NSRMLS
Nova Scotia Regulator of
Medical Laboratory Sciences

Career Span Competence

Professional Development Goals

Professional Development (PD) Plan Goal

The Career Span Competence Program supports registrants in their professional growth. Registrants are required to complete a self-assessment to evaluate their understanding and application of the 15 Career Span Competencies. The results of the self-assessment help registrants identify areas of strength as well as opportunities for improvement in their professional practice.

To support their ongoing professional development, registrants are required to complete four goals during each Career Span Competence cycle. Writing goals using the SMART framework provides direction and establishes timelines for completing continuing competence activities.

Participation in the Continuing Competence Program is a requirement under the NS-Regulated Health Professions Act (RHPA), and all registrants must participate in the program to remain in good standing with the NSRMLS and is a requirement to maintain a license to practice.

This document provides examples of goals and suggested resources that may be used to achieve them. It is intended as a guide, and registrants are encouraged to develop goals that align with their individual professional development needs and objectives.

The document is divided into sections based on the various Medical Laboratory Professional (MLP) professions. Registrants may find resources in another discipline that support the achievement of their goals. Resources are not restricted to a registrant's professional designation section.

This guide is intended to provide examples of professional development goals and resources that may assist registrants in meeting the requirements of the Continuing Competence Program and advancing their professional practice.

As you write goals and develop your PD plan please note that the definition of Client is :

"Client", in the context of this document includes patients, clients, students, customers, coworkers, other health care professionals and key partners as applicable to each MLP."

All goals must be written following the SMART goal format:

- Specific
- Measurable
- Achievable
- Relevant
- Time Bound

IF YOU HAVE SUGGESTED RESOURCES FOR CONTINUING COMPETENCY PLEASE FORWARD THEM TO INFO@NSCMLT.ORG.

Section 1: Sample Goals for Medical Laboratory Assistants

Career Span Competence	Goal	Activity
CSC 1. Act with professional integrity Domain: Professionalism	I will review the article *Social Media and Workplace Impacts* to explore how professionalism should extend beyond the workplace. I will review my social media posts to ensure they are professional and complete this review before July 2026.	https://ascentemploymentlaw.ca/blog/social-media-and-workplace-impacts/
CSC 2. Communicate Effectively Domain: Collaboration	I will attend the lecture on Communication at the NSRMLS education day in December 2026. I will apply the best practices to my communication in person and in emails.	Apply certificate from the education day to your CSC submission for proof of attendance.
CSC 3. Function in a client-centred manner Domain: Collaboration	I will apply the principles of Equity Diversity Inclusion Reconciliation and Accessibility to my daily practice. I will review the NSRMLS statement on EDIRA. I will review the document and apply the principles to my practice before September 2026.	https://nsrmls.ca/images/EDIRA_PositionStatment_Dec2024.pdf
CSC 4. Maintain personal wellness consistent with the needs of practice Domain: Professionalism	I will review the you tube video showing extremes in Phlebotomy practice. I will also review the article on the effects of ergonomic traing on preventing injuries. I will apply the suggested practice adjustments to my day to day practice. I will complete the review and update practice by July 2026.	https://www.google.com/search?client=safari&rls=en&q=you+tube+video+on+phlebotomist+erogonomc&ie=UTF-8&oe=UTF-8#fpstate=ive&vld=cid:c1ec1b06,vid:5yCyBMvI-2Q,st:0 https://www.sciencedirect.com/science/article/pii/S2772501425000077
CSC 5. Treat others respectfully Domain: Collaboration	I will complete an online course on cultural competence before December 2026. I will apply my learning to help me understand the significance of personal bias which may affect my practice.	https://www.coursera.org/learn/indigenous-canada/paidmedia?utm_medium=sem&utm_source=gg&utm_campaign=b2c_namer_indigenous-canada_ualberta_ftcof_learn_px_dr_bau_gg_sem_pr-bd_us-ca_en_m_hyb_21-06_x&campaignid=13440968592&adgroupid=130160700424&device=c&keyword=indigenous canada university of alberta&matchtype=b&network=g&devicemodel=&creativeid=526589477720&assetgroupid=&targetid=kwd-1152097850088&extensionid=&placement=&gad_source=1&gad_campaignid=13440968592&gbraid=0AAAADdKX6Z6Cu38xNke0DAc0JkoQWcpT&gclid=Cj0KCQiAhtvMBhDBARIsAL26pjEkYULX2i5zYj1ePA4N4mcvX2buXTQRwrrRUdpXwsgbUkt6JRaBzlcaAvX4EALw_wcB

