

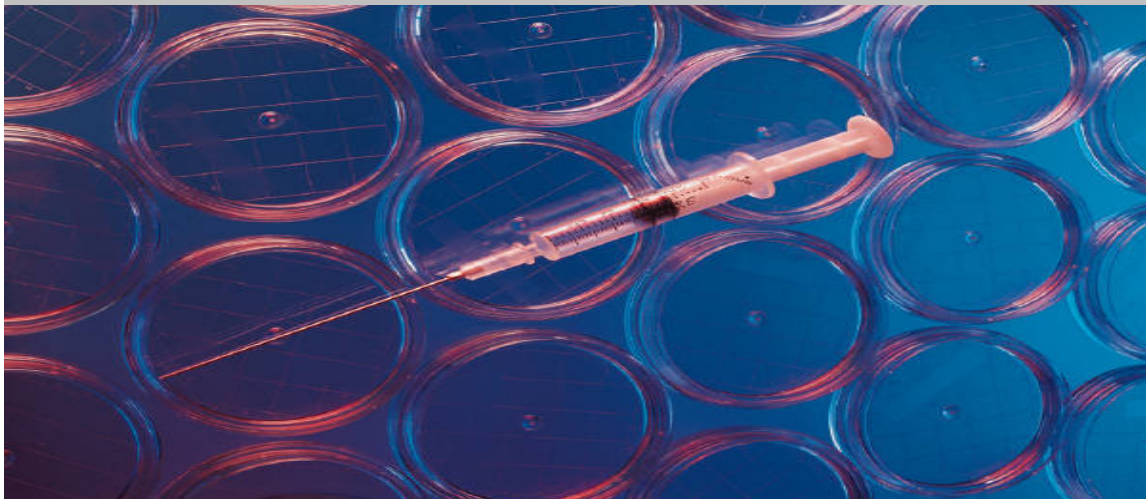


# **MEDICAL LABORATORY SCIENCE BOARD**

TE POARI MĀTAI ORANGA

## **STRATEGIC DIRECTIONS**

### **2010 - 2013**



**Ensuring the people of New Zealand receive effective and safe services from competent medical laboratory scientists and technicians**

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## INTRODUCTION

The Medical Laboratory Science Board (the Board) is one of sixteen New Zealand health registration authorities appointed by the Minister of Health under the Health Practitioners Competence Assurance Act 2003 (the Act). The Board is responsible for the administration of the Act in regard to the profession of medical laboratory science.

The primary responsibility of the Board is to protect the health and safety of the New Zealand public by ensuring practitioners registered in the profession of medical laboratory science are competent and fit to practice.

This strategic plan focuses on those strategic goals and strategies that the Medical Laboratory Science Board will undertake over the next three years to fulfil its responsibilities under the Health Practitioners Competence Assurance Act (2003). It provides the Board with a foundation for looking forward and on which future strategic plans can be built.

## MANAGING THE BOARD'S STRATEGIC PRIORITIES

Having a documented plan outlining the Board's priorities to meet its obligations and responsibilities under the Health Practitioners Competence Assurance Act 2003 is consistent with best business practice principles.

In previous years the Board has developed Annual Business Plans, each one of these being restricted to a 12-month period. At its annual planning day in late 2009, the Board agreed it needed to adopt a longer-term approach to its planning framework. Hence the inaugural publication of this first three-year Strategic Directions planning document for the New Zealand Medical Laboratory Science Board.

This Strategic Directions document recognises the primary relationship and interdependency the Board has with Medical Sciences Secretariat and the Board's partnership relationship with the Medical Radiation Technologists Board.

While the various strategic priorities of the Board have been presented according to a number of distinct categories, many of these priorities are inextricably linked and benefits gained from a particular business initiative may have similar benefits for other strategic priorities.

## TIMEFRAMES

The strategic priorities identified in this document are applicable for the three year period from 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2013.

In its 2009 Annual Business Plan document, the Board stated its intention to trial aligning its business planning cycle to a calendar year framework. However, in hindsight this creates difficulties especially when attempting to align statutory reporting requirements with core planning documents.

