

Employer Assessment

Personal Competency Rating Booklet

Medical Laboratory Assistants (MLA)

**BOOKLET TO BE COMPLETED BY THE APPLICANT'S EMPLOYER
AND SENT DIRECTLY TO THE CSMLS VIA DIRECT MAILING (POST)**

APPLICANT'S PERSONAL INFORMATION

☐ Miss ☐ Mrs ☐ Ms ☐ Mr

CSMLS ID: _____

Last Name (Please print)

First Name

Middle Initial

Address

City

Province

Postal Code

Telephone No.

Business Telephone No.

Fax No.

Email

EMPLOYER'S INFORMATION

BOOKLET TO BE COMPLETED BY THE EMPLOYER

☐ Miss ☐ Mrs ☐ Ms ☐ Mr

Last Name (Please print above)

First Name

Title

Institution

Business Telephone No.

Address

City

Province

Postal Code

Fax No.

Email

Employer's Statement:

- I declare that the information in this personal competency rating booklet about the applicant identified in this document is true.
- I have read and agree to abide by the prior learning assessment handbook: policies, procedures, rules and eligibility requirements.

Print Name

Signature

Date

Contact Information

Canadian Society for Medical Laboratory Science
Prior Learning Assessment Department

Address

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Hamilton, ON
L8R 1M7

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www.csmls.org

INSTRUCTIONS

Thank you for completing this valuable assessment tool for your past or present employee. It is a vital tool necessary for our prior learning assessment team to adequately determine this applicants work history and experience.

As you go through each competency statement, rate your employees knowledge and experience by checking off the boxes that apply.

1. Employee has not had training to fulfill this competency
2. Employee does not have clinical experience to fulfill this competency
3. Employee has had limited training in this area to fulfill this competency
4. Employee can perform or demonstrate skills in this area with some assistance
5. Employee can perform or demonstrate skills independently in this area

In the additional space provided you can include details of your employees education and work experience as it pertains/pertained to their position.

Once you complete the Personal Competency Rating Booklet please sign it and mail it directly to the CSMLS. We do not accept copies, faxes or emailed versions. We cannot accept personal submissions by the applicant.

EXAMPLE

Number:	Competency:
1.01	Correctly identifies patient/specimen, maintaining confidentiality
Rating:	<div><input type="checkbox"/> 1. Employee has not had training to fulfill this competency</div> <div><input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency</div> <div><input checked="" type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency</div> <div><input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance</div> <div><input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area</div>
Details:	Employee present at general training session on proper patient identification.

CATEGORY 1

Fundamental Competencies

The medical laboratory assistant applies fundamental competencies in the performance of tasks assigned and within the scope of the MLA profession.

Number: 1.01	Competency: Correctly identifies patient/specimen, maintaining confidentiality
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 1.02	Competency: Utilizes office equipment for data storage, retrieval, communication and research, e.g. fax, photocopier, computers
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 1.03	Competency: Applies fundamentals of medical terminology, physiology, anatomy, disease processes and infection control to perform tasks in a safe and appropriate manner
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

CATEGORY 2

Safe Work Practices

The Medical Laboratory Assistant conducts professional practice according to established protocols, safety guidelines, and existing legislation.

Number:	Competency:
2.01	Applies the principles of standard precautions
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.02	Uses personal protective equipment correctly, e.g. gloves, gowns, masks, face shields, aprons
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.03	Applies appropriate laboratory hygiene and infection control practices
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
2.04	Minimizes possible dangers from biological specimens, laboratory supplies, and equipment
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.05	Utilizes available laboratory safety devices in a correct manner, e.g. fume hoods, biosafety cabinets, safety pipetting devices
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.06	Applies WHMIS and existing legislation to the labeling, dating, handling, storing and disposal of chemicals, dyes, reagents and solutions
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.07	Handles and disposes of “sharps” according to safety guidelines
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
2.08	Selects and utilizes the appropriate method for items to be disinfected and/or sterilized
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.09	Responds to incidents such as chemical injury, traumatic injury, needle stick injury, electrical shock, burns, patient collapse, e.g. first aid
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.10	Applies spill containment and clean up procedures for infectious materials and dangerous chemicals
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.11	Responds appropriately to all emergency codes
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
2.12	Reports incidents related to safety and personal injury (e.g. needle stick injury, chemical splash) in a timely manner
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
2.13	Applies occupational health and safety guidelines with respect to electrical, radiation, biological and fire hazards
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

CATEGORY 3

Communication & Interaction

The medical laboratory assistant interacts in a professional and competent manner, using effective listening, verbal and written communication in dealing with laboratory colleagues, patients, students, clients, and other health professionals. The medical laboratory assistant projects a professional image and follows generally accepted practices regarding interactions with clients, patients and colleagues.

