

**PLEASE COMPLETE AND SUBMIT IF YOU HAVE BEEN SELECTED FOR THE MSC AUDIT**

Name: \_\_\_\_\_ Registration Number: 30-0\_\_\_\_\_

Year of Practice: 1<sup>st</sup> January 20\_\_\_\_ to 31<sup>st</sup> December 20\_\_\_\_

Term of employment (if different to above); \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Activities must total a minimum of 8 hours or 16 points within the NZIMLS programme.

Give a brief description of activities undertaken during the last 12 months (January – December) including the date and the time taken. For auditing purposes, records must be kept of the activities claimed. Signed training records, proof of attendance etc. will be acceptable. Performance review records or competency review records should not be submitted for audit purposes. While notes taken during continuing professional development activities are not required, signed proof of attendance must be submitted. If audited you must show the information in the format shown below.

All activities must be relevant to your scope of practise and must be additional to and enhance your normal laboratory practice.

Category	Date	Hours/ Points	Description of Activity
1. In-house seminar, workshop or tutorial			
2. Attendance or participation in a scientific medical meeting			
3. Scientific or other work- related programmes			
4. Technical and work-related reading			
5. Self-assessment – scientific or other work-related programmes			
6. Cultural awareness			
7. Scientific or medical journal publication			
8. Other			
<b>TOTAL HOURS/Points</b>			

Please attach an explanation if the total time spent on professional development activities was less than 8 hours or 16 points.

**Send photocopies of CPD documents only as originals will not be returned.**



Please tick:

\_\_\_\_\_ I understand that if I send original documents they will not be returned.

\_\_\_\_\_ All the information provided is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Medical laboratory technicians applying for an APC, are required to have undertaken at least 8 hours of approved continuing professional development activity within the previous 12 months unless exempted by the Council. The list of approved continuing professional development categories with examples of activities is not intended to be exhaustive and applicants may claim for others.

Category	Description of Activity
1. In-house seminar, workshop or tutorial	<ul style="list-style-type: none"> <li>• New product demonstration</li> <li>• Case study presentation</li> <li>• Journal club presentation</li> <li>• Medical laboratory science tutorial</li> </ul>
2. Attendance or participation in a scientific medical meeting	<ul style="list-style-type: none"> <li>• User-group meetings</li> <li>• Special interest group meetings</li> <li>• Conference</li> <li>• Peer forum</li> <li>• Workshops</li> <li>• Seminars</li> </ul>
3. Scientific or other work-related programmes	<ul style="list-style-type: none"> <li>• Journals</li> <li>• Scientific/technical articles</li> <li>• Web-based articles</li> </ul>
4. Technical and work-related reading	<ul style="list-style-type: none"> <li>• Scientific method development</li> <li>• Attendance at courses on health and safety, quality control, information technology</li> <li>• IANZ auditor</li> </ul>
5. Self-assessment – scientific or other work-related programmes	<ul style="list-style-type: none"> <li>• Completion of hard copy or online programmes</li> </ul>
6. Cultural awareness	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Course attendance to develop skills</li> </ul>
7. Scientific or medical journal publication	<ul style="list-style-type: none"> <li>• Author or co-author</li> <li>• Acknowledgment of contribution to technical expertise</li> </ul>
8. Other	<ul style="list-style-type: none"> <li>• Member of organising committee of medical laboratory science meeting or related user group meeting</li> <li>• Committee member of bodies/associates related to medical laboratory science such as the MSC, NZIMLS, NZ Society of Cytology</li> <li>• Examiner or moderator for medical laboratory science examinations</li> </ul>

*Please note that this does not include the length of time in the profession*