

Documentation Guidelines for Learning Activities

The Documentation Guidelines for Learning Activities was developed to serve as a quick reference to the data elements requested during completion of the online CCP Activity Log to validate Learning Activities. Learning Activities must be applicable to current or anticipated area(s) of professional practice. Additional data elements not listed below, but are requested on a CCP Activity Log are: date(s) and dedicated hours. Dedicated hours refer to the time (in hours) of instruction, participation, review, learning, etc. necessary for an individual to complete a specific learning activity. As learning is individualized, dedicated hours will vary between practitioners.

It is an annual requirement to complete a CCP Activity Log, but only those individuals selected for a CCP Compliance Audit are required to submit their completed CCP Activity Log to the CMLTA.

| LEARNING ACTIVITY CATEGORY | NATURE OF RESOURCE (e.g. Please record the most appropriate type/category of resource that best relates to the activity.) | TITLE | TOPIC | NAME | OTHER | SUPPORTING DOCUMENT |
|---|--|-----------------|--------------------|--|-------|---|
| Review subject matter relevant to area of professional practice | ✓ (textbook, journal, article, course, policy, procedure manual) | ✓ (resource) | ✓ (of learning) | ✓ (author or provider) | | N/A |
| Complete formal course (with assignment/exam) | | ✓ | ✓ (of learning) | ✓ (provider) | | ✓ certificate of participation or transcript |
| Attend workplace event/in-service | ✓ (seminar, workshop, in-service, vendor training, medical rounds) | ✓ (event) | ✓ (of learning) | ✓ (presenter/ provider/ organization) | | N/A |

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|---|--|--------------------|---|--|------------------------------|--|
| Attend professional event | ✓ (conference/convention/annual general meeting/ symposium/ forum) | ✓ (event) | ✓ (of subject matter) | ✓ (presenter/ provider/ organization) | | ✓ copy of certificate or notice of participation with member name, name of event, provider, date(s) |
| Observe and/or consult with peer/expert | | ✓ (peer/expert) | ✓ (of subject matter) | ✓ (equipment/ instrumentation/ procedure/ process/other used in consultation/ discussion) | ✓ (location of learning)* | N/A |
| Share knowledge and/or expertise as a trainer/mentor/ preceptor | | | ✓ (of subject matter) | ✓ (equipment/ instrumentation/ procedure/ process/other) | ✓ (location of learning)* | N/A |
| Share knowledge and/or expertise as presenter/lecturer | ✓ (paper/poster/lecture) | ✓ (resource) | ✓ (of subject matter) | ✓ (organization/publication/institution) | | N/A |
| Troubleshoot equipment/ instrumentation/ process | | | ✓ (brief description of situation and outcome) | ✓ (equipment/ instrumentation/ procedure/ process) | ✓ (location of learning)* | N/A |
| Perform and/or review external/internal proficiency samples | ✓ survey/provider (e.g. ALQEP, CAP) | | (e.g. describe assay protocol) | ✓ (assay) | | N/A |

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|--|--|-----------------|--|-------------------------------|--------------------------|--------------------------------------|
| Participate on committee/focus group relevant to area of professional practice | | | ✓ (brief description of the purpose of committee) | ✓ (committee/organization) | ✓ (role on committee) | N/A |
| Develop and/or revise subject matter | ✓ (program/policy/procedure/process/curriculum/course) | ✓ (resource) | ✓ (of subject matter) | ✓ (organization) | | N/A |
| Other (must specify in free text) | ✓ Describe type of Learning Activity | | ✓ (of learning) | | | ✓ (to validate Learning Activity) |

*The department/organization/institution where learning occurred.