Renewal CCP Instructions:

Completing Your Self-Assessment and Competency Summary for the Upcoming Year

CMLTA
COLLEGE OF
MEDICAL LABORATORY
TECHNOLOGISTS
OF ALBERTA

The following is a set of instructions to help you complete the sections of your Continuing Competence Program (CCP) required before you can complete your renewal. If you are still experiencing difficulties completing these requirements after following the instructions, please contact Kirsten Ash at kash@cmlta.org and reference the step of the instructions you are having difficulty completing. For more information on the CMLTAs continuing competence program please go to https://cmlta.org/wp-content/uploads/2018/07/CMLTA_CCP_V4-websize.pdf .

1. The CCP can be accessed by logging in to the Registrant Portal of the website at https://onlineservice.cmlta.org/webs/cmlta/service/# and signing in using your user name and password.

2. Once logged, in click on the "Continuing Competence Program CCP" link in the left-hand navigation (circled in red in the image below). Please note if you are on a mobile device, you will need to click on the button in the top left-hand corner that shows three horizontal lines (≡) in order to expand the navigation.
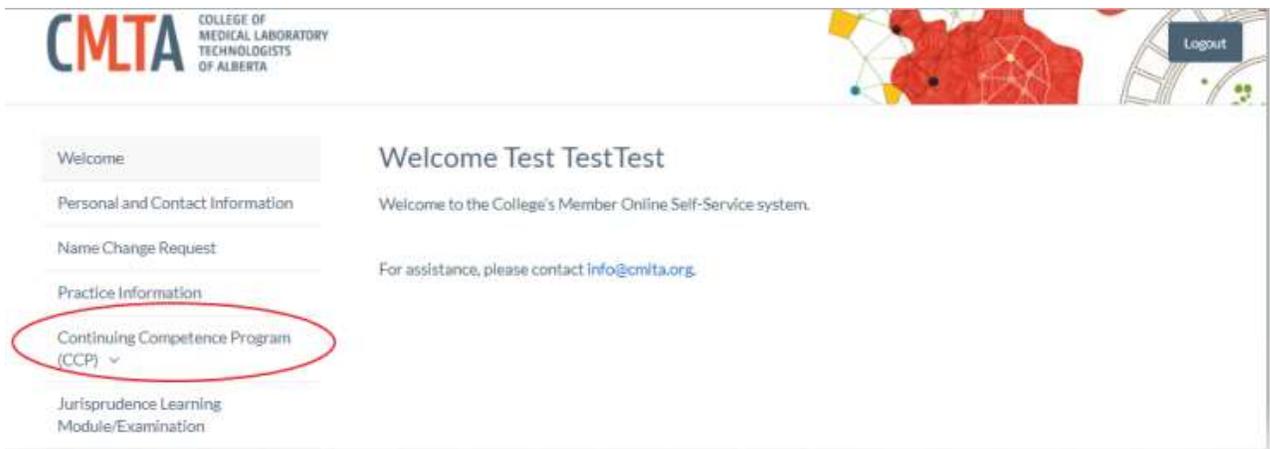
3. To create a new learning plan for the upcoming year, you must first complete a new Self-Assessment of Practice by clicking on the "Self-Assessment of Practice" link in the left-hand navigation (circled in red in the image below).
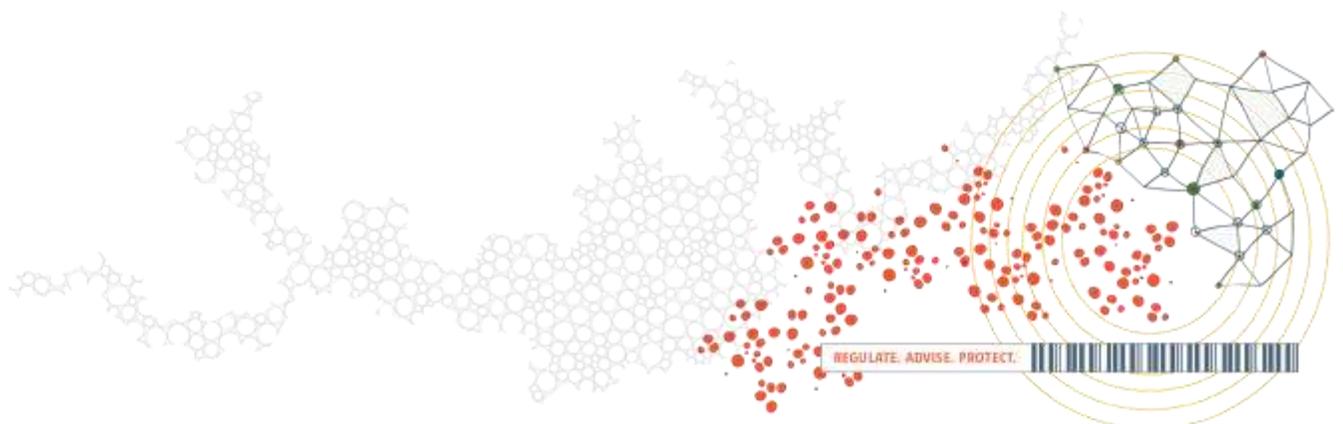
Welcome