Section 1: Sample Goals for Medical Laboratory Assistants

CSC 6. Interact with other professionals effectively Domain : Collaboration	I will review the video on Customer Communication and apply the information to my practice. While I am currently busy at work, I can improve my communication by applying listening and speaking clearly. I will communicate professionally by applying the information I learn from the video. I will review the video on May 30th and begin applying the principles on the same day.	https://www.youtube.com/watch?v=eSBp9RcVpkg
CSC 7. Comply with legal requirements Domain: Professionalism	I will review the NSRMLS Act , Regulation specific to Medical Laboratory Practice and the NSRMLS Standards of Practice. I will apply the information to improve my professional practice. I will complete this by January 2027.	Available on the NSRMLS website
CSC 8. Practice within areas of professional knowledge and skills Domain: Best Practice	I will enrol in the course Professional development for Medical Laboratory Assistants to enhance my knowledge as an MLA. I will enrol in the program beginning in May 2026 from NAIT. I will apply the lessons learned to my daily work.	https://www.nait.ca/nait/continuing-education/courses/mela500-professional-development-for-medical-lab
CSC 9. Apply profession-specific knowledge and skills Domain: Best Practice	Each year we are required to review SOPS that apply to my workplace. I will review all documents by the required deadline. I will provide feedback on the documents to my supervisor and if I see errors in the documents. I will complete the review by January 2027.	Workplace documents.
CSC 10. Maintain a safe work environment Domain: Best Practice	I will take the NAIT course Inclusive Language. The information I learn will be used when I update documents for use in the department and when making instructions for clients. I will seek feedback from staff and clients to ensure I have developed documents that use inclusive language to ensure everyone feels included and safe. I will take the course on May 12 2026.	https://www.nait.ca/nait/continuing-education/courses/citc981-inclusive-language

Section 1: Sample Goals for Medical Laboratory Assistants

CSC 11. Maintain comprehensive documents/records Domain: Best Practice	I will review the laboratory procedure for document retention and I will review my workplace to ensure we are following the SOP. I will notify my manager if I see deviations from the procedure. I will complete the SOP review and I will begin looking at documents in my lab on June 1st 2026	Workplace documents
CSC 12. Manage time and resources effectively Domain: Professionalism	I will review the linked in article 5 Ps of time management. I will apply the 5Ps to my daily work and review if there is improvement after one week. I will begin the 5 P usage on May 1st and complete the review for improvement on May 10th. I will add a list of items I improved in my PD review.	https://www.linkedin.com/pulse/5-ps-time-management-hellen-m-ndirangu-xsr7f/
CSC 13. Practice in a manner consistent with current developments in or relevant to the profession. Domain : Best Practice	I will investigate one test per month that is not a routine test to better understand why the ordering provider may be ordering this test. My first test to review will be the Pro-BNP to understand why it is ordered and increase my knowledge of the test and its use. I will complete one test review each month for the next 6 months. I will apply this information to better understand how my work aligns with client care.	Reliable resources for specific test information: https://medlineplus.gov/lab-tests/natriuretic-peptide-tests-bnp-nt-probnp/ https://www.albertahealthservices.ca/lab/Page6388.aspx Or other reputable websites from trusted resources.
CSC 14. Use and evidence-informed approach in your work. Domain: Best Practice	I will follow manufacture instructions to ensure I am using equipment correctly. Example I will review the proper handing of vacutainers to maintain sample integrity. I will review before June 2026.	Package insert that is provided by the manufacturer.
CSC 15. Practice in a self-reflective manner Domain: Professionalism	I will review the Accreditation Canada standard for Biomedical laboratories. I will review my workplace against the standards to ensure we are meeting the evidence of best practice demonstrated by compliance to the standards. I will complete this review before January 2027.	Standards are available on your workplace website.

