

# Personal Competency Rating Booklet

## Diagnostic Cytology

Miss  Mrs  Ms  Mr

CSMLS ID: \_\_\_\_\_

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Last Name (print above) First Name Middle Initial

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Address City Province Postal Code

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Telephone No. Business Telephone No.

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Fax No. Email

**Applicant's Statement:**

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

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Print Name

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Signature

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Date

## Disclaimer

Before you apply for a Prior Learning Assessment (PLA), you must read and understand all the policies and regulations outlined in this handbook. By signing the application form, you are agreeing to all of these policies and regulations. Failure to do so may result in cancellation of your PLA application and a loss of your payment.

### Contact Information

Canadian Society for Medical Laboratory Science

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#### Address

33 Wellington St N  
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L8R 1M7

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#### Website

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

*The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists and medical laboratory assistants, and the national professional society for Canada's medical laboratory professionals. As such, to maintain fairness to all our members we do not allow visitors at the CSMLS nor do we accept documents at our door.*

## Instructions

As you go through each competency statement, rate your knowledge and experience by the following ratings:

1. I have no experience or education in this area
2. I am developing skills/knowledge in this area
3. I have education but no work experience in this area
4. I perform or demonstrate skills in this area with some assistance
5. I perform or demonstrate skills independently in this area

When showing where you got your knowledge and experience, keep in mind:

- **Education** refers to your initial didactic learning, your clinical/practical internships, and continuing education or professional development.
- **Work experience** refers to employment.

In the space provided, give details of your education and work experience related to the statement. Tell us if you accomplished a competency by education, work experience, or both. Indicate where you got your education or work experience.

Once you finish the Personal Competency Rating Booklet:

- Make a copy for your files
- Send the original with your PLA application

### Example

<b>Number:</b> 3.06	<b>Competency:</b> Applies the principles of preservation, fixation, staining and coverslipping
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input checked="" type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	I learned the theory of preservation, fixation, staining and coverslipping in school but I have not performed these functions in a laboratory setting.

# Category 1

## Safe Work Practices

The cytotechnologist conducts professional practice according to established protocols, safety guidelines and existing legislation.

<b>Number:</b> 1.01	<b>Competency:</b> Applies the principles of standard precautions
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.02	<b>Competency:</b> Uses appropriate personal protective equipment, e.g. gloves, gowns, masks, face shields and aprons
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.03	<b>Competency:</b> Applies appropriate laboratory hygiene and infection control practices
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I 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. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 1.05	<b>Competency:</b> Utilizes laboratory safety devices in an appropriate manner, e.g. biological safety cabinets, fume hoods, safety pipetting devices, safety containers and carriers, safety showers, eye washes
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.06	<b>Competency:</b> Labels, dates, handles, stores, and disposes of chemicals, dyes, reagents, and solutions according to WHMIS and existing legislation
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.07	<b>Competency:</b> Handles and disposes of “sharps” appropriately
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.08	<b>Competency:</b> Stores, handles, transports and disposes of biological and other hazardous material according to existing legislation
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 1.09	<b>Competency:</b> Selects and utilizes the appropriate method for items to be disinfected/sterilized
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I 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. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.11	<b>Competency:</b> Applies appropriate measures in response to laboratory accidents/incidents
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.12	<b>Competency:</b> Applies appropriate spill containment and clean up procedures for biological materials and chemicals
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 1.13	<b>Competency:</b> Responds appropriately to all emergencies
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.14	<b>Competency:</b> Reports and documents all incidents related to safety and personal injury, in a timely manner
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 1.15	<b>Competency:</b> Applies proper ergonomic principles to minimize risk of injury
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

## Category 2

### Data Collection and Specimen Procurement/Receipt

The cytotechnologist verifies that specimens are procured according to established protocols and verifies relevant data.