Personal and Contact Information

Name Change Request

Practice Information

Continuing Competence Program (CCP) ~

Self-Assessment of Practice

My Competency Summary

CCP Learning Plan and Activity Log

Continuing Competence Program (CCP)

The *Medical Laboratory Technologists Profession Regulation* sets out the specific requirements of the CMLTA CCP that a Regulated Member must complete on an annual basis, which include:

a. A self-assessment based on the competency profile developed by the College indicating the areas where continuing competence activities are to be undertaken by a Regulated Member in the next registration year;

b. A written learning plan that sets out the continuing competence goals of the Regulated Member for the next registration year and the continuing competence activities to be undertaken by the Regulated Member during that year to achieve the continuing competence goals;

c. A completed learning plan from the previous registration year documenting the competence activities that were completed.

The CCP evolves from time to time in response to regulatory, legal, and ethical expectations. The current version of the CCP may be viewed or downloaded from the CMLTA website or a copy may be requested from the CMLTA office.

4. Once in the "Self-Assessment of Practice", you must first ensure that you select the year for which you want to complete your self-assessment. You will be completing your self-assessment for the upcoming registration year. For example, in the image below, I am renewing for the 2020 year, so I want to ensure I am in the 2020 year by clicking the 2020 button (circled in red).

Self-Assessment of Practice

To provide safe, competent, and ethical medical laboratory services; MLTs must be able to demonstrate the necessary knowledge, skills, judgments, and attitudes in their professional practice. The Self-Assessment of Practice is designed to assist Regulated Members in the reflection of their practice strengths and weaknesses and establish an annual Learning Plan to guide the maintenance and/or development of competence in the workplace. *The CMLTA Standards of Practice* have been adapted into the MLT Competency Profile, which is the basis of the annual Self-Assessment of Practice. The *Standards of Practice* represent the minimum standards for knowledge, skills, judgements, and attitudes expected of all MLTs in Alberta.
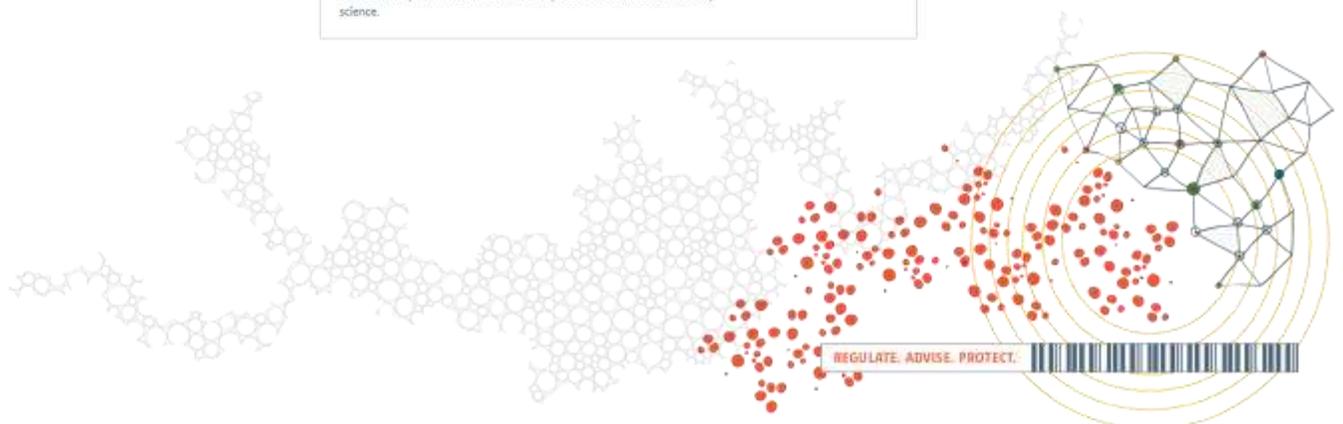
Enabling Competencies