Consequently the Board has decided to revert to linking its strategic planning documents to its financial year framework, that is, from 1<sup>st</sup> April in the first calendar year to 31<sup>st</sup> March in the subsequent calendar year.

Sometimes a strategy may be dependent on others being completed before it can be undertaken. Also while a strategy may commence during the period of this particular strategic plan, it may need to extend beyond it.

The strategic priorities identified in this document may change. The Board may need to adjust priorities or the timing of its business priorities in response to emerging issues or changing needs.

## **ANNUAL BUSINESS PRIORITIES**

A schedule is included for those business priorities the Board will work towards achieving during 2010 – 2011.

Identification of these annual business priorities has been undertaken as part of an overall review of the Board's previous strategic and annual business priorities. The Board undertakes an annual stock-take of its achievements for each year and any initiatives that continue to be aligned to the Board's strategic priorities but have not been completed may be carried forward into the next set of annual business initiatives. Likewise, strategic initiatives may be identified as being no longer relevant/appropriate and/or a priority and may be subsequently removed from the list of annual business initiatives.

## **MONITORING and REVIEW**

The Board reviews its progress against this plan at regular intervals throughout each year. A comprehensive review is then undertaken at its annual planning day in November of each year, at which time the Board confirms its strategic priorities for the next three-year period, as well as the associated business initiatives for the next 12-months.

Each year's business priorities are reported against in the relevant Annual Report, providing a formal update of the progress the Board is making with its strategic directions.

## THE BOARD'S ROLE

The Medical Laboratory Science Board has been appointed by the Minister of Health to fulfil its responsibility in ensuring that medical laboratory scientists and technicians are competent and fit to practice, thereby working to protect and promote the health and safety of the New Zealand public.

### KEY FUNCTIONS

In accordance with Section 118 of the Health Practitioners Competence Assurance Act (2003), the Board is responsible for fulfilling a number of functions:

1. To prescribe the qualifications required for scopes of practice within the profession of medical laboratory science, and, for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes.
2. To authorise the registration of medical laboratory scientists and medical laboratory technicians under the Act, and to maintain registers.
3. To consider applications for annual practising certificates.
4. To review and promote the competence of medical laboratory scientists and technicians.
5. To recognise, accredit, and set programmes to ensure the ongoing competence of medical laboratory scientists and technicians.
6. To receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of medical laboratory scientists and medical laboratory technicians.
7. To notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a medical laboratory scientist or technician may pose a risk of harm to the public.
8. To consider the cases of medical laboratory scientists or technicians who may be unable to perform the functions required for the practice of the medical laboratory science profession.
9. To set standards of clinical competence, cultural competence, and ethical conduct to be observed by medical laboratory scientists and medical laboratory technicians.
10. To liaise with other authorities appointed under the Act about matters of common interest.
11. To promote education and training in the profession of medical laboratory science.
12. To promote public awareness of the responsibilities of the Board.

## STRATEGIC DIRECTIONS IN CONTEXT

The work of the Board is very much influenced by the environment within which it operates. This environment is dynamic, which means the Board is affected by ongoing changes including economic, political, social and technological influences.

### ECONOMIC INFLUENCES

- ➔ Health services in New Zealand face an ongoing challenge in trying to bridge the gap between increasing demands on health services and sufficient and affordable resources.
- ➔ The demands on health services are increasing as the average lifespan of the New Zealand population increases.
- ➔ There is an expectation from the government and practitioners for registration authorities to contain the cost of fees. At the same time operational costs are steadily increasing.

### POLITICAL INFLUENCES

- ➔ The Health Practitioners Competence Assurance Act is subject to 4-yearly reviews and future changes to the structure of registration authorities are possible.
- ➔ Changes in government and/or government policy could result in legislative changes or management of legislation.