Section 2: Sample goals for Medical Laboratory Technologists

Career Span Competence	Goal	Resource
CSC 1. Act with professional integrity Domain: Professionalism	I will review the NSRMLS position statement Sexual Abuse and Sexual Misconduct Standards before March 2026. I will review the information and evaluate my practice to ensure I am practicing in a respectful manner.	https://nsrmls.ca/images/Policies/PST001v1_SexualMisconductAbuse_StandardsFinal_signed.pdf
CSC 2. Communicate Effectively Domain: Collaboration	I will review one article on communicating effectively before June 2026. I would like to learn more about understanding nonverbal cues and body language.	https://healthcarecommunicationmatters.co.uk/articles/non-verbal-communication/
CSC 3. Function in a client-centred manner Domain: Collaboration	I will review the Nova Scotia Health policy on Consent from the OP3 website before March 2026. I will improve my knowledge on what procedures require written consent and which can use applied consent.	https://policy.nshealth.ca/Site_Published/Provincial/document_render.aspx?documentRender.IdType=6&documentRender.GenericField=&documentRender.Id=111065
CSC 4. Maintain personal wellness consistent with the needs of practice Domain: Professionalism	I will review an article on ways to release stress from my life and be more effective in my professional life. I will read the article before June 2026.I will apply the information to my current work life schedule and alleviate some stress.	https://www.ccohs.ca/oshanswers/psychosocial/worklife_balance.html
CSC 5. Treat others respectfully Domain: Collaboration	I will complete an online course on cultural competence before December 2026. I will apply my learning to help to understand the significance of personal bias which may affect my practice.	https://www.coursera.org/learn/indigenous-canada/paidmedia?utm_medium=sem&utm_source=gg&utm_campaign=b2c_namer_indigenous-canada_ualberta_ftcof_learn_px_dr_bau_gg_sem_pr-bd_us-ca_en_m_hyb_21-06_x&campaignid=13440968592&adgroupid=130160700424&device=c&keyword=indigenous canada university of alberta&matchtype=b&network=g&devicemodel=&creativeid=526589477720&assetgroupid=&targetid=kwd-1152097850088&extensionid=&placement=&gad_source=1&gad_campaignid=13440968592&gbraid=0AAAADdKX6Z6Cu38xNke0DAc0JkoQWcpT&gclid=Cj0KCQiAhtvMBhDBARIsAL26pjEkYULX2i5zYj1ePA4N4mcvX2buXTQRwrrRUdpXwsgbUkt6JRaBzlcaAvX4EALw_wcB

Section 2: Sample goals for Medical Laboratory Technologists

Career Span Competence	Goal	Resource
CSC 6. Interact with other professionals effectively Domain: Collaboration	I will actively pursue opportunities to work on professional committees with my colleagues. I will join one professional committee of the NSRMLS before September 2026. I will use this opportunity to develop relationships to improve the profession of Medical Lab Science in Nova Scotia. My role on the committee aim to improve safe practice in Nova Scotia.	https://www.thebalancemoney.com/collaboration-skills-with-examples-2059686
CSC 7. Comply with legal requirements Domain: Professionalism	I will review the RHPA act, Medical Laboratory Science specific Regulations and the NSRMLS bylaws. This will increase my knowledge of the legal requirements and I will follow these legal requirements in my practice. I will read the documents before May 2026.	As per website NSRMLS
CSC 8. Practice within areas of professional knowledge and skills Domain : Best Practice	I am moving to an new department and will be participating in departmental training. I will work to improve my skills and knowledge on performing differentials and will review cellavision library cells and complete all required learning. I will complete my training before I work independently, my training will take 2 months and be completed by July 2026.	On the job training records and Cell Atlas app on my phone
CSC 9. Apply profession-specific knowledge and skills Domain : Best Practice	I will attend the Blood Matters conference in November 2026. This conference will provide up to date information in the area of Transfusion Medicine. One scheduled lecture is around the use of whole blood products in mass transfusion situations. I will use this information to collaborate with the blood coordinating team to improve safe practice in my work.	Attendance certificate or url for online meeting attendance
CSC 10. Maintain a safe work environment Domain : Best Practice	I participate in workplace inspections and document all deficiencies I find. I report the findings to my supervisor. I will complete one workplace inspection each month for my department.	Could provide a copy of an inspection document (no workplace information) and attendance at safety meetings.

