

# Continuing Education and Competency Program

## Self-Assessment Tool and Record of Professional Development and Learning Activities

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**MLT**

College of Allied Health Professionals of Prince Edward Island  
[www.cahpei.ca](http://www.cahpei.ca)

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## CAHPPEI Continuing Education and Competency Program

### Self-Assessment Tool and Record of Professional Development and Learning Activities

#### About the Continuing Education and Competency Program (CEC)

The CEC program is required for each health professions that have been regulated under the Regulated Health Professions Act (RHPA). Registrants of CAHPPEI have to declare their participation in the CEC annually as a requirement of registration renewal. Participation includes a self-assessment of one's competency, developing and implementing a professional learning plan, and reflectively evaluating the learning plan upon completion. Every year a percentage of the College registrants in Prince Edward Island will be randomly selected to participate in the CEC Audit process. Those selected in the audit are required to submit their annual learning plan (from the previous year) to the College to have it evaluated for completeness.

#### About the Self-Assessment Component of CEC

The goal of the annual self-assessment is to encourage you to think about, or reflect, on your practice in the context of the [Standards of Practice](#) and [Code of Ethics](#). There are no wrong or right answers, but your answers do mean something. For instance, if you self-select a low score to one of the indicators, consider building your learning plan so you can increase your score over time. You are encouraged to complete a self-assessment annually – generally just before you renew your registration – as part of the CEC for the following year. This tool can be used for 5-years' worth of self-assessments so you can look back over the years to monitor your own progress. **NOTE:** Keep your self-assessment tool in your personal files at home. You **ARE NOT** required to send it to the College as part of the CEC Audit Process.

#### Instructions for Completing the Self-Assessment Tool

The self-assessment tool is structured around each individual professions Standards of Practice and the Colleges Code of Ethics documents. Read each indicator and rate your individual competency by identifying indicators that require improvement:

A rating of 1-2 suggests an area for improvement

A rating of 3-4 suggests an area of strength

#### Record of Professional Development and Learning Activities

At the back of this document, you will find several pages where you can keep track of your Professional Development and Learning Activities. It is important to remember not all learning activities are formal and professional activities while others are informal learning activities (e.g., committee or Council member work).

## STANDARD 1: Professional Responsibility and Accountability

Laboratory Technologists are expected to meet the legal and ethical requirements of their professional practice.

MLT's	Indicators	Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
		Rating [1-4]	Rating [1-4]	Rating [1-4]	Rating [1-4]	Rating [1-4]
A	Practice in accordance with regulations, bylaws, standards, and relevant legislation					
B	Practice within the scope of their professional competency while adhering to institutional and laboratory policies					
C	Maintain and demonstrate professional behaviour and sound judgement appropriate to the situation					
D	Accept responsibility and be accountable for the consequences of their professional actions and inactions					
E	Ensure confidentiality and respect for the client's rights					
F	Exercise the right to refuse unsafe work practices.					
G	Participate in and document, all self-development activities to ensure continued professional competency and to further the understanding of legal and ethical requirements of the profession					
H	Participate in mentoring, teaching, and supervising as required					

Areas for professional development in this standard:

## STANDARD 2: Knowledge

Medical Laboratory Technologists possess in-depth knowledge regarding the theory, techniques, and clinical application of procedures related to medical laboratory science.

MLT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Possess the minimum level of knowledge required as an entrance to practice and be able to apply that knowledge competently in their professional practice.					
B	Understand the intricate relationship between analyses, diagnoses, clinical information, and treatment.					
C	Keep current knowledge with new medical trends, novel practises, conditions and diseases, as well as understand their impact on various medical laboratory services.					
D	Demonstrate awareness of the standards, requirements, and legislation that govern the delivery of laboratory services.					

Areas for professional development in this standard:

### STANDARD 3: Practical Skills

Medical Laboratory Technologists must follow approved guidelines, protocols, and procedures to ensure the appropriateness and suitability of all specimens used in Laboratory testing.