Each of the three main standards (e.g. professional accountability, knowledge based practice, and professional roles) within the *Standards of Practice* are listed below. Each Standard contains a list of statements which qualify the main standard and further expand on the practical application of the standard in the workplace. These qualifying statements in the *Standards of Practice* are referred to in the context of the Self-Assessment of Practice as Enabling Competencies.

### Completing the Self-Assessment of Practice

Please select each of the Standards below to be taken to the corresponding list of Enabling Competencies. Regulated Members self-assess by selecting the Self-Assessment of Practice Statement which most accurately describes their abilities and circumstances for each Enabling Competency as derived from the *Standard*.

2020   2019

Professional Accountability
The MLT must adhere to the legislative and professional requirements governing professional practice.   Complete Now   >

Knowledge Based Practice
The MLT must provide knowledgeable, competent, safe, ethical, and timely service to each client.   Complete Now   >

Professional Roles
The MLT must demonstrate a professional approach to work collaboratively and effectively with clients to advance the profession of medical laboratory science.   Complete Now   >
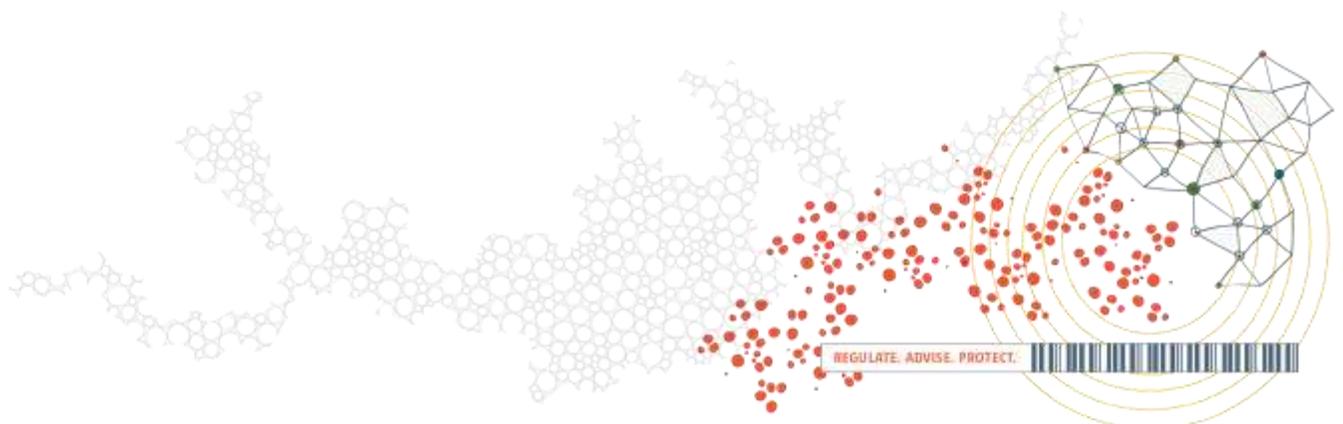
5. Once in the "Self-Assessment of Practice", you must complete the three sections of the self-assessment: Professional Accountability, Knowledge Based Practice, and Professional Roles. To complete each section, you must click on it. To complete the first section, click on the "Professional Accountability" section circled in red in the image below
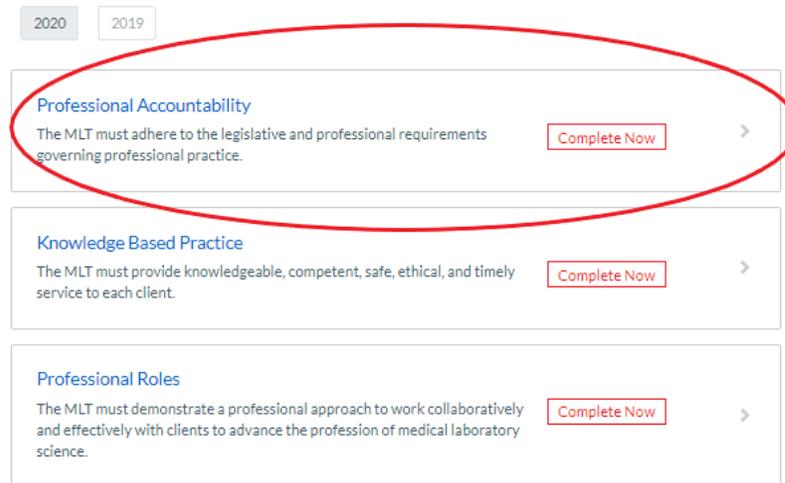
6. Once in the Professional Accountability section of the Self-Ssessment (pictured in the image below), read each of the enabling competencies and select the practice statement (DEV or COM) which most accurately describes your abilities and circumstances for each enabling competency. The meaning of the two practice statements (DEV and COM) are:

- Competent (COM) - I have self-assessed this Enabling Competency as competent because I have the necessary knowledge, skills, judgments, and attitudes to adequately meet all the requirements for this Enabling Competency.
- Developmental/Advancing/Expanding (DEV) - I have self-assessed this Enabling Competency as developmental/advancing/expanding because I have identified weaknesses/gaps in my knowledge, skills, judgments, and attitudes in this Enabling Competency, and/or I would like to supplement my knowledge, skills, judgments, and attitudes in this Enabling Competency. This statement does not imply unskilled or incompetent professional practice, it just implies an area you wish to improve on.

If an enabling competency is not relevant to your professional role as an MLT and neither DEV or COM are accurate practice statements, it is not mandatory that you select a practice statement for that specific enabling competency (see example below).

Professional Accountability

The MLT must adhere to the legislative and professional requirements governing professional practice.

Select the Self-Assessment of Practice Statement which most accurately describes your abilities and circumstances for each Enabling Competency.

Competency Number	Enabling Competency
1.1	I understand and adhere to legislated responsibilities, including:
1.1.i	The *Health Professions Act* and specifically Part 4 - Professional Conduct, *Medical Laboratory Technologists Profession Regulation, Health Information Act*, safety legislation, and privacy legislation. ○ DEV　⦿ COM
1.2	I understand professional standards and apply to practice in a manner consistent with:
1.2.i	The CMLTA *Standards of Practice*, CMLTA *Code of Ethics*, practice advisory statements, and other doctrines applicable to professional practice. ○ DEV　○ COM
1.3	I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including:
1.3.i	Accepting responsibility for the consequences of my actions and/or inactions. ⦿ DEV　○ COM
1.3.ii	Protecting client confidentiality within policy and legislated parameters. ○ DEV　⦿ COM
1.3.iii	Displaying professional behaviour and sound judgement that is appropriate to the situation.

