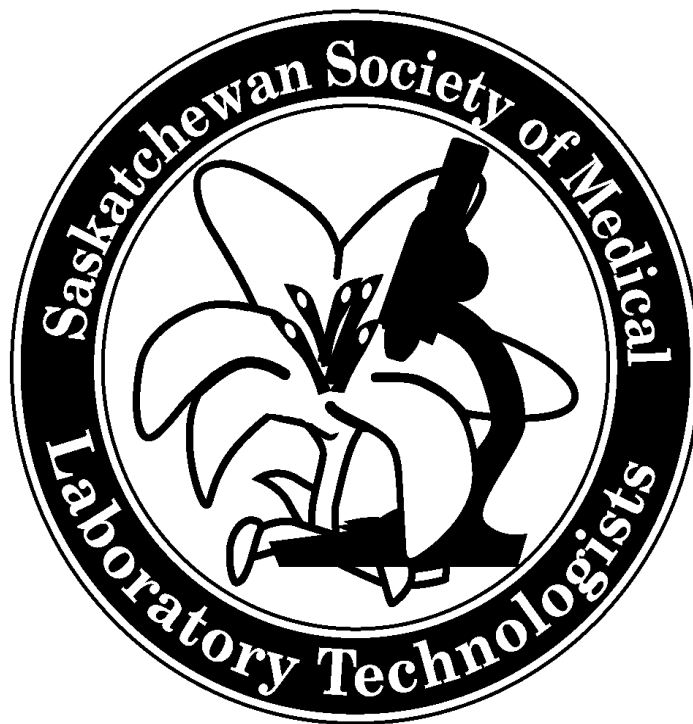


SSMLT

**PROFESSIONAL IMPROVEMENT
PROGRAM
(PIP)**



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SSMLT PROFESSIONAL IMPROVEMENT PROGRAM

Guidelines

The purpose of the Professional Improvement Program (PIP) is not only to enhance short-term knowledge and technical skills, but to provide a mechanism that will encourage the lifelong learning skills which are essential to medical laboratory technologists throughout their careers.

The SSMLT Executive Director and Registrar will audit 20% of the licensed members in each calendar year to validate their CE Credits. Licensed members who have not met the PIP requirements will be required to complete their 2.0 CE Credits within four months while working on a Temporary License. Special cases/extenuating circumstances will be reviewed by the SSMLT Education, Marketing, and Development Committee.

PIP Credit Categories:

PIP program consists of 2 categories of CE Credits:

- Category 1 Professional (MLT-related) Education Activities
- Category 2 Personal Education Activities
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The PIP program requires that a minimum of 2.0 CE Credits be obtained in the five-year period immediately preceding the year in which a license is sought.

Members may choose to obtain all their CE Credits in Category 1, with a minimum of 1.0 credit must be Category 1; Credits in Category 2 are optional.

1.0 CE Credit is equivalent to 15 contact hours.

CE activities that have been converted to practice hours cannot be used for PIP Credits

If you have any questions about the eligibility of your CE activities for credits, please contact the SSMLT Office:

Box 3837
Regina, SK, S4P 3R8

Phone and fax: 352-6791
E-mail: exec.dir@ssmlt.org

Toll free number for calls from members not residing in Regina: 1-877-334-3301.

CATEGORY 1 -

Professional (MLT-related) Education Activities

(a minimum of 1.0 Credit must be obtained in Category 1 in the previous five-year period).

Category 1 Credit requires proof of attendance indicating CE credits assigned or contact hours: such as receipt for registration, certificate of attendance, transcript of marks, attendance sheet validated by supervisor. Member documentation should be saved in your personal files until it is requested by the SSMLT for audit purposes.

To be included in this category, activities must be directly related to the Disciplines of Medical Laboratory Technology and/or the medical practice, such as:

- Conferences
- Lectures/presentations
- Seminars
- Workshops
- Webinars
- Courses
- Presenting of a lecture
- Poster presentation
- Author- scientific journal article
- Reviewer- Scientific article
- Instrument training-key operator
- Instrument training- vendor presented
- Computer courses- Word, Excel, PPT, LIS
- Safety training- WHMIS, TDG, PART, SMART, TLR, First Aid, CPR
- Efficiency Training- Lean, Kaizen, etc.
- Cultural/Diversity training- Aboriginal awareness, Dementia awareness
- Other- please specify

NOTE: Training as part of your job duties does **not** qualify for category 1 credits.

CATEGORY 2 -

Personal Education Activities

(a maximum of 1.0 Credit may be counted in Category 2 in the previous five-year period)

To be included in this category, activities may be formal or informal in nature. Items may be include but are not limited to:

- Job related training/studying/reading
- New Instrument Training- provided by MLT
- Competency assessment
- Computer course- not listed in Category 1
- SSMLT Council/Committee
- CSMLS Board/Committee
- Workplace Committee- OHS, Infection Control, Transfusions, etc.
- Reading- Scientific journal
- Reading-Workplace/instrument manual
- Other- please specify

SSMLT Credit Assignment:

Contact hours do not include examination or assignment time, only the number of hours of instruction or the number of hours required to review the material. This is the basis upon which the SSMLT will assign credits to courses not already assigned credits. Some examples of credit assignment are as follows:

Professional MLT Education Activities:

Attendance at conferences, seminars, and workshops -
0.3 credits/day of attendance

Presentations/Courses/webinars –
Credits based on time spent on such activities
1.0 credit/15 contact hours

Personal Education Activities:

Credits based on time spent on such activities -
1.0 credit/15 contact hours

Online CE Submission:

1. Login to Member portal
 - Select 'Record a new CE credit'
 - Enter required year
 - Select Category 1 or 2
 - Choose CE item from dropdown selection
 - Enter Course Description and Course Provider
 - Enter Lecture/Contact Hours or Credits
2. Be sure to submit ALL activities undertaken in EACH category.
3. Credits earned are in effect for five years from the date they are earned, not just for the year in which they are reported. Credits entered online will indicate year of expiry.