<b>Number:</b> 2.01	<b>Competency:</b> Verifies that client demographic data on the requisition corresponds with the specimen
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 2.02	<b>Competency:</b> Provides information to the client on specimen procurement, collection, transportation and storage
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 2.03	<b>Competency:</b> Verifies that the required clinical information (e.g. specimen source) is on the requisition
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 2.04	<b>Competency:</b> Delivers specimens appropriately, taking into account priority and specimen stability for interdepartmental testing
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	



<b>Number:</b> 2.05	<b>Competency:</b> Verifies specimen suitability, including adequate amount/volume and integrity, for evaluation
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 2.06	<b>Competency:</b> Accessions specimens into the laboratory information system
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 2.07	<b>Competency:</b> Identifies discrepancies in specimen procurement and/or documentation and initiates corrective action
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 2.08	<b>Competency:</b> Complies with existing guidelines for specimen retention, storage, transportation and disposal
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

## Category 3

### Specimen Preparation and Pre-analytical Processing

The cytotechnologist understands and performs preparatory techniques on specimens that originate from a variety of sources according to established protocols.

<b>Number:</b> 3.01	<b>Competency:</b> Prioritizes specimen preparation, e.g. stat, urgent, routine <ul style="list-style-type: none"> <li>▪ Maximizes efficient use of resources, e.g. time, equipment</li> <li>▪ Organizes workflow, as required, to accommodate changes in priority</li> </ul>
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 3.02	<b>Competency:</b> Verifies specimen identification is traceable throughout sample preparation
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 3.03	<b>Competency:</b> Prepares specimens for current and future analysis e.g. gynecological and nongynecological, grossing, immunohistochemistry, molecular, and flow cytometry <ul style="list-style-type: none"> <li>▪ Correlates the clinical information and adjusts preparatory techniques accordingly</li> </ul>
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 3.04  3.04.01 3.04.02	<b>Competency:</b> Performs tissue preparation techniques to produce paraffin and frozen sections for microscopic examination  Operates and maintains instruments/equipment Assesses the quality of the preparation and initiates corrective action as required
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 3.05  3.05.01 3.05.02	<b>Competency:</b> Performs techniques to demonstrate cellular and non-cellular components in tissue and body fluids  Operates and maintains instruments/equipment Assesses quality of staining and initiates corrective action as required
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 3.06	<b>Competency:</b> Applies the principles of preservation, fixation, staining and coverslipping
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 3.07	<b>Competency:</b> Assesses the quality of specimen preparation and initiates corrective action when optimum results are not produced
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 3.08	<b>Competency:</b> Complies with existing guidelines for slide retention, storage, transportation and disposal
Rating:    Details:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area

## Category 4

### Equipment, Instruments and Reagents

The cytotechnologist uses laboratory equipment and prepares reagents according to established protocols.

<b>Number:</b> 4.01	<b>Competency:</b> Applies the principles of microscopy to specimen analysis (e.g. bright field, digital, fluorescence, dark field, polarizing, electron)
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 4.02	<b>Competency:</b> Operates and maintains standard laboratory equipment (e.g. microscope, centrifuge, biosafety cabinet, microtome, micropipette and various automated systems)
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 4.03	<b>Competency:</b> Recognizes malfunctions in equipment and initiates corrective action
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 4.04	<b>Competency:</b> Prepares reagents
Rating:    Details:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
<b>Number:</b> 4.05	<b>Competency:</b> Operates a computer for job related activities
Rating:    Details:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area

## Category 5

### Assessment and Analysis

The cytotechnologist applies scientific knowledge and skills to critically evaluate specimens and to provide an accurate diagnosis according to established protocols.