7. Once you have gone through each enabling competency and selected the appropriate practice statement (DEV or COM) for each, press the red save button pictured in the image below.

|	
1.3.vi	Taking appropriate action in responding to and mitigating situations which jeopardize the care of clients or brings harm to the profession. ○ DEV　○ COM
1.3.vii	Recognizing that self-regulation of the profession is a privilege. ○ DEV　○ COM

Back

Save
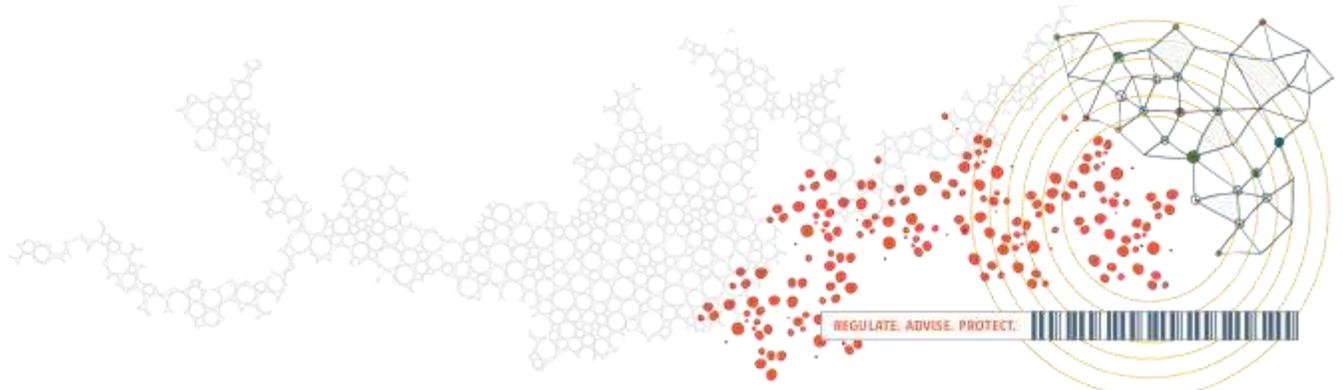
8. Once you have saved this section of the self-assessment, you should be brought back to the main "Self-Assessment of Practice" page. You should now see that your professional accountability self-assessment section says completed. This can be seen in the image below circled in red.
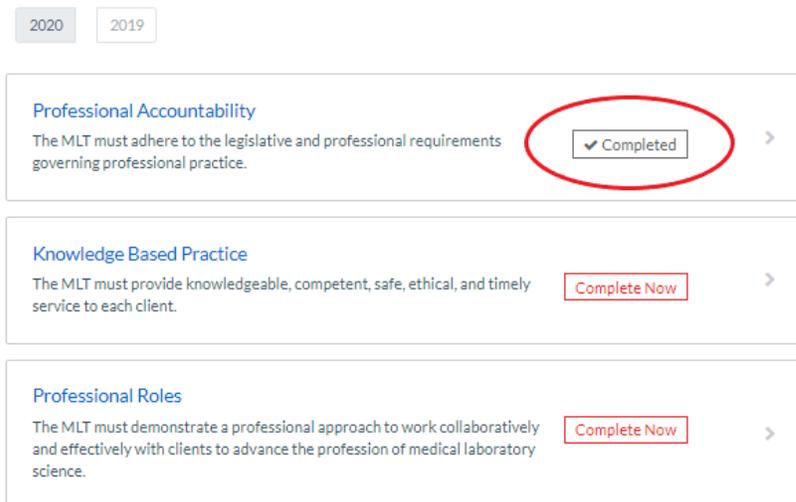
9. You must now complete both the "Knowledge Based Practice" and "Professional Roles" sections of the self-assessment by repeating steps 6 and 7. Once these sections are complete, they should have a grey box that says "completed" beside each of them as pictured in the image below.
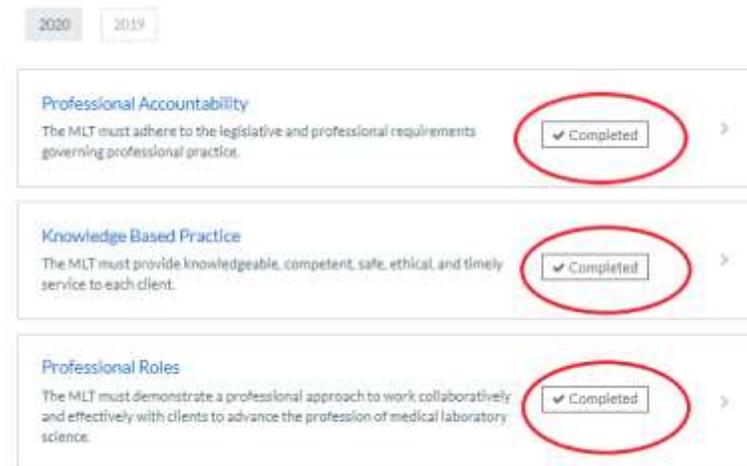

