



Canadian Society for Medical Laboratory Science  
Société canadienne de science de laboratoire médical

# Employer Competency Rating Booklet

Medical Laboratory Assistant (MLA)  
Employer Assessment

**Booklet to be completed by the applicant's employer  
and submitted directly to CSMLS**

## 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.

Email



## 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 applicant's work history and experience.

As you go through each competency statement, rate your employee's 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:
2.04	Confirms the identity of the patient and performs venipuncture and capillary blood collection to obtain appropriate samples for laboratory analysis
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 checked="" 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:	Employee present at general training session on proper patient identification.

# Category 1

## Safe Work Practices

The medical laboratory assistant conducts professional practice according to established protocols, safety guidelines, and existing legislation.

<b>Number:</b> 1.01	<b>Competency:</b> Applies the principles of routine 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:	
<b>Number:</b> 1.02	<b>Competency:</b> Uses personal protective equipment, e.g. gloves, gowns, mask, 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:	
<b>Number:</b> 1.03	<b>Competency:</b> Applies 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:	
<b>Number:</b> 1.04	<b>Competency:</b> 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:	

<b>Number:</b> 1.05	<b>Competency:</b> Uses laboratory safety devices, e.g. biological safety cabinet, fume hood, laminar flow cabinet, safety pipetting device, safety container and carrier, safety shower, eye wash station
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:	
<b>Number:</b> 1.06	<b>Competency:</b> Labels, dates, handles, stores and disposes chemicals, dyes, reagents and solutions according to legislation, e.g. WHMIS
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:	
<b>Number:</b> 1.07	<b>Competency:</b> Handles and disposes sharps
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:	
<b>Number:</b> 1.08	<b>Competency:</b> Stores, handles, transports and disposes biological and other hazardous materials according to legislation
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:	

<b>Number:</b> 1.09	<b>Competency:</b> Uses disinfection and sterilization methods
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:	
<b>Number:</b> 1.10	<b>Competency:</b> Minimizes potential hazards related to disinfection/sterilization methods
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:	
<b>Number:</b> 1.11	<b>Competency:</b> Applies measures in response to laboratory accidents/incidents
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:	
<b>Number:</b> 1.12	<b>Competency:</b> Applies spill containment and clean up procedures for biological and other hazardous materials
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:	

<b>Number:</b> 1.13	<b>Competency:</b> <b>Responds appropriately to workplace emergencies</b>
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:	
<b>Number:</b> 1.14	<b>Competency:</b> <b>Reports and documents all incidents related to safety and personal injury</b>
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:	
<b>Number:</b> 1.15	<b>Competency:</b> <b>Applies proper ergonomic principles to minimize risk of injury</b>
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

### Data and Specimen Collection and Handling

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

<b>Number:</b> 2.01	<b>Competency:</b> <b>Demonstrates fundamental knowledge of medical terminology, physiology, anatomy and disease processes</b>
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:	
<b>Number:</b> 2.02	<b>Competency:</b> <b>Verifies relevant information is provided for test request</b>
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:	
<b>Number:</b> 2.03	<b>Competency:</b> <b>Provides information to the client on specimen collection, transportation and storage</b>
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:	
<b>Number:</b> 2.04	<b>Competency:</b> <b>Confirms the identity of the patient and performs venipuncture and capillary blood collection to obtain appropriate samples for laboratory analysis</b>
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:	



<b>Number:</b> 2.05	<b>Competency:</b> Performs sample collection and chain of custody procedures relating to specimens with legal implications
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:	
<b>Number:</b> 2.06	<b>Competency:</b> Adheres to established protocols for labeling and traceability of specimens
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:	
<b>Number:</b> 2.07	<b>Competency:</b> Delivers specimens taking into account 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:	
<b>Number:</b> 2.08	<b>Competency:</b> Assesses specimen suitability for 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:	

<b>Number:</b> 2.09	<b>Competency:</b> Verifies that the pertinent data on the specimen and requisition correspond
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:	
<b>Number:</b> 2.10	<b>Competency:</b> Accessions specimens into laboratory information 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:	
<b>Number:</b> 2.11	<b>Competency:</b> Adheres to guidelines for specimen retention, storage, transportation 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:	
<b>Number:</b> 2.12	<b>Competency:</b> Prepares specimens for analysis
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:	