<b>Number:</b>	<b>Competency:</b>
5.01	Recognizes the relationship between clinical information, laboratory analyses, screening techniques, diagnoses, review of previous patient material and various modes of treatment and their impact on patient care
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b>	<b>Competency:</b>
5.02	Performs microscopic assessment of specimens for adequacy
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b>	<b>Competency:</b>
5.03	Recognizes altered morphology as a result of procurement and preparation techniques, e.g. poor fixation, over-staining, smearing errors
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 5.04	<b>Competency:</b> Identifies and evaluates the morphology of the cellular and noncellular entities of specimens <ul style="list-style-type: none"> <li>▪ Primary screening of cells and tissue</li> <li>▪ Differentiates between clinically significant and insignificant findings</li> <li>▪ Detects, selects and appropriately marks, with a high level of accuracy, the significant cellular and noncellular entities most representative of the pathologic process present</li> </ul>
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 5.05	<b>Competency:</b> Demonstrates an understanding of molecular testing
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 5.06	<b>Competency:</b> Analyzes routine, special and ancillary stains and techniques e.g. Papanicolaou, H&E, telepathology, flow cytometry, FISH, PCR and EM
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	



<b>Number:</b>  5.07	<b>Competency:</b>  <b>Develops differential diagnoses based on:</b> <ul style="list-style-type: none"> <li>▪ clinical information</li> <li>▪ morphology</li> <li>▪ ancillary techniques</li> <li>▪ method limitations, e.g. specificity, sensitivity</li> <li>▪ knowledge of pathology</li> </ul>
Rating:    Details:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
<b>Number:</b>  5.08	<b>Competency:</b>  <b>Performs and assesses results of Human Papilloma Virus (HPV) testing</b>
Rating:    Details:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area

## Category 6

### Recording and Reporting

The cytotechnologist uses appropriate terminology, documents and reports laboratory results according to established protocols.

<b>Number:</b> 6.01	<b>Competency:</b> Issues a final report for gynecological specimens that are diagnosed as Negative for Intraepithelial Lesion or Malignancy using the current Bethesda reporting system for Gynecologic Cytology
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 6.02	<b>Competency:</b> Refers relevant specimens, to the designated individual with an initial diagnosis
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 6.03	<b>Competency:</b> Communicates information regarding final diagnoses to the appropriate client (health care professional)
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 6.04	<b>Competency:</b> Utilizes current and appropriate medical terminology and nomenclature
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 6.05	<b>Competency:</b> Recognizes CSC guidelines for record retention
Rating:	<ul style="list-style-type: none"><li><input type="checkbox"/> 1. I have no experience or education in this area</li><li><input type="checkbox"/> 2. I am developing skills/knowledge in this area</li><li><input type="checkbox"/> 3. I have education but no work experience in this area</li><li><input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance</li><li><input type="checkbox"/> 5. I perform or demonstrate skills independently in this area</li></ul>
Details:	

## Category 7

### Quality Management

The cytotechnologist practises and promotes the principles of quality management.

<b>Number:</b> 7.01	<b>Competency:</b> Provides accurate and timely results to the client (health care professional)
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 7.02	<b>Competency:</b> Follows established protocols as defined in policy and procedure manuals
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 7.03	<b>Competency:</b> Performs and assesses quality control measures (internal and external) e.g. equipment and reagents
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 7.04	<b>Competency:</b> Participates in quality assurance programs (internal and external)
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 7.05	<b>Competency:</b> Identifies and reports deficiencies in the workplace that may affect the quality of testing
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 7.06	<b>Competency:</b> Follows established preventive maintenance programs and maintains instrument/equipment records
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 7.07	<b>Competency:</b> Applies continuous quality improvement techniques and risk management processes to ensure quality clinical laboratory services
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

## Category 8

### Critical Thinking

The cytotechnologist applies critical thinking skills to constructively solve problems.

<b>Number:</b> 8.01	<b>Competency:</b> Demonstrates an open inquiring mind and self-directed learning processes in resolving analytical, workplace and career challenges
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 8.02	<b>Competency:</b> Demonstrates the ability to adapt to rapidly changing situations, e.g. responds appropriately to critical situations, retains composure in stressful situations, applies existing skills to new situations
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 8.03	<b>Competency:</b> Demonstrates knowledge of the health care system and professional laboratory organizations and responsibilities
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 8.04	<b>Competency:</b> Demonstrates knowledge of the determinants of health and their implications for the laboratory system
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 8.05	<b>Competency:</b> Recognizes that change initiated in one area will impact on other areas of health care services
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 8.06 8.06.01 8.06.02	<b>Competency:</b> Demonstrates strategies to resolve workplace challenges Effectively analyzes and interprets data to arrive at a conclusion or solve a problem. Develops recommendations based on conclusions
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

## Category 9

### Communication and Interaction

The cytotechnologist interacts using effective communication, teamwork skills and interprofessional collaboration with clients and other health care professionals.