### SOCIAL INFLUENCES

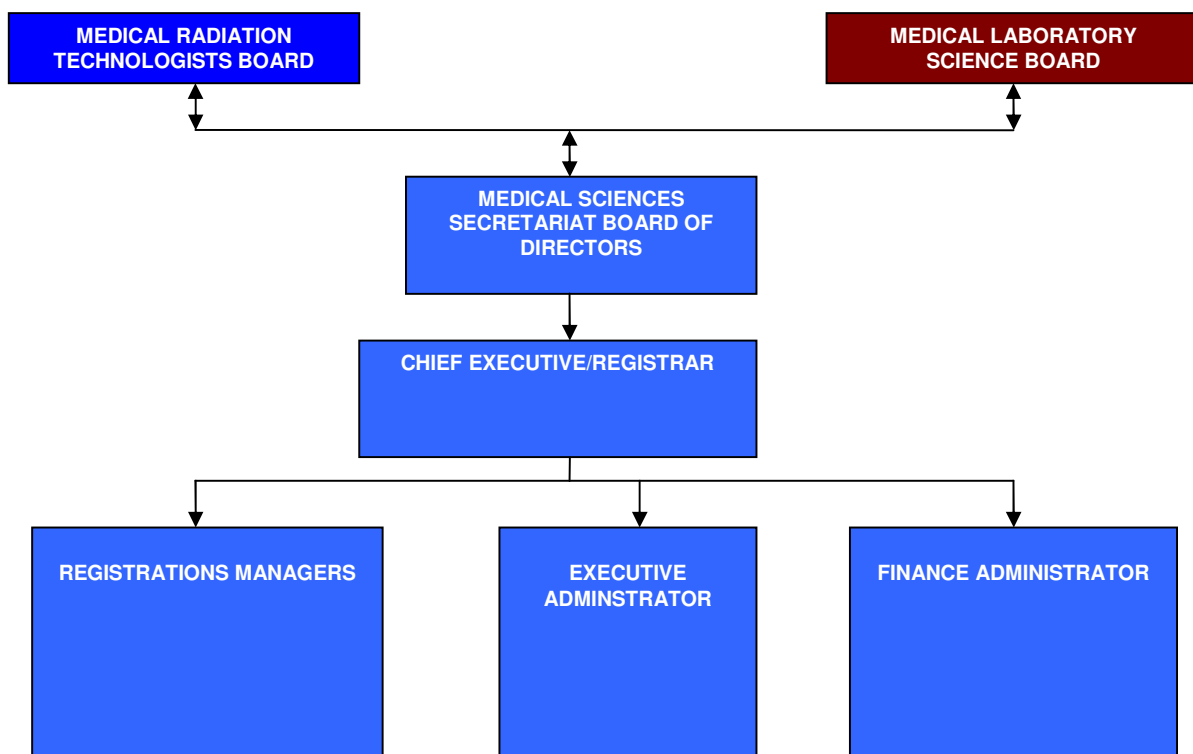
- ➔ There is an ongoing risk of a global influenza pandemic and recent experience demonstrated the high potential for significant increased demand for diagnostic medical laboratory services particularly in the early pandemic phases.
- ➔ Immigration – approximately 50% of all registration applications for medical laboratory scientists/technicians are from persons who come from overseas.
- ➔ There is an ongoing drive throughout the health sector towards the development of illness prevention through various “wellness” programmes and this in turn puts potential pressure on medical laboratory science resources as early diagnoses become increasingly important.

### TECHNOLOGICAL INFLUENCES

- ➔ Technological advances have potential to challenge established scopes of practice within the profession of medical laboratory science.

## ORGANISATIONAL FRAMEWORK

### ORGANISATIONAL STRUCTURE



### THE BOARD

The Minister of Health appoints ten members to the Medical Laboratory Science Board, each member's term of office being for a 3-year period, with an option to apply for appointment. An individual Board member can serve a maximum of three 3-year terms (nine years) with the Medical Laboratory Science Board.

### PARTNERSHIP WITH THE MEDICAL RADIATION TECHNOLOGISTS BOARD

The Board has a close working relationship with the Medical Laboratory Science Board. The two Boards have jointly established a not-for-profit company, Medical Sciences Secretariat, which provides them with business support and policy advice services.

The two Boards are both committed to working together to maximise both operational and governance synergies through this jointly-owned venture.