Section 2: Sample goals for Medical Laboratory Technologists

Career Span Competence	Goal	Resource
CSC 11. Maintain comprehensive documents/records Domain: Best Practice	I completed training on the OPOR laboratory modules to ensure I am ready when the new program is live in June 2026. I will use this knowledge to ensure I have completed all laboratory reports as per the work place procedures and policies.	Attendance certificates for OPOR training
CSC 12. Manage time and resources effectively Domain: Professionalism	I will manage my time effectively to ensure I meet the recommended turnaround time for client testing. I will review the TED Talk titled "All it takes is 10 mindful minutes." I will also review my turnaround time for testing during my last five shifts to determine if I am meeting reporting requirements and to resolve unacceptable results by implementing new organizational strategies. Finally, I will remeasure my turnaround time to assess the effectiveness of my improvements.	Ted Talk " All it takes is 10 mindful minutes"
CSC 13. Practice in a manner consistent with current developments in or relevant to the profession. Domain : Best Practice	I will take one course on Artificial intelligence to understand how it can be used to improve outcomes for clients. I will take this course before June 2027.	Attendance certificate for NSRMLS talk on AI.
CSC 14. Use and evidence-informed approach in your work. Domain : Best Practice	I will complete one review of a lab error or near miss that I have knowledge off. I will use a quality system approach to understand the error. I will evaluate the standard operating procedures that should have been followed and recommend improvements to my supervisor. The is help me understand my mistake and help to prevent it from reoccurring. I will complete this review before January 2027.	Provide a copy of the lab error and steps taken to evaluate and how to prevent in the future.
CSC 15. Practice in a self-reflective manner Domain: Professionalism	After self reflection I identified that I would like to be able to work in the microbiology department. I will secure a position in the department within 2 years. I will need to complete a re-entry to practice course to be able to meet the licensing requirements for moving to a department I have not practiced in for greater than 5 years. I will complete a course to give me the knowledge required to apply for the position.	https://www.sait.ca/continuing-education/courses-and-certificates/courses/clinical-microbiology

Section 3: Sample goals for CLXT

Career Span Competence	Goal	Resource
CSC 1. Act with professional integrity Domain: Professionalism	I will review the NSRMLS code of Ethics learn the expectations of what professional integrity require. I will review my practice to confirm that I am following ethical practices in my day to day work. I will complete the review of my practice on June 30, 2026.	NSRMLS code of ethics
CSC 2. Communicate Effectively Domain: Collaboration	I will review one article on communicating effectively before June 2026. I would like to learn more about understanding nonverbal cues and body language.	https://healthcarecommunicationmatters.co.uk/articles/non-verbal-communication/
CSC 3. Function in a client-centred manner Domain: Collaboration	I will review the article Eight Principles of client centred care and I will apply the 8 principles during my interactions with clients and their families. I will complete this by June 2026	https://www.oneviewhealthcare.com/blog/the-eight-principles-of-client-centered-care/
CSC 4. Maintain personal wellness consistent with the needs of practice Domain: Professionalism	I will review an article on ways to release stress from my life and be more effective in my professional life. I will read the article before June 2026.I will apply the information to my current work life schedule and alleviate some stress.	https://www.ccohs.ca/oshanswers/psychosocial/worklife_balance.html
CSC 5. Treat others respectfully Domain: Collaboration	I will complete the online learning in the Creating a Respectful workplace culture series from the Canada Safety Training. I will apply the information to my day to day interactions with others at work and improve how I demonstrate respect. I will complete the training and application by June 2026.	https://www.canadasafetytraining.com/Safety_Blog/tips-for-creating-a-respectful-workplace-culture.aspx

