

Documentation Guidelines for Learning Activities

Learning Activities must be applicable to current or anticipated area of practice.

Dedicated hours refers to the time (in hours) of instruction, participation, review, learning, etc. necessary for an individual to complete a learning activity. This does not reflect the hours the new learning has been applied to professional practice. All learning is individualized and the number of hours to complete a learning activity for a specific Learning Objective will vary between individuals.

Learning Activity	Information to Record on Activity Log
Course - Formal (with assignment/exam)	Date(s), title of course, name of provider, and dedicated hours Attachment required: certificate of participation or official transcript
Course - informal (without assignment or exam)	Date(s), title of course, name of provider, and dedicated hours
Case study review	Date(s), name of presenter, topic of review, dedicated hours
Reviewing text books	Date(s), title, pages (if other than entire book), author, dedicated hours
Review literature (scientific journals, newsletters)	Date(s), title of journal/article, author, dedicated hours
Review webinars, PowerPoint, videos	Date(s), title, topic, dedicated hours
Internet research	Date(s), topic of research, listing of websites, dedicated hours
Attend a professional event (conference/convention/annual general meeting/ symposium)	Date(s), name of organization, title of event, dedicated hours Attachment required: official receipt/notice of participation with member name, date(s)
Observation/consultation with expert/peer	Date(s), topic of learning, dedicated hours
Review workplace operating procedure	Date(s), title of procedure read, dedicated hours
Employer mandated in-services (WHMIS, TDG, vendor training)	Date(s), topic of learning, name of presenter/author, dedicated hours
Attend employer endorsed in-service (seminar, workshop)	Date(s), name of presenter, topic, dedicated hours

Learning Activity	Information to Record on Activity Log
Attend medical rounds	Date(s), name of presenter, topic, dedicated hours
Training on specific procedure	Date(s) of training, name of procedure, dedicated hours
Train on equipment/instrumentation	Date(s), name of instrument, topic of training, dedicated hours
Troubleshoot equipment/instrumentation	Date(s), name of instrument, abstract of problem, dedicated hours
Develop and/or revise a program/policy/procedure/process	Date(s) developed or revised, title of program/policy/procedure/ process, dedicated hours
Perform and/or review external/internal proficiency samples	Date(s), test parameter, (e.g. Clinical Chemistry, Coagulation), survey/program provider (e.g. ALQEP, CAP), dedicated hours
Volunteer on professional committees (ACMLT/CSMLS Council/Committee/ Convention members)	Date(s), organization, role, dedicated hours Attachment required: letter from organization outlining nature of the committee, member's role, and date(s) of service
Volunteer on workplace committees (Committees must pertain to patient safety, quality improvement, workplace improvement initiatives, etc.)	Date(s), organization, role, dedicated hours Attachment required: letter from organization outlining nature of the committee, member's role, and date(s) of service
Train/mentor new staff	Date(s) of training/mentoring, topic under discussion, dedicated hours
Student preceptor	Date(s), topic discussed, dedicated hours
Presenting at convention/meeting (paper/poster/lecture)	Date(s), topic, organization, dedicated hours Attachment : letter from organization outlining content, length of presentation time (hours), dates, and name of presenter or copy of program
Be a guest lecturer or presenter	Date(s), topic, organization, dedicated hours Attachment required: copy of program or letter from organization with name of presenter, content, length of teaching time (hours), date(s)
Participation in teleconference/video conferences/webinars	Date(s), title, topic of learning, dedicated hours

Learning Activity	Information to Record on Activity Log
CSMLS examiner	Date(s), discipline, dedicated hours Attachment required: letter from CSMLS documenting member participation, in what capacity, date(s)
Preparing a correspondence course or exam	Date(s), title, organization, dedicated hours Attachment required: copy of course or exam listing author name, date(s), length of exam or lesson (hours)
Curriculum development	Date(s) of preparation, outline/table of contents, name of institution, dedicated hours
Preparing book reviews	Date(s), topic, dedicated hours Attachment required: copy of review with name, date(s)
Scientific editor, advisor, editorial consultant	Date(s), title, organization, dedicated hours Attachment required: copy of page of publication listing editor or advisor name, date(s)
Preparing a scientific or lab related article	Date(s), title, dedicated hours Attachment required: copy of article listing author name, date(s)
Publication of a scientific paper in a recognized journal	Date(s), title, name of publication, dedicated hours Attachment required: copy of publication title page listing author name, date(s)
Focus group participation	Date(s), topic, dedicated hours Attachment required: certificate of participation, with member name, date(s), length of time (hours)
Study groups	Date(s), topic of discussion, dedicated hours
Participation on a case study	Date(s), topic, dedicated hours
Other scenarios not listed	Date(s), topic of learning, dedicated hours