<b>Number:</b> 2.13	<b>Competency:</b> Identifies, documents and initiates corrective action for pre-examination (pre-analytical) errors
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:	
<b>Number:</b> 2.14	<b>Competency:</b> Prepares documentation, packages specimens for shipping, seals and labels shipping containers in accordance with 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:	
<b>Number:</b> 2.15	<b>Competency:</b> Describes the role of the laboratory in point-of-care 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:	
<b>Number:</b> 2.16	<b>Competency:</b> Performs point-of-care techniques, identifies sources of interference and initiates corrective action as delegated
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

### Pre-analytical Procedures

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

<b>Number:</b> 3.01	<b>Competency:</b> Loads specimens for analysis on laboratory 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:	
<b>Number:</b> 3.02	<b>Competency:</b> Prepares smears 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:	
<b>Number:</b> 3.03	<b>Competency:</b> Performs routine staining and cover slipping either manually or using automated equipment, e.g. Jenner-Giemsa, Gram, Wright, Hematoxylin and Eosin, Papanicolaou, Leishman
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:	

<b>Number:</b> 3.04	<b>Competency:</b> Selects appropriate culture media, inoculates and incubates specimens using aseptic technique
Rating:	<ul style="list-style-type: none"><li><input type="checkbox"/> 1. Employee has not had training to fulfill this competency</li><li><input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency</li><li><input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency</li><li><input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance</li><li><input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area</li></ul>
Details:	

## Category 4

### Reagent Preparation

The medical laboratory assistant uses laboratory equipment and instruments to prepare reagents according to established protocols.

<b>Number:</b> 4.01	<b>Competency:</b> Prepares/stores reagents, solutions, stains or media to specifications <ul style="list-style-type: none"><li>• Performs calculations/dilutions for reagent preparation</li></ul>
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:	
<b>Number:</b> 4.02	<b>Competency:</b> Uses 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:	
<b>Number:</b> 4.03	<b>Competency:</b> Cleans glassware according to 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:	

## Category 5

### Communication and Interaction

The medical laboratory assistant interacts with patients/clients and other health care professionals using effective communication, teamwork skills and inter-professional collaboration.

<b>Number:</b> 5.01	<b>Competency:</b> Practises effective communication with colleagues, patients/clients and other health care professionals: <ul style="list-style-type: none"> <li>• Active listening</li> <li>• Verbal communication</li> <li>• Non-verbal communication</li> <li>• Written communication</li> <li>• Conflict management</li> <li>• Identifies barriers to effective communication</li> <li>• Uses technology appropriately to facilitate communication</li> </ul>
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:	
<b>Number:</b> 5.02	<b>Competency:</b> Demonstrates effective teamwork skills
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:	

<b>Number:</b>	<b>Competency:</b>
5.03	<b>Demonstrates interdisciplinary/interprofessional team skills:</b> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Collaboration</li> <li>• Role clarification</li> <li>• Reflection</li> </ul>

Rating:  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

Details:

<b>Number:</b>	<b>Competency:</b>
5.04	<b>Demonstrates adaptive skills when interacting with patients/clients</b>

Rating:  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

Details:



## Category 6

### Quality Management

The medical laboratory assistant practises and promotes the principles of quality management systems.

<b>Number:</b> 6.01	<b>Competency:</b> Demonstrates knowledge of quality systems essentials (QSE)
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:	
<b>Number:</b> 6.02	<b>Competency:</b> Follows established protocols as defined in policy, process and procedure manuals
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:	
<b>Number:</b> 6.03	<b>Competency:</b> Prepares and runs quality controls/standards on equipment, to be validated by a medical laboratory technologist
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:	

<b>Number:</b>	<b>Competency:</b>
6.04	<b>Assists in updating procedures and protocols, as well as other reference information and communication</b>
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:	
<b>Number:</b>	<b>Competency:</b>
6.05	<b>Participates in workflow analysis to identify issues and solve problems</b>
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:	
<b>Number:</b>	<b>Competency:</b>
6.06	<b>Identifies, documents and reports deficiencies that may affect the quality of testing</b>
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:	
<b>Number:</b>	<b>Competency:</b>
6.07	<b>Performs and documents preventative maintenance and reagent changes, according to established protocols</b>
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:	

<b>Number:</b> 6.08	<b>Competency:</b> Recognizes malfunctions in equipment/instruments, initiates and documents 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:	
<b>Number:</b> 6.09	<b>Competency:</b> Participates in continuous quality improvement activities
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:	
<b>Number:</b> 6.10	<b>Competency:</b> Demonstrates knowledge of risk 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:	
<b>Number:</b> 6.11	<b>Competency:</b> Participates in internal and external quality assurance activities, e.g. proficiency testing, audits, accreditation
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:	