10. You can now move on to the "My Competency Summary", where you will determine which learning objectives to select for your learning plan. To do this, click on the "My Competency Summary" link in the left-hand navigation as pictured in the image below.
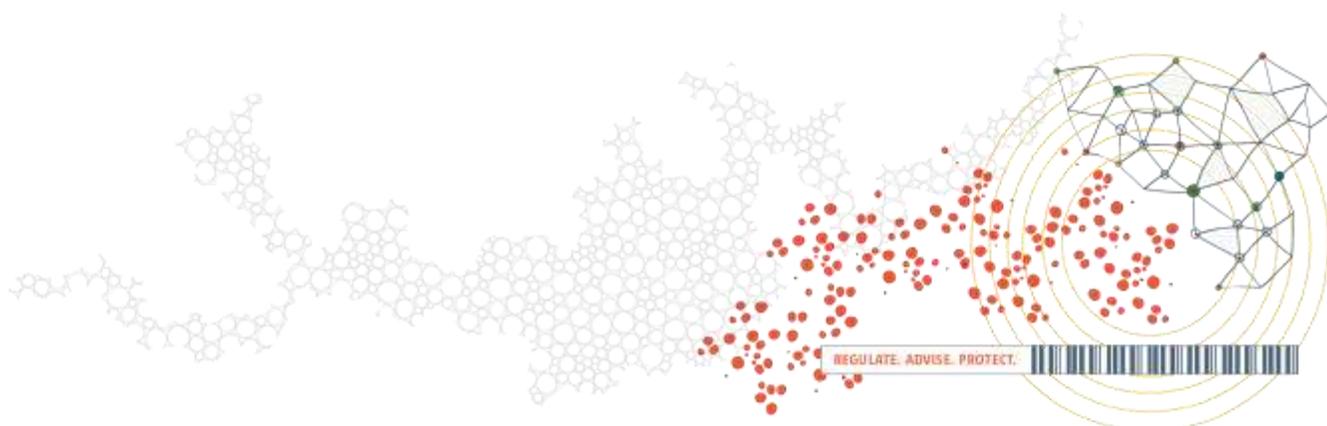
11. Once in your "My Competence Summary" section, ensure that you select the year for which you want to complete your competency summary. You will be completing your competency summary for the upcoming registration year. For example, in the image below, I am renewing for 2020 so I want to ensure I am in the 2020 year by clicking the 2020 button (circled in red).
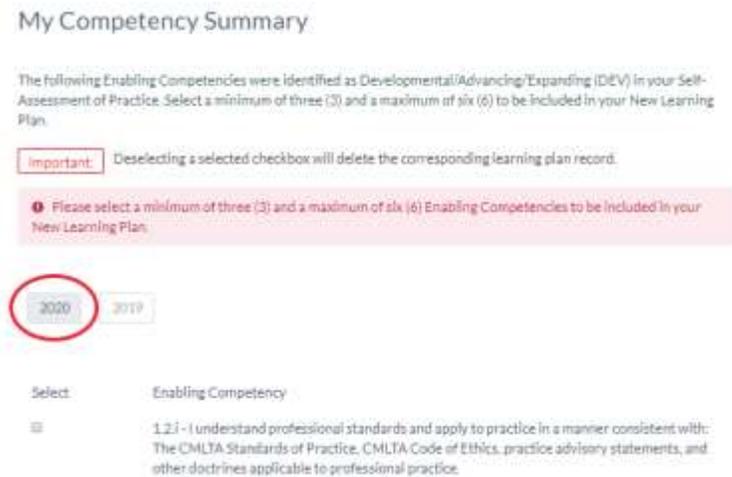
12. You will see a list of all the enabling competencies you identified as Developing/Advancing/Expanding (DEV) in your Self-Assessment of Practice. You must select a minimum of three (3) and a maximum of six (6) to be included as learning objectives in your learning plan. If you have not selected the required number of enabling competencies in this section, an error message will appear in red as pictured in the image below (circled in red).
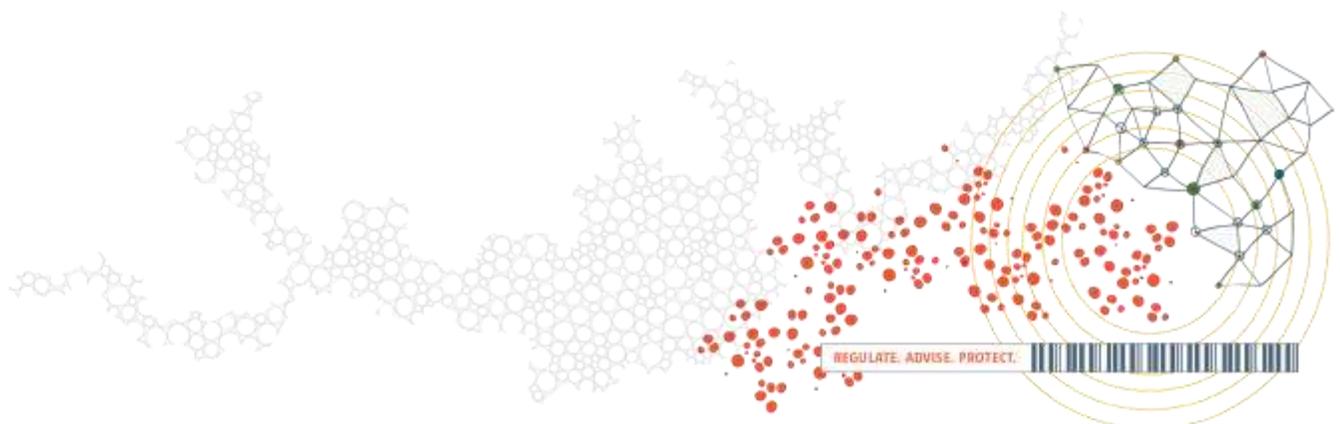
My Competency Summary