Section 3: Sample goals for CLXT

Career Span Competence	Goal	Resource
CSC 6. Interact with other professionals effectively Domain: Collaboration	I will actively pursue opportunities to work on professional committees with my colleagues. I will join one professional committee of the NSRMLS before September 2026. I will use this opportunity to develop relationships to improve profession of Medical Lab Science in Nova Scotia. My role on the committee with improve safe practice in Nova Scotia.	https://www.thebalancemoney.com/collaboration-skills-with-examples-2059686
CSC 7. Comply with legal requirements Domain: Professionalism	I will review the RHPA act, Medical Laboratory Science specific Regulations and the NSRMLS bylaws. This is increase my knowledge of legal requirements and I will follow these legal requirements in my practice. I will read the documents before May 2026.	As per website NSRMLS
CSC 8. Practice within areas of professional knowledge and skills Domain : Best Practice	I will take the course Electrocardiography from NAIT to refresh my skills in ECG prior to beginning practising in this area on February 1 2027.	https://www.nait.ca/nait/continuing-education/courses/melt502-electrocardiography-(homestudy)
CSC 9. Apply profession-specific knowledge and skills Domain : Best Practice	I will complete and pass the course General laboratory practice from NAIT to update my knowledge in lab practice prior to beginning work as a CLXT with NS Health in February 2027,	https://www.nait.ca/nait/continuing-education/courses/melt523-general-laboratory-practices
CSC 10. Maintain a safe work environment Domain : Best Practice	I participate in workplace inspections and document all deficiencies I find. I report the findings to my supervisor. I will complete one workplace inspection each month for my department.	Provide a copy of an inspection document (no workplace information) and attendance at safety meetings.
CSC 11. Maintain comprehensive documents/records Domain: Best Practice	I will complete the required training for using the new computer system to ensure I am able to accurately report results for my clients. I will complete this training prior to go live in September 2026.	Workplace training

Section 3: Sample goals for CLXT

Career Span Competence	Goal	Resource
CSC 12. Manage time and resources effectively Domain: Professionalism	I will review the linked in article 5 Ps of time management. I will apply the 5Ps to my daily work and review if there is improvement after one week. I will begin the 5 P usage on May 1st and complete the review for improvement on May 10th. I will add a list of items I improved in my PD review.	https://www.linkedin.com/pulse/5-ps-time-management-hellen-m-ndirangu-xsr7f/
CSC 13. Practice in a manner consistent with current developments in or relevant to the profession. Domain : Best Practice	I will attend an lecture covering developments in the area of practice I am working in. I will attend one lecture on phlebotomy practices. I will apply the learning to my daily work. I will attend a lecture before June 2026.	Lectures are available from various resources. These may be provided by CSMLS or other providers.
CSC 14. Use and evidence-informed approach in your work. Domain : Best Practice	I will watch the you tube video *Evidence-Based Decision Making: Leveraging Better Information and Techniques for Product Discovery*. I will apply this information to decision making in my work place to make decisions by evidence not by a gut feeling. I will use this to make a decision by September 2026.	https://www.youtube.com/watch?v=0VYJzkZHXzU or https://www.youtube.com/watch?v=wKJPzHCLkTU and review https://vetoviolence.cdc.gov/apps/evidence/docs/EBDM_82412.pdf
CSC 15. Practice in a self-reflective manner Domain: Professionalism	I will complete a review of my practice in Lab and Xray and identify gaps in my knowledge and skills. I will update my training and education in areas where I see gaps and notify my manager of the gaps I have identified. I will notify my manager by June 30 2026 of required training.	Provide a copy of the gap analysis