MLT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Protect and respect the rights of the client/patient including obtaining consent for procedures.					
B	Ensure correct information is obtained for proper specimen collection and analysis.					
C	Properly accession, identify, document, store, and transport specimens in a retrievable manner following the appropriate guidelines and policies.					
D	Apply professional judgement in assessing the integrity and suitability of specimens set for examination.					
E	Identify and use appropriate techniques for preparing specimens for analyses.					
F	Be trained and competent in the operation and maintenance of all equipment utilized					
G	Be able to recognize, troubleshoot, and document issues with equipment, instruments, and reagents while ensuring any appropriate corrective actions are undertaken in a timely fashion.					
H	Have a clear understanding of all of the steps involved in the procedures they perform					
I	Prioritize workflow in accordance with appropriate policies and procedures.					
J	Use critical thinking to systematically evaluate and analyze information regarding result assessment and validation as well as result interpretation and reporting.					
K	Understand and interpret critical values, reference ranges, and detection limits of each technique.					
L	Take appropriate action to any adverse events discovered during testing.					

Areas for professional development in this standard:

## STANDARD 4: Communication and Collaboration

The Medical Laboratory Technologist must communicate and collaborate effectively with clients, colleagues, and other health care professionals to ensure best practice, quality, and client-centered care.

MLT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
	<b>Communication 4.1</b>					
A	Articulate the role of MLT's in the planning, developing, delivering, and evaluation of client care.					
B	Select and use effective verbal, non-verbal, listening, and written communication skills for the intended audience.					
C	Communicate with professionalism, sensitivity, respect, and empathy.					
D	Provide timely, constructive, and thoughtful feedback to learners.					
E	Manage conflict, including issues related to conflicts of interest, in a professional manner.					
F	Document issues and take appropriate actions.					
	<b>Collaboration 4.2</b>					
A	Promote understanding of the Medical Laboratory Technologist role and its relationship to other health care professionals.					
B	Co-operate with and show respect for all members of the health care team.					
C	Facilitate the sharing of knowledge with students, peers, other health care professionals, and clients.					
D	Develop collaborative relationships with other health care professionals.					
E	Collaborates respectfully with colleagues in order to maintain a psychologically healthy work environment.					

Areas for professional development in this standard:

## STANDARD 5: Safety

Medical Laboratory Technologists will act in accordance with established safety guidelines, protocols, and legislation while also focusing on the environmental impact of their actions.

MLT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Utilize all health and safety measures in order to keep oneself, clients/patients, colleagues, the public, and the environment safe and protected.					
B	Utilize appropriate personal protective equipment and safety devices.					
C	Read, understand, and utilize all relevant protocols regarding handling, preserving, and shipping biological specimens.					
D	Read, understand, and utilize all relevant protocols regarding the storage, handling, and disposal of biological, toxic, and potentially hazardous materials.					
E	Read, understand, and utilize all emergency safety response measures and plans.					
F	Lead by example in issues relevant to safety, and help others to maintain a safe work Space.					
G	Remain current in practices and standards related to infection control, and work to include newer practices and standards in workplace guidelines.					
H	. Report adverse events, unsafe work practices, and ergonomic deficiencies in a complete and timely fashion.					
I	Understand the importance of mental health in the workplace and work to maintain a healthy work environment.					

Areas for professional development in this standard:

## STANDARD 6: Quality Management

Medical Laboratory Technologists must follow approved guidelines, protocols, and procedures to ensure the appropriateness and suitability of all specimens used in Laboratory testing.

MLT's	Indicators	Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
		Rating [1-4]	Rating [1-4]	Rating [1-4]	Rating [1-4]	Rating [1-4]
A	Protect and respect the rights of the client/patient including obtaining consent for procedures.					
B	Ensure correct information is obtained for proper specimen collection and analysis.					
C	Properly accession, identify, document, store, and transport specimens in a retrievable manner following the appropriate guidelines and policies.					
D	Apply professional judgement in assessing the integrity and suitability of specimens set for examination.					
E	Identify and use appropriate techniques for preparing specimens for analyses.					
F	Be trained and competent in the operation and maintenance of all equipment utilized.					
G	Be able to recognize, troubleshoot, and document issues with equipment, instruments, and reagents while ensuring any appropriate corrective actions are undertaken in a timely fashion.					
H	Have a clear understanding of all of the steps involved in the procedures they perform.					
I	Prioritize workflow in accordance with appropriate policies and procedures.					