Number: 3.01	Competency: Identifies and recognizes clients/patients (internal and external), e.g. patients, physicians, technologists, nurses, pathologists and other lab personnel
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 3.02	Competency: Demonstrates effective communication skills <ul style="list-style-type: none">▪ Exchanges information with colleagues, patients, students, clients and other health professionals▪ Uses effective verbal communication▪ Writes clearly and concisely▪ Uses technology appropriately to facilitate communication▪ Identifies barriers to effective communication▪ Recognizes other forms of non-verbal communication, e.g. gestures
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
3.03	Demonstrates the ability to work effectively as part of a team
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
3.04	Promotes interdisciplinary collaboration in dealing with other health professionals
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
3.05	Demonstrates basic patient care skills relevant to the laboratory professional <ul style="list-style-type: none"> ▪ Recognizes common indicators of patient stress ▪ Initiates follow-up procedures where necessary for patient well-being ▪ Demonstrates adaptive skills in dealing with patients with varying levels of acuity
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
3.06	Anticipates, contributes to, responds to, and effectively works in a changing environment
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
3.07	Demonstrates effective time management
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
3.08	Practices effective communication with colleagues, patients, students, clients, and other health professionals while maintaining a professional attitude
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

CATEGORY 4

Data Entry and Specimen Procurement/Receipt

The medical laboratory assistant verifies relevant data and ensures that appropriate specimens are procured according to established protocols.

Number: 4.01	Competency: Ensures required information is on the request for service, e.g. requisition or pre-accessioned label
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 4.02	Competency: Procures and labels laboratory specimens according to procedural requirements <ul style="list-style-type: none">▪ Selects appropriate equipment/supplies, e.g. needle type/gauge, specimen container▪ Verifies labeling is complete
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number: 4.03	Competency: Performs venipuncture and capillary blood collection to obtain appropriate samples for laboratory analysis <ul style="list-style-type: none"> ▪ Confirms the identity of the patient ▪ Establishes a professional relationship with the patient ▪ Provides the necessary information for the patient to understand the specimen collection procedure ▪ Obtains consent from the patient to proceed with specimen collection ▪ Follows proper procedures and techniques to minimize discomfort to the patient
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 4.04	Competency: Instructs patient in collection, storage and transport of specimens, e.g. mid-stream urine, 24-hour urine, stool for occult blood
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 4.05	Competency: Follows protocol for procurement of specimens with legal/industrial implications and ensures chain of custody is maintained, e.g. blood alcohol, urine drug testing
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
4.06	Collects, labels and delivers specimens in a safe and timely manner, taking into account specimen priority and stability
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
4.07	Registers specimen information into laboratory information system, e.g. manual, electronic
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
4.08	Verifies specimen suitability, including adequate amount/volume and integrity
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
4.09	Complies with existing guidelines for specimen storage, retention and disposal
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
4.10	Reports errors in specimen procurement to initiate corrective action
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

CATEGORY 5

Specimen Processing

The medical laboratory assistant processes specimens from a variety of sources according to established protocols.

Number: 5.01	Competency: Receives specimens <ul style="list-style-type: none">Validates information according to requisition, specimen, tracking sheets and accepts/rejects specimen based on laboratory specimen acceptance policyVerifies that specimens have been properly packaged for transport
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 5.02	Competency: Follows established procedures to process specimens, e.g. centrifuges, aliquots, adds preservatives <ul style="list-style-type: none">Identifies suitability of specimen post-processing and responds appropriately, e.g. presence of fibrin clots, hemolysis or lipemia
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 5.03	Competency: Prepares specimens for transfer to testing site or referral centre by ground <ul style="list-style-type: none">Prepares documentation, packages specimens for shipping, seals and labels shipping container, e.g. Transportation of Dangerous Goods (TDG) regulations
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

CATEGORY 6

Pre-analytical Procedures

The medical laboratory assistant performs pre-analytical procedures on specimens from a variety of sources according to established protocols.

