

Policy: **Re-Entry to Practice**

Policy Number: 1.4

Policy Type: Registration Date Approved: Nov. 8, 2018

Date Implemented: Apr 10, 2019

**1. Eligibility to Practice**

This policy is pursuant to Section 14 (2) (h) of the *Medical Laboratory Technologists Act, 1995* and Section 17 of the *Saskatchewan Society of Medical Laboratory Technologists (SSMLT) Regulatory Bylaws*.

The required knowledge, skills, and judgment used by Medical Laboratory Technologists (MLTs) changes rapidly. The SSMLT must ensure individuals possess and demonstrate the necessary competencies for the current work environment with the advancements in laboratory techniques, technologies, equipment, and methodologies.

**2. Evidence: Currency of Practice**

MLTs must provide evidence of currency of practice to be eligible for a Practicing Licence. Currency of practice is validated with the submission of the required Continuing Professional Education and Practice Hours as follows:

**2.1 Continuing Professional Education (CPE)**

To obtain and maintain a Practicing License in medical laboratory technology, MLTs must obtain at least 30 hours of Continuing Professional Education in the previous five years. Refer to the policy: [SSMLT Continuing Professional Education Policy](#)

**2.2 Practice Hours (PH)**

To obtain and maintain a Practicing License in medical laboratory technology, Medical Laboratory Technologists (MLTs) must work at least 1200 eligible practice hours as a MLT in the previous five years. Refer to the policy: [SSMLT Practice Hours Policy](#)

When a member or a new applicant does not demonstrate currency of practice they are considered as Re-entry to practice.

**3. Evidence: Proof of Good Character**

All re-entry to practice applicants must submit all required documents, including SSMLT Proof of Good Character - [see Policy](#).

**4. Re-entry to Practice Categories**

Applicants or members requesting renewal may be deemed re-entry to practice under one of the following categories:

**4.1. Membership lapsed- Timeframe | 5 years or less**

Applicants that are former practicing SSMLT members, that meet all other registration criteria and have practiced within the previous 5 years or less.

To be eligible for a Practicing Licence they must fulfil the following requirements:

- Submit evidence of at least 30 hours of CPE within the previous 5 years; and
- Submit evidence of at least 1200 PH within the previous 5 years.

**4.2. Applicants that have not Practiced- Timeframe | 5-10 years**

Applicants that are CSMLS certified MLTs and meet all other registration criteria but have not practiced for more than 5 years (5 years plus a day), but less than 10 years.

To be eligible for a Temporary Licence- working under supervision limited to the discipline(s) refreshed, they must fulfil the following requirements:

- Complete a refresher course(s) totaling of at least 60 hours and approved by SSMLT in the discipline(s) they wish to practice.

To be eligible for a Practicing Licence limited to the discipline(s) refreshed, they must fulfil the following requirements:

- Successful completion of a minimum of 480 direct supervised practice hours, verified by a licensed Practicing MLT.

**4.3. Applicants that have not Practiced- Timeframe | 10 years or more**

Applicants that are CSMLS certified MLTs and meet all other registration criteria but have not practiced for 10 years (10 years plus a day) or more.

To be eligible for a Temporary Licence- working under supervision limited to the discipline(s) refreshed, they must fulfil the following requirements:

- Complete a refresher course(s) totaling at least 90 hours and approved by SSMLT in the discipline(s) they wish to practice

To be eligible for a Practicing Licence limited to the discipline(s) refreshed, they must fulfil the following requirements:

- Successful completion of a minimum of 700 direct supervised practice hours, verified by a licensed Practicing MLT.

**4.4. Applicants that do not have required CPE**

Applicants that are CSMLS certified and meet all other registration criteria required for membership, but do not have the required CPE. To be eligible for a Practicing licence, they must submit evidence of the required CPE.

**4.5. SSMLT member not eligible for renewal of a Practicing licence.**

This applies to SSMLT Practicing members that do not have the required Continuing Professional Education &/or Practice Hours for renewal.

They may be issued a Temporary Licence- working under supervision for a limited time, until they fulfil the following requirements for a Practicing Licence:

- Submit evidence of the required CPE; and/or
- Successful completion of a minimum of 480 direct supervised practice hours, verified by a licensed Practicing MLT, or the number of hours required to reach the 1200 Practice Hours, whichever is greater.

**5. Expanding Scope of a Licence- limited to a discipline(s)**

Applicants working under a licence limited to a discipline(s) may expand the scope of this licence to include additional discipline(s) after they have completed the following:

- Successful completion of an approved refresher course(s) for that discipline(s). Submit documentation of refresher course to SSMLT office to receive authorization to work under direct supervision in the additional disciplines(s) that have been refreshed.
- Successfully complete a minimum of 480 direct supervised practice hours by a licensed Practicing MLT in each additional discipline(s)

**6. Upgrade to Practicing Licence – full scope or limited to a discipline(s)**

Re-entry to practice applicants that are issued a Temporary licence- working under supervision, may request a Practicing licence (full or limited to the discipline(s), refreshed whichever is applicable) following completion all requirements. A 'Verification of Supervision' form signed by the employer confirming successful supervised safe practice must be submitted to SSMLT for a Practicing licence to be issued.

**10. SSMLT review**

If cases arise which do not fall within the scope of this policy, the Professional Practices committee will review each case on an individual basis and render a decision on the requirements for returning to practice.

Approved date:	(YYYY-MM-DD) 2018-11-08
Effective Date:	2019-04-10
Council Approval:	Council Meeting
Next review date: (3 Years).	

Revision Summary

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Date:	Version #	Change Summary
November 2018	1	Initial version
April 2020	2	Correct spelling error
May 2021	3	Added approval and version detail
July 2022	4	Combine sections 4 & 5 in clear language. No change to policy requirements.