<b>Number:</b> 9.01	<b>Competency:</b> Practices effective communication with clients and other health care professionals, including: <ul style="list-style-type: none"> <li>▪ Active listening</li> <li>▪ Verbal communication</li> <li>▪ Non-verbal communication</li> <li>▪ Written communication</li> <li>▪ Identifying barriers to effective communication</li> <li>▪ Using technology appropriately to facilitate communication</li> </ul>
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 9.02	<b>Competency:</b> Demonstrates interpersonal skills when interacting with clients and health care professionals
9.02.01	Recognizes signs of individual and group stress
9.02.01	Demonstrates empathy in assisting colleagues to deal with stress
9.02.03	Demonstrates the use of conflict resolution skills
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 9.03	<b>Competency:</b> Demonstrates effective teamwork skills
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	



<b>Number:</b> 9.04	<b>Competency:</b> <b>Demonstrates intra/interprofessional collaboration in dealings with other health care professionals</b>
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

## Category 10

### Professional Practice

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

<b>Number:</b> 10.01	<b>Competency:</b> Takes responsibility, is accountable for professional behaviour and is aware that breaches of standards of practice may lead to disciplinary and/or legal action
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.02	<b>Competency:</b> Promotes the image and status of cytotechnologists as members of the health care team by maintaining high standards of practice
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.03	<b>Competency:</b> Clarifies the roles and responsibilities of the cytotechnologist to other health professionals
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.04	<b>Competency:</b> Promotes an awareness and understanding of the contribution that the cytotechnologist provides to the client (health care professional) and the public
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 10.05	<b>Competency:</b> Participates in training and professional development, and shares new knowledge with other health care professionals
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.06	<b>Competency:</b> Provides for the health care needs of the public, keeping the welfare and confidentiality of the patient paramount at all times and respects the dignity, values, privacy and beliefs of the individual
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.07	<b>Competency:</b> Complies with legislation governing medical laboratory technology
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.08	<b>Competency:</b> Recognizes how moral and ethical issues in health care may affect the cytotechnologist and client (health care professional)
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

<b>Number:</b> 10.09	<b>Competency:</b> Recognizes potentially dangerous situations and understands the cytotechnologists right to refusal
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.10	<b>Competency:</b> Recognizes the cytotechnologist's right to refuse to participate in potentially dangerous situations
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.11	<b>Competency:</b> Practises in a manner that contributes to the efficient use of health care resources and prioritize workflow to optimize patient outcomes e.g. human resources, time management, change management, reagents, supplies
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	
<b>Number:</b> 10.12	<b>Competency:</b> Practices evidence informed decision-making skills e.g. current literature review, collect and analyze data, research methodologies
Rating:	<input type="checkbox"/> 1. I have no experience or education in this area <input type="checkbox"/> 2. I am developing skills/knowledge in this area <input type="checkbox"/> 3. I have education but no work experience in this area <input type="checkbox"/> 4. I perform or demonstrate skills in this area with some assistance <input type="checkbox"/> 5. I perform or demonstrate skills independently in this area
Details:	

## Examination Blueprint

The CSMLS Medical Laboratory Technologist Examinations are based on this blueprint.

<b>CATEGORY</b>	<b>MARK %</b>
1. Safe Work Practices	2-4%
2. Data Collection and Specimen Procurement/Receipt	2-4%
3. Specimen Preparation and Pre-analytical Processing	4-8%
4. Equipment, Instruments and Reagents	2-4%
5. Assessment and Analysis	57-73%
6. Recording and Reporting	7-10%
7. Quality Management	6-8%
8. Critical Thinking	2-4%
9. Communication and Interaction	2-4%
10. Professional Practice	2-4%
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