Number: 6.01	Competency: Loads specimens for analysis on automated and semi-automated equipment
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 6.02	Competency: Prepares hematology and microbiology smears either manually or using automated equipment
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 6.03	Competency: Performs routine hematology, microbiology and histotechnology staining procedures either manually or using automated stainers , e.g. Jenner - Giemsa, Gram, Wright, Hematoxylin and Eosin ▪ Mounts slides
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number: 6.04	Competency: Selects appropriate culture media, inoculates (plates/plants), and incubates microbiology specimens using manual and/or automated systems
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 6.05	Competency: Prepares specimens for histology, i.e. specimen accessioning and tissue cassette labelling – automated and/or manual <ul style="list-style-type: none"> ▪ Performs routine tissue processor maintenance and reagent changes ▪ Files and retrieves stained slides and paraffin blocks
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 6.06	Competency: Prepares specimens for cytology - automated and/or manual <ul style="list-style-type: none"> ▪ Prepares gynecological and non-gynecological specimens ▪ Stains and mounts slides, e.g. Papanicolaou
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

CATEGORY 7

Reagent/Media Preparation

The medical laboratory assistant prepares reagents/media using approved methods and equipment for medical laboratory testing according to standards and established procedures.

Number: 7.01	Competency: Prepares stains, stock solutions, working solutions, and media <ul style="list-style-type: none">▪ Performs simple calculations/dilutions for reagent preparation
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 7.02	Competency: Reconstitutes reagents according to manufacturer's specifications
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 7.03	Competency: Cleans glassware
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
7.04	Utilizes reagent preparation equipment, e.g. pH meter, balance, autoclave
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

CATEGORY 8

Quality Assurance

The medical laboratory assistant follows quality assurance policies and procedures and participates in quality assurance initiatives.

Number: 8.01	Competency: Maintains laboratory equipment as required <ul style="list-style-type: none">▪ Completes necessary documentation
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 8.02	Competency: Applies quality assurance principles <ul style="list-style-type: none">▪ Follows procedures▪ Initiates corrective action as required▪ Documents appropriately, e.g. monitoring refrigerator temperature, incubators, dry baths
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 8.03	Competency: Monitors supplies for expiry dates and lot numbers <ul style="list-style-type: none">▪ Ensures stock rotation▪ Orders and restocks supplies based on usage and requirements
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
8.04	Assists in updating procedures and protocols, as well as other reference information and communication
Rating: Details:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Number:	Competency:
8.05	Participates in workflow analysis to identify issues and solve problems
Rating: Details:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area

CATEGORY 9

Professionalism

The medical laboratory assistant meets the legal and ethical requirements of practice and protects the patient's right to the established standard of care. Professional responsibility encompasses scope of practice, accountability and professional development.

Number: 9.01	Competency: Participates in providing for the health care needs of the public, keeping the welfare and confidentiality of the patient paramount at all times, and respecting the dignity, values, privacy and beliefs of the individual.
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.02	Competency: Complies with legislation governing the medical laboratory profession
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.03	Competency: Recognizes when asked to perform beyond scope of practice or competence and seeks appropriate guidance
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number: 9.04	Competency: Respects a patient's right to refuse treatment
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.05	Competency: Exercises a judicious approach to the right to refuse to participate in potentially dangerous situations
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.06	Competency: Takes responsibility and is accountable for professional actions
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.07	Competency: Participates in on-going training and continuing education
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number: 9.08	Competency: Keeps abreast of laboratory techniques and research and shares new knowledge with colleagues
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.09	Competency: Promotes the image and status of the profession of medical laboratory science as members of the health care team by maintaining established standards of practice
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.10	Competency: Promotes an understanding of the contribution the medical laboratory assistant provides to health care
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number: 9.11	Competency: Recognizes how ethical issues in the health care environment affect the medical laboratory assistant
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

Number:	Competency:
9.12	Demonstrates the ability to adapt to rapidly changing situations, e.g. responds appropriately to critical situations, retains composure in stressful situations, applies existing skills to new situations
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
9.13	Demonstrates knowledge of the health care system and professional laboratory organizations and responsibilities
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
9.14	Maintains confidentiality of information
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	
Number:	Competency:
9.15	Respects patient dignity and privacy
Rating:	<input type="checkbox"/> 1. Employee has not had training to fulfill this competency <input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency <input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency <input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area
Details:	

FINAL INSTRUCTIONS

Once again, thank you for completing this valuable assessment tool for your past or present employee. It is a vital tool necessary for our prior learning assessment team to adequately determine this applicants work history and experience.

Please mail the following on behalf of your current or former employee:

1. This signed and completed document
2. Detailed job description
3. Employment details with start and end date (if applicable)

Work Experience Letter Requirements

An official representative must send a letter directly to CSMLS describing applicants work experience as an MLA. It is also helpful if you include a job description.

Official work experience letters must:

- be printed on official letterhead
- be signed by the official representative of the laboratory
- include the candidate's dates of employment
- include department rotation if the candidate worked in more than one department
- include the list of tasks the candidate performed
- include the equipment/methods the candidate used to perform these tasks
- include the frequency (for example, daily or weekly)
- be mailed directly to the CSMLS

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