Section 4: Sample goals for Genetics Technologists

Career Span Competence	Goal	Resource
CSC 1. Act with professional integrity Domain: Professionalism	I will review the NSRMLS position statement Sexual Abuse and Sexual Misconduct Standards before March 2026. I will review the information and evaluate my practice to ensure I am practicing in a respectful manner.	https://nsrmls.ca/images/Policies/PST001v1_SexualMisconductAbuse_StandardsFinal_signed.pdf
CSC 2. Communicate Effectively Domain: Collaboration	I will watch the Video Customer Connections- Answering Phone Calls . I will apply the learnings to ensure that I am handling client phone calls in a professional manner. I will listen to the caller, speak clearly and handle the call so that the person calling feels heard and understood. I will review the video and apply the learning by June 2026.	https://www.youtube.com/watch?v=R7jD5_lhD4M
CSC 3. Function in a client-centred manner Domain: Collaboration	I want to learn more about how my work supports client centred care. I will read the article of genetic testing and client centred care. I will write an essay on how I can apply the article to my practice by June 2026.	https://www.alexrowanfoundation.org/news/genetic-testing-and-client-centered-care/
CSC 4. Maintain personal wellness consistent with the needs of practice Domain: Professionalism	I will review an article on ways to release stress from my life and be more effective in my professional life. I will read the article before June 2026.I will apply the information to my current work life schedule and alleviate some stress.	https://www.ccohs.ca/oshanswers/psychosocial/worklife_balance.html
CSC 5. Treat others respectfully Domain: Collaboration	I will read the article The power of Respect and apply the suggested consideration for how to model a respectful workplace. I will use the active listening to become more respectful in my interactions with others. I will make it a part of my daily practice by June 2026.	https://www.ccl.org/articles/leading-effectively-articles/the-power-of-respect/

Section 4: Sample goals for Genetics Technologists

CSC 6. Interact with other professionals effectively Domain: Collaboration	I will actively pursue opportunities to work on professional committees with my colleagues. I will join one professional committee of the NSRMLS before September 2026. I will use this opportunity to develop relationships to improve profession of Medical Lab Science in Nova Scotia. My role on the committee with improve safe practice in Nova Scotia.	https://www.thebalancemoney.com/collaboration-skills-with-examples-2059686
CSC 7. Comply with legal requirements Domain: Professionalism	I will review the NSRMLS Jurisprudence Handbook and apply it to my practice as a Med Lab Professional. I will complete the review by June 2026.	Provide a list of changes made.
CSC 8. Practice within areas of professional knowledge and skills Domain:Best Practice	I will review articles on best practice in genetic testing for updates in best practice since I completed my education. I will attend a lunch and learn to support my updating of my skills. I will do this before September 2026.	Provide an overview of the lunch and learn along with date and time.
CSC 9. Apply profession-specific knowledge and skills Domain: Best Practice	I will watch one Labroots presentation to understand new developments in DNA testing and oncology treatment. This will expand my knowledge in the area of treatment to see how my work is applied in client care. I will watch the video on May 1 2026	https://event.chati.com/VE/Event/HomePageDisplay
CSC 10. Maintain a safe work environment Domain: Best Practice	I will complete the LMS training on Phishing. I will apply the suggested mechanisms for protecting the IT system and reporting Phishing concerns. I will complete this before May 2026. LMS or training offered by workplace on preventing phishing and maintaining cyber security.	LMS or training offered by workplace on preventing phishing and maintaining cyber security. Discuss what you learned.
CSC 11. Maintain comprehensive documents/records Domain: Best Practice	I will complete the required training for using the new computer system to ensure I am able to accurately report results for my cases. I will complete this training prior to go live in September 2026.	Training offered by workplace

