



The College of Medical Laboratory Technologists of Alberta

Continuing Competence Program Audit Rubric

CMLTA Continuing Competence Program Audit Rubric

Self-Assessment

	Complete	Incomplete
Identification of a current/anticipated job title?	<p>The MLT identified their current/future professional title.</p> <p>E.g., MLT I, MLT II, MLT Instructor, etc.</p>	<p>The MLT did not identify their current/future professional title.</p> <p>E.g., Placeholder content, N/A, random letters, XXX,</p>
Description of the associated professional role.	<p>The MLT described the professional role enough for the CMLTA to understand the MLT's role in their current/future professional position.</p> <p>E.g., In my current position, I am in a hospital laboratory that analyses a variety of samples (blood and urine) in hematology, chemistry, and coagulation. I report the results to the doctor.</p> <p>E.g., I hope to one day educate future MLTs. Working at a university/college/technical school providing instruction in the 5 MLS disciplines to MLS students.</p>	<p>The MLT did not describe their current/future professional role.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
Description of the associated practice setting.	<p>The MLT adequately described their current/future practice setting for the CMLTA to understand.</p> <p>E.g., Hospital Laboratory, Molecular Laboratory, IVF Laboratory, University, etc.</p>	<p>The MLT did not describe the associated practice setting.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>

<p>Description of the intended service user and their needs.</p>	<p>The MLT identified/described their intended service users and their needs.</p> <p>E.g., I work in the hospital providing stat laboratory test results; therefore, my intended service user is the patients and people in Alberta needing laboratory testing. Doctors and nurses also get the results; therefore, they are also potential service users. Doctors and nurses use the results I release for patient diagnosis and treatment.</p> <p>E.g., I am currently a laboratory supervisor therefore, my intended service users are the MLTs I manage in the lab so they can provide accurate lab results to doctors/nurses for patients and the public. The MLTs that I manage need my constant communication because I am the one who learns of changes in the lab first and I need to make sure they are implemented effectively in the lab.</p>	<p>The MLT did not describe the intended service user and their needs.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
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<p>Identification of trends, challenges, changes, and/or risks in the practice role/setting/service user that may impact MLT professional practice.</p>	<p>The MLT identified at least one trend, challenge, change, and/or risk in their practice role/setting/service user that may impact their professional practice.</p> <p>E.g., In the laboratory, we are getting a new analyzer that will change how we perform the testing for glucose.</p> <p>E.g., The university/college/technical school where I work is working on initiatives to improve diversity, equity, and inclusion therefore, I do need to learn more about DEI to serve better the MLT students I teach.</p> <p>E.g., There was an update with the CMLTA Standards of Practice and Code of Ethics therefore, I need to make sure I know what standards the college sets for me and my professional practice.</p>	<p>The MLT did not identify trends, challenges, changes, and/or risks in the practice role/setting/service user that may impact their professional practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
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<p>Identification of knowledge/skills that need to remain current in professional practice.</p>	<p>The MLT identified at least one knowledge/skill that they need to remain current for their professional practice.</p> <p>E.g., I need to remain current on effective communication skills because I communicate with a variety of individuals both within the MLT profession and outside the profession.</p> <p>E.g., I need to remain knowledgeable and have skills regarding the new instrumentation that is coming into the laboratory. The proper knowledge regarding appropriate sample type and integrity is really important to ensure I am accepting appropriate samples and rejecting inappropriate samples so I have confidence in releasing accurate and reliable results to the doctor or nurse providing care to the patient.</p>	<p>The MLT did not identify knowledge/skills that need to remain current in professional practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
<p>Select one Practice Standard/Code of Ethics to develop a Learning Plan.</p>	<p>MLT selected one Standards/Code of Ethics to develop a Learning Plan.</p> <p>E.g., Legislative Responsibility</p>	<p>The MLT did not select one of the Standards/Code of Ethics to develop their Learning Plan.</p>



Learning Plan

	Complete	Incomplete
Identified why that particular Standard/Code of Ethics was chosen.	<p>The MLT provided a reason as to why they wanted to advance their current knowledge, skill, attitude, and/or judgment regarding this Standard/Code of Ethics.</p> <p>E.g., The CMLTA released new Standards of Practice and Code of Ethics therefore, I want to review these documents so I know what I am accountable for in my professional practice. If I do not follow these Standards and Codes, I could have a complaint filed against me.</p>	<p>The MLT did not answer why they identified the Standard/Code of Ethics as an area in which they want to advance their knowledge, skill, attitude, and/or judgment.</p> <p>E.g., Because I have to, insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
Selecting 1-3 potential Learning Activities?	<p>The MLT identified 1-3 possible Learning Activities to meet the Learning Plan.</p> <p>E.g., Reviewed Subject Matter Discussed with Colleague</p>	<p>The MLT did not identify 1-3 possible Learning Activities that meet the Learning Plan.</p>
<p>Participating in a Learning Activity that meets the Learning Plan?</p> <p>NOTE: The ultimate learning activity does NOT necessarily have to match the projected Learning Activity. The CMLTA recognizes that things change during the year, and sometimes, the projected learning activity cannot occur.</p>	<p>The MLT completed the activity and selected one of the provided Learning Activity selections.</p> <p>E.g., Reviewed Subject Matter</p>	<p>The MLT did not complete the activity and did not select one of the provided Learning Activity Selections.</p>