Areas for professional development in this standard:



## Ethical Obligations

Registrants of the CAHPPEI demonstrate an application of their ethical obligations through their professional and personal conduct

	<b>Indicators</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
	<b>Registrants understand their obligation to patients, public, profession, regulator, and to oneself</b>					
A	Placing their patients interests above their personal interests.					
B	Carrying out their professional duties competently and with integrity.					
C	...patients' right to freedom of choice in health care providers,... free and enlightened consent in accordance with existing legislation.					
D	..respectful, accessible, and cooperative interactions with the public and patients, other healthcare providers and students.					
E	Facilitate awareness and understanding of allied health professions.					
F	Contribute to the profession's development through collaboration, mentorship, self-development and support of its institutions.					
G	Striving for excellence in their professional practice and personal conduct through life-long learning.					
H	Recognizing, disclosing, and resolving conflicts of interest to safeguard patient care.					
I	... respect and comply with provincial Acts and Regulations as well as the Code of Ethics, Standards, Bylaws as approved by their regulatory body.					
J	.. maintain harmonious relations with the regulatory body and promptly reply to all correspondence from the regulatory body.					
K	... responsible for their professional and personal conduct.					
L	Practice within their scope of professional competency and professional and personal limitations.					
M	...improve their knowledge, skills, judgment, and behavior to ensure the best possible patient care.					
N	...identifying and mitigating any limitations that may prevent them from meeting the responsibilities of the professional role such that they may practice safely, competently and without impairment.					

Areas for professional development in this obligation:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding Confidentiality/Privacy/conflict of interest and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respect and protect patient confidentiality and privacy by understanding and complying with applicable privacy legislation and workplace policies regarding the collection, use and disclosure of confidential information.					
B	Recognize, disclose and act appropriately to resolve conflicts of interest that arise in the course of professional activities.					
C	Maintain the integrity of personal health information, maintain transparency, and deliver unbiased patient-centered care.					
E	Never use confidential information to the detriment of a patient or to benefit themselves or another person.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding Diversity, respect, dignity, and consent and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Value, respect and protect the rights, welfare, and dignity of all patients by providing quality care and service with respect for human rights regardless of, but not limited to age, colour, creed, disability, ethnic or national origin, family status, gender expression, gender identity, marital status, political belief, race, religion, sex, sexual orientation, or source of income at all times.					
B	Obtain free and informed consent from patients before undertaking any action in accordance with relevant legislation and workplace policies, recognizing that consent can be withdrawn at any time.					
C	Maintain appropriate professional boundaries with patients, colleagues and other healthcare providers while delivering quality care.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding Safety and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Practice according to established protocols, safety guidelines, relevant current provincial and federal legislation, workplace policies and procedures and environmental considerations. They do so to protect patients, colleagues, healthcare providers, society, the environment and themselves from any potential harm while acting in the best interest of the patient.					
B	Promote a culture of safety with colleagues within the laboratory and other healthcare team members.					
C	Utilize professional and workplace procedures to intervene if they witness unsafe, incompetent or unethical practices.					
D	Assume responsibility for errors one has committed or observed and take immediate action to prevent or minimize associated harm.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding accountability and responsibility and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Exercise independent judgment, accept responsibility for their actions and the foreseeable consequences of their actions as well as recognize their accountability for the service they provide.					
B	Practice within the scope of their professional competency, recognize the competency of others and seek their assistance as required.					
C	Take appropriate action in responding to situations that may jeopardize patient care or harm the profession, including reporting impaired, incompetent and/or unethical colleagues.					
D	Actively consider the impact of their actions on the patient, society, and the environment.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding professionalism, behaviours, attitudes, professional development and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Strive for excellence in their professional practice and in their professional and personal conduct to uphold the integrity of the profession and the public trust.					
B	Communicate effectively with patients, the public, colleagues and other healthcare providers contributing to a healthy and positive work environment.					
C	Maintain and enhance professional practice and augment their knowledge, skills, judgment and behavior through self-reflection and self-directed professional development and by demonstrating continued competency.					
D	Demonstrate collegiality.					
E	Promote learning by facilitating the sharing of knowledge, skills, and judgment with colleagues, students, other healthcare professionals and the public. Encourage the trust and confidence of the public through the maintenance of high standards of professional competency, conduct and deportment.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding collaboration and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Display integrity and respect in all interactions and collaboration with healthcare providers and others involved in patient care.					
B	Contribute to ongoing quality improvement in healthcare provision.					

Areas for professional development in this ethical principle:

### References:

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