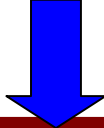
## **MEDICAL SCIENCES SECRETARIAT**

The Secretariat is governed by a 4-member Board of Directors, two of whom represent the Medical Laboratory Science Board with the other two representing the Medical Radiation Technologists Board. Responsibility for all operational aspects of the Secretariat is delegated to a Chief Executive who also fulfils the Registrar function for each of the Boards.

## **PLANNING PROCESSES**

The diagram below illustrates the linkages between governmental goals and the Board's strategic directions which in turn determine the annual business priorities for the Board over successive years. The Strategic Directions documents for both the Medical Laboratory Science Board and the Medical Radiation Technologists Board then provide the basis for the development of those annual business priorities to be undertaken by the Medical Sciences Secretariat staff team.

**GOVERNMENT GOALS**  
HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003

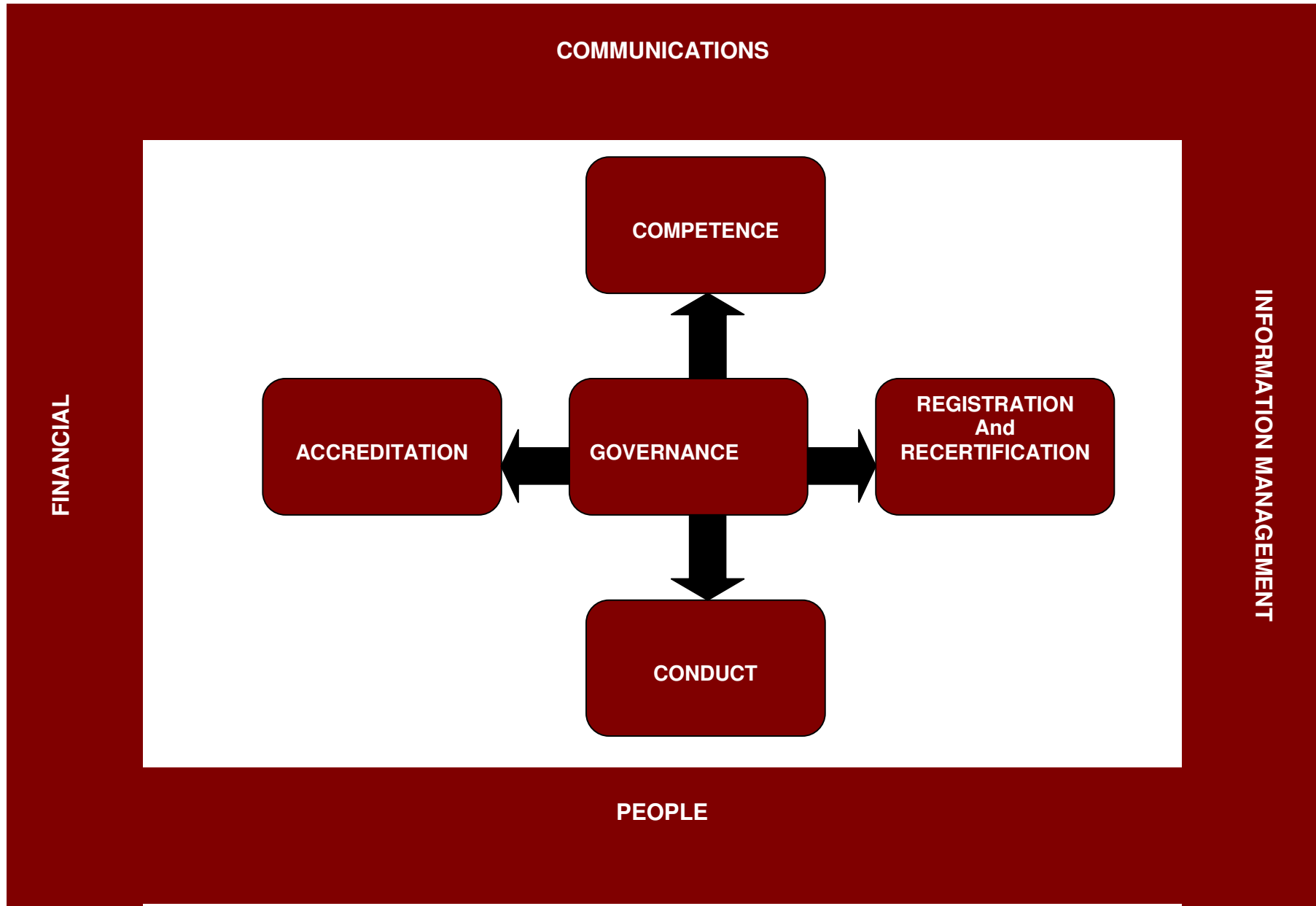


**MEDICAL LABORATORY SCIENCE BOARD:  
ORGANISATIONAL STATEMENTS  
PURPOSE ... DIRECTIONS ... ACHIEVEMENTS**

**STRATEGIC DIRECTIONS 2010 – 2013  
INCLUDING STRATEGIES AND PRIORITIES**



# STRATEGIC DIRECTIONS – AN OVERVIEW



## STRATEGIC DIRECTIONS 2010 – 2013

### GOVERNANCE

#### Strategic Goal 1:

The Board works within a governance framework to fulfill its legislative responsibilities effectively and efficiently.

#### This Will Be Achieved By:

- Providing resources to support Board members to carry out their governance responsibilities competently and with confidence.
- Board decisions based on a consistent and transparent framework.
- Aligning all profession-related considerations and decisions to the Health Practitioners Competence Assurance Act (2003).
- Working within a clearly defined governance-management framework.
- The effective management of risk.

#### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
➤ Tri-annual Board meetings	➤ Tri-annual Board meetings	➤ Tri-annual Board meetings
➤ Annual work-plan for each committee	➤ Annual work-plan for each committee	➤ Annual work-plan for each committee
➤ Annual election of Board officers and committees	➤ Annual election of Board officers and committees	➤ Annual election of Board officers and committees