<p>Information regarding the Learning Activity</p> <ul style="list-style-type: none"> • Date(s) • Topic 	<p>The MLT provided sufficient information regarding the Learning Activity.</p> <p>E.g., Date: March 15th, 2025 Topic: CMLTA Standards of Practice and Code of Ethics</p>	<p>The MLT did not provide sufficient information regarding the Learning Activity.</p> <p>E.g., Date: XX-XXX-XXXX Topic: Placeholder content, N/A, random letters, XXX,</p>
<p>Identification of at least ONE key takeaway from the Learning Activity.</p>	<p>The MLT identified at least ONE key takeaway from the Learning Activity.</p> <p>E.g., The key takeaway I got from reviewing the CMLTA Standards of Practice and Code of Ethics is that there are now 8 Practice Standards and 3 Legislative Standards that guide my practice everyday in the lab. Each of them are just as important as the next.</p>	<p>The MLT did not identify one key takeaway from the Learning Activity.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
<p>Identification of at least one impact the Learning Activity had on your Professional Practice.</p>	<p>The MLT identified at least one impact the Learning Activity had on their Professional Practice.</p> <p>E.g., I think the biggest impact was in regards to the Standard of Practice on Culturally Safe Practice. “MLTs must make every effort to become aware of their unconscious biases.” Therefore, I hope to also review the unconscious bias webinar available on the CMLTA website to ensure I am facilitating a culturally safe environment in the lab. I know that this is important not only for my patients but also for my colleagues whom I work with daily.</p>	<p>The MLT did not identify at least one impact the Learning Activity had on their Professional Practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>

<p>Identification of at least one impact the Learning Activity had on the public/patients/clients.</p>	<p>The MLT identified at least one impact the activity had on the public/patients/clients (service users).</p> <p>E.g., This awareness of the Standards of Practice and Code of Ethics will help me to act in a way that not only meets but exceeds these standards and codes. When I am at my best, the patients will receive my best work. Specifically, I will focus on confidentiality and ensure that I am disposing of patient information appropriately because if I don't, patient identifiers could reach outside the lab, which is unacceptable.</p>	<p>The MLT did not identify at least one impact the activity had on the public/patients/clients (service users).</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
<p>Application of the learning in professional practice?</p>	<p>The MLT identified one application of the learning in their professional practice.</p> <p>E.g., I am not only going to be monitoring my actions and ensuring they meet the CMLTA Standards and Codes, but I will also be ensuring other MLTs are as well. I will also print these documents and have them accessible in the lab for others and me to review when we have a chance.</p>	<p>The MLT did not identify one application of the learning in their professional practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>



	Complete	Incomplete
<p>Completion of THREE DIFFERENT Learning Activities?</p> <p>NOTE: All three activities (one meeting your Learning Plan Goal and the two additional Learning Activities MUST be different from one another).</p>	<p>The MLT has three different Learning Activities</p> <ul style="list-style-type: none"> • one Learning Activity meeting the Learning Plan Goal • two additional planned/unplanned Learning Activities logged in the Activity Log 	<p>The MLT does not have three different Learning Activities.</p>
<p>Completion of new Learning Activities</p> <p>NOTE: MLTs may use the same Standard/Code and the same Learning Activity provided the key takeaway, impact on professional practice, impact on service users, and application are different from the previous year.</p>	<p>The MLT had three different Learning Activities from the previous CCP year.</p> <p>OR</p> <p>The MLT has the same Standard of Practice/Code of Ethics and Learning Activity but the takeaway, impact on professional practice, impact on service users, and application are different from the previous year.</p> <p>E.g., An MLT may use the Practice Standard, Professional Knowledge, and share knowledge and/or expertise as a trainer/mentor/preceptor each year provided the key takeaway, impact on professional practice, impact on service users, and application is different from the previous year.</p>	<p>The MLT used the same Standard of Practice/Code of Ethics and Learning Activity from the previous CCP year with the same key takeaway, impact on professional practice, impact on service users, and application as the previous year.</p> <p>E.g., An MLT, taking the same Safety Module each year with the same key takeaway, impact on professional practice, impact on service users, and application yearly, would not be acceptable.</p>

<p>Completion of Learning Activities outside of regular work activities.</p> <p>Note: The CMLTA requires Learning Activities that are not part of MLTs regular work activities.</p>	<p>MLT completes a Learning Activity that is not apart of regular work activities and is not required by the employer.</p> <p>E.g., An employer provides learning opportunities that are not mandatory or part of an MLTs regular work activities, such as a lunch and learn, courses, etc. those can be used as a Continuing Competence Learning Activity.</p>	<p>MLT completes a Learning Activity that is part of regular work activities.</p> <p>E.g., Reviewing a Standard Operative Procedure (SOP) for a process that outlines a regular work activity does not constitute a Continuing Competence Learning Activity.</p> <p>E.g., Completing a required learning module for your employer does not constitute a Continuing Competence Learning Activity.</p>
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Activity Log