The following Enabling Competencies were identified as Developmental/Advancing/Expanding (DEV) in your Self-Assessment of Practice. Select a minimum of three (3) and a maximum of six (6) to be included in your New Learning Plan.

| Important: | Deselecting a selected checkbox will delete the corresponding learning plan record. |

O Please select a minimum of three (3) and a maximum of six (6) Enabling Competencies to be included in your New Learning Plan.

| 2020 | 2019 |

Select	Enabling Competency
☐	1.2.i - I understand professional standards and apply to practice in a manner consistent with: The CMLTA Standards of Practice, CMLTA Code of Ethics, practice advisory statements, and other doctrines applicable to professional practice.

13. Once you have selected the required number of enabling competencies, the error message pictured in step 12 will go away. Once this error message is gone as seen in the image below, you have completed this section of the CCP. Please remember that the enabling competencies you have selected will become your learning objectives in your learning plan.

My Competency Summary

The following Enabling Competencies were identified as Developmental/Advancing/Expanding (DEV) in your Self-Assessment of Practice. Select a minimum of three (3) and a maximum of six (6) to be included in your New Learning Plan.

| Important: | Deselecting a selected checkbox will delete the corresponding learning plan record. |

| 2020 | 2019 |

Select	Enabling Competency
☑	1.2.i - I understand professional standards and apply to practice in a manner consistent with: The CMLTA Standards of Practice, CMLTA Code of Ethics, practice advisory statements, and other doctrines applicable to professional practice.
☑	1.3.ii - I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including: Protecting client confidentiality within policy and legislated parameters.
☑	1.3.vi - I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including: Taking appropriate action in responding to and mitigating situations which jeopardize the care of clients or brings harm to the profession.