➤ Buddle Findlay workshops – working within the HPCA Act		
➤ Relevant workshops; seminars; training courses as notified/identified	➤ Relevant workshops; seminars; training courses as notified/identified	➤ Relevant workshops; seminars; training courses as notified/identified
➤ Annual conference of professional bodies e.g. NZIMLS	➤ Annual conference of professional bodies e.g. NZIMLS	➤ Annual conference of professional bodies e.g. NZIMLS
➤ Annual evaluation of Board performance including remedial actions as identified	➤ Annual evaluation of Board performance including remedial actions as identified	➤ Annual evaluation of Board performance including remedial actions as identified
➤ Legislative compliance evaluation	➤ Legislative compliance evaluation	➤ Legislative compliance evaluation
➤ Three-year strategic plan reviewed and annual business priorities agreed	➤ Three-year strategic plan reviewed and annual business priorities agreed	➤ Three-year strategic plan reviewed and annual business priorities agreed

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> <li>➔ Develop a Risk Management Plan</li> <li>➔ Regular review of annual business priorities undertaken at each Board meeting</li> </ul>	<ul style="list-style-type: none"> <li>➔ Review Risk Management Plan</li> <li>➔ Regular review of annual business priorities undertaken at each Board meeting</li> <li>➔ Review all Board policies</li> </ul>	<ul style="list-style-type: none"> <li>➔ Review Risk Management Plan</li> <li>➔ Regular review of annual business priorities undertaken at each Board meeting</li> </ul>

## ACCREDITATION

### Strategic Goal 2:

Qualification programmes align with the Board's Code of Competencies and Standards required for registration in the profession of medical laboratory science thereby ensuring graduates are well prepared to provide quality medical laboratory science services to the public of New Zealand.

### This Will Be Achieved By:

- ➔ The Board approving and monitoring all New Zealand educational providers of qualification programmes for registration as medical laboratory scientists or medical laboratory technicians.
- ➔ Maintaining communications with all approved educational providers to keep them well informed of registration requirements.