Section 4: Sample goals for Genetics Technologists

CSC 12. Manage time and resources effectively Domain : Professionalism	I will manage my time effectively to ensure I achieve recommended turn around time for client testing. I will watch the ted talk " All it take is 10 mindful minutes". I will review my turn around time for testing during my last 5 shifts to understand if I am meeting reporting requirements and try to resolve unacceptable results by trying new organizational strategies. I will remeasure my turn around time to understand if my improvements worked.	Ted Talk " All it takes is 10 mindful minutes"
CSC 13. Practice in a manner consistent with current developments in or relevant to the profession. Domain:Best Practice	I will listen to a podcast on a disease that is not common. This will expand my understanding of how the physician will determine the appropriate test to order and diagnosis and how my work will support the diagnosis. The pod cast reflects on various uncommon disease states. I will listen to the pod cast before June 2026.	National Society of Genetic Counselors (NSGC) - Podcast series
CSC 14. Use and evidence-informed approach in your work. Domain: Best Practice	I will review CLSI documents on Fluorescence in Situ Hybridization to ensure that I am applying best practices. I will apply the information to improve my daily practice. I will complete the document review by July 2026.	The CCMG endorses the MM07-A2 Clinical and Laboratory Standards Institute (CLSI)'s Fluorescence In Situ Hybridization Methods for Clinical laboratories; Approved Guidelines – Second Edition.
CSC 15. Practice in a self-reflective manner Domain : Professionalism	I will review the information from my CSC self assessment and I will compare to the standards of practice to determine how I add to client safety during my day to day practice. I will focus on applying the maintenance of confidentiality to support client care. I will review the std of p before Aug 1 2026.	NSRMLS Standards of Practice - to be released in Spring 2026

Section 5: Sample goals for Diagnostic Cytology Technologist

Career Span Competence	Goal	Resource
CSC 1. Act with professional integrity Domain: Professionalism	I will review the article available in Resources on workplace integrity, I will apply these principle to my practice to ensure I am practicing in a manner that supports professional integrity in my interactions with others within the next 3 months.	https://www.indeed.com/career-advice/career-development/workplace-integrity
CSC 2. Communicate Effectively Domain: Collaboration	I will watch the Video Customer Connections- Answering Phone Calls . I will apply the learnings to ensure that I am handling client phone calls in a professional manner. I will listen to the caller, speak clearly and handle the call so that the person calling feels heard and understood. I will review the video and apply the learning by June 2026.	https://www.youtube.com/watch?v=T8pX4cErJ-E
CSC 3. Function in a client-centred manner Domain: Collaboration	I will research best practice for turn around time for various cytology procedures and review my department turn around times against the standards. I will work with my leadership to improve results if necessary. Meeting best practice for result turn around times will be client centred and improve client care. I will complete this project before August 1st 2026.	Use data from workplace - obtain permission from supervisor before doing the review.
CSC 4. Maintain personal wellness consistent with the needs of practice Domain: Professionalism	I will review an article on ways to release stress from my life and be more effective in my professional life. I will read the article before June 2026.I will apply the information to my current work life schedule and alleviate some stress.	https://www.ccohs.ca/oshanswers/psychosocial/worklife_balance.html
CSC 5. Treat others respectfully Domain Collaboration	I will read the article The power of Respect and apply the suggested consideration for how to model a respectful workplace. I will use the active listening to become more respectful in my interactions with others. I will make it a part of my daily practice by June 2026.	https://www.ccl.org/articles/leading-effectively-articles/the-power-of-respect/