Activity 1

	Complete	Incomplete
<p>Information regarding the Learning Activity.</p> <ul style="list-style-type: none"> • Date(s) • Related the Learning Activity to a Standard/Code of Ethics • Topic 	<p>The MLT provided sufficient information regarding the Learning Activity.</p> <p>E.g., Date: August 31st, 2025 Standard of Practice: Professional Knowledge Topic: New HCG testing (interpretation, validation, interferences etc.)</p>	<p>The MLT did not provide sufficient information regarding the Learning Activity.</p> <p>E.g., Date: XX-XXX-XXXX Topic: Placeholder content, N/A, random letters, XXX,</p>
<p>Identification of at least ONE key takeaway from the Learning Activity.</p>	<p>The MLT identified at least ONE key takeaway from the Learning Activity.</p> <p>E.g., The key takeaway that I took from reading additional information booklets on HCG testing is how the urine sample needs to be sufficiently concentrated (first thing in the morning). Blood HCG is another option.</p>	<p>The MLT did not identify one key takeaway from the Learning Activity.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>

<p>Identification of at least one impact the Learning Activity had on your Professional Practice.</p>	<p>The MLT identified at least one impact the Learning Activity had on their Professional Practice.</p> <p>E.g., When I am now doing testing for HCG, I will ensure that I am using the correct number of drops because if I do not add the correct amount of drops, especially with a dilute sample, this could lead to a false negative result for the patient.</p>	<p>The MLT did not identify at least one impact the Learning Activity had on their Professional Practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
<p>Identification of at least one impact the Learning Activity had on the public/patients/clients.</p>	<p>The MLT identified at least one impact the activity had on the public/patients/clients (service users).</p> <p>E.g., This learning has helped me gain knowledge regarding urine HCG and that a dilute sample could lead to a false negative result.</p>	<p>The MLT did not identify at least one impact the activity had on the public/patients/clients (service users).</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
<p>Application of the learning in professional practice?</p>	<p>The MLT identified one application of the learning in their professional practice.</p> <p>E.g., When I see dilute urine and need to do an HCG test, I will follow the appropriate procedure/policy to inform the doctor that additional testing may be needed.</p>	<p>The MLT did not identify one application of the learning in their professional practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>

Activity 2

	Complete	Incomplete
<p>Did you provide information regarding the Learning Activity</p> <ul style="list-style-type: none"> • Date(s) • Related the Learning Activity to a Standard/Code of Ethics • Topic 	<p>The MLT provided sufficient information regarding the Learning Activity.</p> <p>E.g., Date: June 24th, 2025 Standard of Practice: Culturally Safe Practice Topic: Diversity Equity and Inclusion in Health Professions</p>	<p>The MLT did not provide sufficient information regarding the Learning Activity.</p> <p>E.g., Date: XX-XXX-XXXX Topic: Placeholder content, N/A, random letters, XXX,</p>
<p>Identification of at least ONE key takeaway from the Learning Activity.</p>	<p>The MLT identified at least ONE key takeaway from the Learning Activity.</p> <p>E.g., The key takeaway I received from the DEI course was how to use personal pronouns properly in a sentence.</p>	<p>The MLT did not identify one key takeaway from the Learning Activity.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
<p>Identification of at least one impact the Learning Activity had on your Professional Practice.</p>	<p>The MLT identified at least one impact the Learning Activity had on their Professional Practice.</p> <p>E.g., Previously, I thought it was okay just to assume an individual's pronouns, but after this course, I now know I cannot do this. I need to take others' pronouns into consideration. I will ask individuals their personal pronouns and let them know mine.</p>	<p>The MLT did not identify at least one impact the Learning Activity had on their Professional Practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
<p>Identification of at least one impact the Learning Activity had on the public/patients/clients.</p>	<p>The MLT identified at least one impact the activity had on the public/patients/clients (service users).</p> <p>E.g., This knowledge will impact the patients I interact with, my colleagues, and the general public. Hopefully, this will put my patients at ease, create a better work environment, and give the public confidence that MLTs are educated on pronouns and respect for everyone.</p>	<p>The MLT did not identify at least one impact the activity had on the public/patients/clients (service users).</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>

<p>Application of the learning in professional practice?</p>	<p>The MLT identified one application of the learning in their professional practice.</p> <p>E.g., I now will have my personal pronouns on display in my virtual meetings. That way, people will know what mine are and be more willing to express their own personal pronouns. I will also ask individuals what their pronouns are if I do not already know (I will not simply assume).</p>	<p>The MLT did not identify one application of the learning in their professional practice.</p> <p>E.g., Insufficient explanation for the CMLTA to understand, placeholder content, N/A, random letters, XXX,</p>
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