<b>Number:</b> 6.12	<b>Competency:</b> Demonstrates knowledge of inventory maintenance
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:	
<b>Number:</b> 6.13	<b>Competency:</b> Demonstrates information management skills, e.g. computer, laboratory information systems and related technology
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

### Professional Practice

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

<b>Number:</b> 7.01	<b>Competency:</b> Maintains confidentiality of health care 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:	
<b>Number:</b> 7.02	<b>Competency:</b> Complies with legislations that govern 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:	
<b>Number:</b> 7.03	<b>Competency:</b> Recognizes limitations of own competence and seeks action to resolve
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:	

<b>Number:</b> 7.04	<b>Competency:</b> Obtains informed consent prior to procedure and respects a patient's right to refuse
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:	
<b>Number:</b> 7.05	<b>Competency:</b> Recognizes potentially dangerous situations and understands the right to refuse unsafe work
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:	
<b>Number:</b> 7.06	<b>Competency:</b> 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:	
<b>Number:</b> 7.07	<b>Competency:</b> Recognizes the need for and participates in continuing education and training
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:

<b>Number:</b> 7.08	<b>Competency:</b> Promotes the image and status of the profession of medical laboratory science as members of the health care 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:	
<b>Number:</b> 7.09	<b>Competency:</b> Recognizes how ethical issues in the health care environment affect the medical laboratory assistant and clients
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:	
<b>Number:</b> 7.10	<b>Competency:</b> Demonstrates knowledge of the health care system, professional laboratory organizations and their 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:	
<b>Number:</b> 7.11	<b>Competency:</b> Demonstrates knowledge of the determinants of health and their implications for the laboratory system
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:

<b>Number:</b> 7.12	<b>Competency:</b> Respects the diversity, dignity, values, and beliefs of patients/clients and 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:	
<b>Number:</b> 7.13	<b>Competency:</b> Demonstrates knowledge of interpersonal skills: <ul style="list-style-type: none"><li>• Recognizes signs of individual and group stress</li><li>• Recognizes signs of patient stress</li><li>• Exhibits empathy when assisting patients and colleagues</li></ul>
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

### Critical Thinking

The medical laboratory assistant applies critical thinking skills to constructively investigate, evaluate and problem solve.

<b>Number:</b> 8.01	<b>Competency:</b> Demonstrates knowledge of a dynamic environment; adapts and responds to change
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:	
<b>Number:</b> 8.02	<b>Competency:</b> Recognizes that change initiated in one area may impact other areas of health care services
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:	
<b>Number:</b> 8.03	<b>Competency:</b> Engages in reflective practice; stops and thinks about practice, consciously analyzes decision making and draws conclusions to improve future 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:	

<b>Number:</b> 8.04	<b>Competency:</b> Organizes work to accommodate priorities
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:	
<b>Number:</b> 8.05	<b>Competency:</b> Maximizes efficient use of resources, e.g. time, equipment, 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:	
<b>Number:</b> 8.06	<b>Competency:</b> Demonstrates effective problem solving/trouble-shooting strategies and initiates appropriate follow up
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:	
<b>Number:</b> 8.07	<b>Competency:</b> Contributes to implementation strategies that integrate timelines, resource management and communication related to projects or research/studies
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

- 5. Employee can perform or demonstrate skills independently in this area

Details:

<b>Number:</b> 8.08	<b>Competency:</b> Demonstrates the ability to make evidence-based decisions
Rating:	<ul style="list-style-type: none"><li><input type="checkbox"/> 1. Employee has not had training to fulfill this competency</li><li><input type="checkbox"/> 2. Employee does not have clinical experience to fulfill this competency</li><li><input type="checkbox"/> 3. Employee has had limited training in this area to fulfill this competency</li><li><input type="checkbox"/> 4. Employee can perform or demonstrate skills in this area with some assistance</li><li><input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area</li></ul>
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 applicant's 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 applicant's 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

© **Copyright CSMLS 2017**

No part of this publication may be reproduced in any form without the written permission of the Canadian Society for Medical Laboratory Science.

**Canadian Society for Medical Laboratory Science**

33 Wellington St N, Hamilton, Ontario, L8R 1M7

T: (905) 667-8507 or (800) 263-8277 ext. 8507

F: (905) 528-4968

E: [pla@csmls.org](mailto:pla@csmls.org)

[www.csmls.org](http://www.csmls.org)