Section 5: Sample goals for Diagnostic Cytology Technologist

CSC 6. Interact with other professionals effectively Domain: Collaboration	I will actively pursue opportunities to work on professional committees with my colleagues. I will join one professional committee of the NSRMLS before September 2026. I will use this opportunity to develop relationships to improve profession of Medical Lab Science in Nova Scotia. My role on the committee with improve safe practice in Nova Scotia.	https://www.thebalancemoney.com/collaboration-skills-with-examples-2059686
CSC 7. Comply with legal requirements Domain: Professionalism	I will review the RHPA to understand the new act that applies to the Medical Laboratory Profession. I will ensure that I am meeting the requirements of the RHPA prior to submitting my license renewal in September 2026.	https://nslegislature.ca/sites/default/files/legc/statutes/regulated health professions.pdf?TSPD_101_R0=08b556e50dab2000e56ae34eed971f59f1822020e5c371f8494587d76e91ccb59cbfbc881b07f7130817c41b441430001547c666b472fa32aec0572d6db4d1b7b35630a436b0b53e49ff7936e9108c1d0e38643c68180e5fb86009c834caa23d
CSC 8. Practice within areas of professional knowledge and skills Domain : Best Practice	My workplace is purchasing new technology for the cytology department. I will participate in the vendor training prior to beginning to report results on my own. I will complete the online training modules to prepare for the hands on training before the in lab learning on July 1 2026.	https://digitalcytologyeducation.com/ This is an example of a company website, relevant training that is offered by vendors should be completed as appropriate to your workplace.
CSC 9. Apply profession-specific knowledge and skills Domain: Best Practice	I will read two articles about the use of AI technology in Cytology screening before July 2026. I will explore how AI technology can assist in diagnosis and may provide incorrect outcomes.	https://pmc.ncbi.nlm.nih.gov/articles/PMC12292208/ https://gocm.bmj.com/content/5/3/e000304
CSC 10. Maintain a safe work environment Domain: Best Practice	I will review the guideline CANADIAN SOCIETY OF CYTOPATHOLOGY GUIDELINES FOR PRACTICE & QUALITY ASSURANCE IN CYTOPATHOLOGY before December 31st and I will confirm that I am applying all the guidelines to my day to day work .	https://cytopathology.ca/wp-content/uploads/2019/04/CSC-cyto_guidelines-final-2019.-docx.pdf

Section 5: Sample goals for Diagnostic Cytology Technologist

CSC 11. Maintain comprehensive documents/ records Domain: Best Practice	I will complete the required training for using the new computer system to ensure I am able to accurately report results for my cases. I will complete this training prior to go live in September 2026.	Training offered by workplace
CSC 12. Manage time and resources effectively Domain : Professionalism	I will review the Canadian Society of Cytopatholy guidelines to ensure that I am not reading more slides per 24 hours than is recommended. I will apply the guideline to ensure I am working effectively but not risking quality. I will complete this review before December 31, 2026.	https://cytopathology.ca/wp-content/uploads/2019/04/CSC-cyto_guidelines-final-2019.-docx.pdf
CSC 13. Practice in a manner consistent with current developments in or relevant to the profession. Domain:Best Practice	I will watch a webinar on HPV and the 2025 Update from Australia before the end of May 2026. This will help inform my practice on the updates in the importance of HPV as a disease.	https://www.youtube.com/watch?v=Cu5qk7w6ok0
CSC 14. Use and evidence-informed approach in your work. Domain: Best Practice	I will review the guideline CANADIAN SOCIETY OF CYTOPATHOLOGY GUIDELINES FOR PRACTICE & QUALITY ASSURANCE IN CYTOPATHOLOGY before December 31st and I will confirm that I am applying all the guidelines to my day to day work .	https://cytopathology.ca/wp-content/uploads/2019/04/CSC-cyto_guidelines-final-2019.-docx.pdf
CSC 15. Practice in a self-reflective manner Domain : Professionalism	I will review 2 cases within the next 6 months with my supervisor or pathologist to identify opportunities for improvement. I will apply suggestions for continuing education or areas of growth.	Provide a copy of the review outcomes and suggested. Improvements.

Approved date:	2026- June - 4
Effective Date:	2026-June-4
Approver:	Signature: Date:
Next review date: (3 Years)	2029-June -4

Change History

Date:	Version #	Change Summary
June 2026	1	Initial version