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> <li>➔ Revise the accreditation process for BMLS programmes (number of days and personnel required for onsite visits and moderation of courses)</li> </ul>		
<ul style="list-style-type: none"> <li>➔ Undertake a review of the accreditation framework for New Zealand education providers (include consultation with AIMS)</li> <li>➔ Accreditation evaluation of the Bachelor of Medical Laboratory Science offered by the University of Otago</li> <li>➔ Develop database for assessment of overseas qualifications</li> <li>➔ Review the framework for the Graduate Diploma in Science Path to Registration</li> <li>➔ Undertake further research into the issues associated with clinical placements for 4<sup>th</sup> year students of the Bachelor of Medical Laboratory Science degree programme</li> </ul>		<ul style="list-style-type: none"> <li>➔ Accreditation evaluation of the Bachelor of Medical Laboratory Science offered by Massey University</li> </ul>

## REGISTRATION and RECERTIFICATION

### Strategic Goal 3:

Registration and recertification processes comply with legislative requirements and are managed within organisational policy guidelines.

### This Will Be Achieved By:

- Employing registration processes are equitable, fair and appropriate, and do not create barriers to registration for competent medical laboratory scientists and technicians.
- Employing timely and legislatively-compliant recertification processes.

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> <li>➤ Finalise the scopes of practice review and communicate results</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Review format of application documents to ensure they contain all required information within an understandable and unambiguous format</li> <li>➤ Process all registration and recertification applications within the timeframes as specified in Board policies</li> <li>➤ Annual recertification audit of medical laboratory technicians</li> <li>➤ Review the framework for the Graduate Diploma in Science Path to Registration</li> </ul>	<ul style="list-style-type: none"> <li>➤ Process all registration and recertification applications within the timeframes as specified in Board policies</li> <li>➤ Annual recertification audit of medical laboratory technicians</li> <li>➤ Recertification audit of medical laboratory technicians managed through MSS including industry expert who is external to the Board</li> <li>➤ Review English language requirements for registration</li> </ul>	<ul style="list-style-type: none"> <li>➤ Process all registration and recertification applications within the timeframes as specified in Board policies</li> <li>➤ Annual recertification audit of medical laboratory technicians</li> <li>➤ Review recertification programme providers</li> </ul>

## COMPETENCE

### Strategic Goal 4:

All medical laboratory scientists and medical laboratory technicians registered with the Medical Laboratory Science Board continue to demonstrate their competence and fitness to practice.

### This Will Be Achieved By:

- Restricting registration to medical laboratory scientists and technicians who are able to demonstrate adequate skills and knowledge to practice in their respective scope of practice within the profession of medical laboratory science.
- Complying with the competence provisions of the Health Practitioners Competence Assurance Act.
- Assisting practitioners with notified health conditions affecting their competence, ensuring they are fit to practice safely.
- Promoting quality medical laboratory science practice through education and lifelong learning.

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
➤ Review the policy framework for cultural competence	➤ Review the Code of Competencies and Standards required for registration in the profession of medical laboratory science	

## COMPLAINTS

### Strategic Goal 5:

The Board is well prepared to manage any complaints, either in regard to a registered medical laboratory scientist or technician, or about a Board decision.

### This Will Be Achieved By:

- Employing complaints processes that are responsive, timely, fair, and transparent.

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
	➤ Review complaints policies and procedures (component of full review of all Board policies)	

## COMMUNICATIONS

### Strategic Goal 6:

The Board promotes understanding amongst the profession and the general public of its role in implementing the intent of the Health Practitioners Competence Assurance Act.

### This Will Be Achieved By:

- Continuously improving the services provided by the staff of Medical Sciences Secretariat.
- Harnessing technology to inform the profession, the public, educational providers, health providers, and other relevant groups.
- Adopting a dynamic approach to communication, adapting the specific media used to best meet the needs of target audiences.

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> <li>➤ Compile and publish bi-annual newsletters to inform practitioners of topical issues and Board activities</li> <li>➤ Further development of the Board's website to enable more interactive features including the ability to renew annual practicing certificates online</li> <li>➤ Compile and publish the 2010 Annual Report</li> <li>➤ Liaison with other registration authorities through the HRANZ Group</li> </ul>	<ul style="list-style-type: none"> <li>➤ Compile and publish bi-annual newsletters to inform practitioners of topical issues and Board activities</li> <li>➤ Review website re-development project</li> <li>➤ Compile and publish the 2011 Annual Report</li> <li>➤ Liaison with other registration authorities through the HRANZ Group</li> </ul>	<ul style="list-style-type: none"> <li>➤ Compile and publish bi-annual newsletters to inform practitioners of topical issues and Board activities</li> <li>➤ Compile and publish the 2012 Annual Report</li> <li>➤ Liaison with other registration authorities through the HRANZ Group</li> </ul>

## INFORMATION MANAGEMENT

### Strategic Goal 7:

The Board manages its information effectively and efficiently thereby enabling Board members to address complex policy issues and operational imperatives in a timely and flexible manner.

