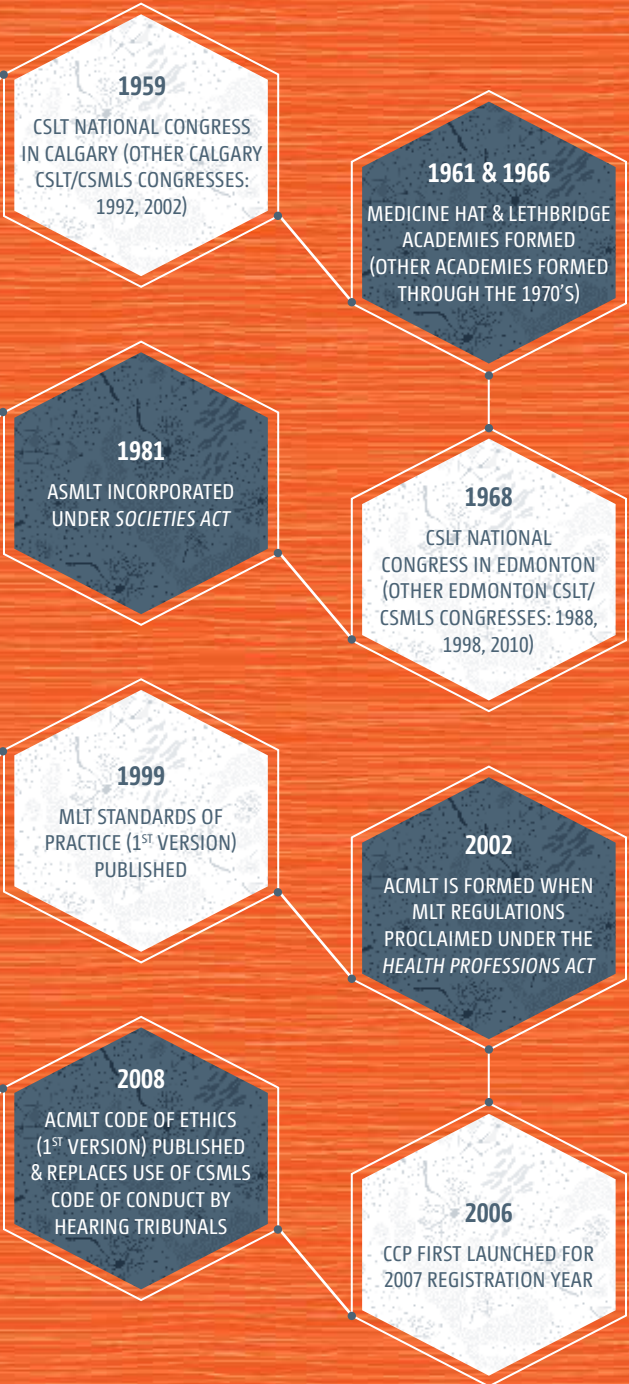
# HISTORY



## LEGEND OF ABBREVIATIONS

<b>CSLT</b>	CANADIAN SOCIETY OF LABORATORY TECHNOLOGISTS (NOW THE CANADIAN SOCIETY FOR MEDICAL LABORATORY SCIENCE – CSMLS)
<b>AGM</b>	ANNUAL GENERAL MEETING
<b>ASMLT</b>	ALBERTA SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS
<b>ACMLT</b>	ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
<b>CMLTA</b>	COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ALBERTA
<b>MLT</b>	MEDICAL LABORATORY TECHNOLOGIST(S)
<b>CCP</b>	CONTINUING COMPETENCE PROGRAM







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