

Personal Competency Rating Booklet

Medical Laboratory Assistant (MLA) Employer Assessment

**Booklet to be completed by the applicant's employer
and sent directly to 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 Number

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

33 Wellington St N
Hamilton, ON
L8R 1M7

Telephone

(905) 667-8507 or
(800) 263-8277 x 8507

Fax

(905) 528-4968

Email

pla@csmls.org

Website

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 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: 2.04 | Competency: 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.

| | |
|------------------------|---|
| Number: 1.01 | Competency: 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: | |
| Number: 1.02 | Competency: 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: | |
| Number: 1.03 | Competency: 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: | |
| Number: 1.04 | Competency: 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: 1.05 | Competency: 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: | |
| Number: 1.06 | Competency: 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: | |
| Number: 1.07 | Competency: 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: | |
| Number: 1.08 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 1.09 | Competency: 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: | |
| Number: 1.10 | Competency: 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: | |
| Number: 1.11 | Competency: 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: | |
| Number: 1.12 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 1.13 | Competency: Responds appropriately to workplace emergencies |
| 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: 1.14 | Competency: Reports and documents all incidents related to safety and personal injury |
| 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: 1.15 | Competency: Applies proper ergonomic principles to minimize risk of injury |
| 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.

| | |
|------------------------|---|
| Number: 2.01 | Competency: Demonstrates fundamental knowledge of medical terminology, physiology, anatomy and disease processes |
| 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: 2.02 | Competency: Verifies relevant information is provided for test request |
| 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: 2.03 | Competency: Provides information to the client on specimen collection, transportation and storage |
| 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: 2.04 | Competency: 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 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: 2.05 | Competency: 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: | |
| Number: 2.06 | Competency: 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: | |
| Number: 2.07 | Competency: 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: | |
| Number: 2.08 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 2.09 | Competency: 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: | |
| Number: 2.10 | Competency: 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: | |
| Number: 2.11 | Competency: 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: | |
| Number: 2.12 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 2.13 | Competency: 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: | |
| Number: 2.14 | Competency: 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: | |
| Number: 2.15 | Competency: 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: | |
| Number: 2.16 | Competency: 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.

| | |
|------------------------|---|
| Number: 3.01 | Competency: 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: | |
| Number: 3.02 | Competency: 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: | |
| Number: 3.03 | Competency: 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: | |

| | |
|---|---|
| Number: 3.04 | Competency: Selects appropriate culture media, inoculates and incubates specimens using aseptic technique |
| 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 4

Reagent Preparation

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

| | |
|------------------------|---|
| Number: 4.01 | Competency: Prepares/stores reagents, solutions, stains or media to specifications <ul style="list-style-type: none">• Performs 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: 4.02 | Competency: 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: | |
| Number: 4.03 | Competency: 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.

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

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

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:

| | |
|----------------|--|
| Number: | Competency: |
| 5.04 | Demonstrates adaptive skills when interacting with patients/clients |

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.

| | |
|------------------------|---|
| Number: 6.01 | Competency: 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: | |
| Number: 6.02 | Competency: 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: | |
| Number: 6.03 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 6.04 | Competency: Assists in updating procedures and protocols, as well as other reference information and communication |
| 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: Participates in workflow analysis to identify issues and solve problems |
| 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: Identifies, documents and reports deficiencies that may affect the quality of 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: 6.07 | Competency: Performs and documents preventative maintenance and reagent changes, according to established protocols |
| 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: 6.08 | Competency: 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: | |
| Number: 6.09 | Competency: 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: | |
| Number: 6.10 | Competency: 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: | |
| Number: 6.11 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 6.12 | Competency: 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: | |
| Number: 6.13 | Competency: 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.

| | |
|------------------------|---|
| Number: 7.01 | Competency: 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: | |
| Number: 7.02 | Competency: 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: | |
| Number: 7.03 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 7.04 | Competency: 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: | |
| Number: 7.05 | Competency: 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: | |
| Number: 7.06 | 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: 7.07 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 7.08 | Competency: 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: | |
| Number: 7.09 | Competency: 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: | |
| Number: 7.10 | Competency: 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: | |
| Number: 7.11 | Competency: 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: | |

| | |
|---------------------------------|---|
| Number: 7.12 | Competency: Respects the diversity, dignity, values, and beliefs of patients/clients and colleagues |
| 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: 7.13 | Competency: Demonstrates knowledge of interpersonal skills: <ul style="list-style-type: none"> • Recognizes signs of individual and group stress • Recognizes signs of patient stress • Exhibits empathy when assisting patients and colleagues |
| 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 8

Critical Thinking

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

| | |
|------------------------|---|
| Number: 8.01 | Competency: 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: | |
| Number: 8.02 | Competency: 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: | |
| Number: 8.03 | Competency: 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: | |

| | |
|------------------------|---|
| Number: 8.04 | Competency: 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: | |
| Number: 8.05 | Competency: 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: | |
| Number: 8.06 | Competency: 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: | |
| Number: 8.07 | Competency: 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 <input type="checkbox"/> 5. Employee can perform or demonstrate skills independently in this area |
| Details: | |

| | |
|---------------------------------|---|
| Number: 8.08 | Competency: Demonstrates the ability to make evidence-based decisions |
| 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 |

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

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