### This Will Be Achieved By:

- Using a rich base of data to support a strategic and proactive research and evaluation capability.
- Building technology capability to ensure it is efficient, effective and future-proofed.
- Securely storing all information that is readily accessible across all media formats.

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"><li>➤ Review the reporting capability of the practitioner database (LARA) to better enable comparative and analytical reporting of registrant information</li><li>➤ Complete document control project for both electronic and hard-copy documents</li></ul>		

## FINANCIAL

### Strategic Goal 8:

The financial management environment supports the Board to make the most effective use of its funds to ensure a there is a fair allocation of financial resources to support the Board's strategic priorities.

### This Will Be Achieved By:

- Having documented financial policies and procedures.
- An annual financial planning cycle.
- Regular and ongoing monitoring of the Board's finances.
- Quarterly reporting against annual budgets.
- An annual audit of the Board's financial accounts by an external auditing agency appointed by the Office of the Auditor General.

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> <li>➤ A comprehensive review of all financial policies and procedures is undertaken to ensure alignment with the best practice guidelines of the Office of the Auditor General</li> <li>➤ Annual budget prepared and approved</li> <li>➤ Three-year capital expenditure plan reviewed</li> <li>➤ Quarterly budget reports reviewed</li> <li>➤ External audit of 2010 financial accounts</li> <li>➤ Review accommodation and travel provider to ensure the Board is receiving the best available service</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual budget prepared and approved</li> <li>➤ Three-year capital expenditure plan reviewed</li> <li>➤ Quarterly budget reports reviewed</li> <li>➤ External audit of 2011 financial accounts</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual budget prepared and approved</li> <li>➤ Three-year capital expenditure plan reviewed</li> <li>➤ Quarterly budget reports reviewed</li> <li>➤ External audit of 2012 financial accounts</li> </ul>

## PEOPLE

### Strategic Goal: 9

Operational business support and strategic advice services are undertaken by a team of people who are appropriately skilled and experienced in providing a service delivery framework that is customer focused and quality driven

### Achieved By:

- Providing Medical Sciences Secretariat with sufficient resources to ensure the right people are hired and retained and that capability is developed and built upon

### Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013



# MEDICAL LABORATORY SCIENCE BOARD

TE POARI MĀTAI ORANGA

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## SCHEDULE OF ANNUAL BUSINESS PRIORITIES 2010 - 2011

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F:\WEBSITES\MEDICAL LABORATORY SCIENCE BOARD\PDF FILES\MLS Strategic Directions 2010-2013.doc 4/9/2010

<b>Business Plan Initiative</b>	<b>Feb 10</b>	<b>Mar 10</b>	<b>Apr 10</b>	<b>May 10</b>	<b>Jun 10</b>	<b>Jul 10</b>	<b>Aug 10</b>	<b>Sep 10</b>	<b>Oct 10</b>	<b>Nov 10</b>	<b>Dec 10</b>	<b>Jan 11</b>	<b>Feb 11</b>	<b>Mar 11</b>
<b>GOVERNANCE</b>														
Tri-annual Board meetings		11 <sup>th</sup> 12 <sup>th</sup>								18 <sup>th</sup> 19 <sup>th</sup>				
Annual election of Board officers and committees		Bd. Mtg.												
Annual work-plan for each committee			Com. Con.											
Buddle Findlay Workshops														
Board member training/conferences etc.							NZIMLS							
Develop a Risk Management Plan					Draft									
Annual evaluation of Board performance									Prep	Bd. Mtg.			Result	Follow Up
Legislative compliance evaluation									Prep	Bd. Mtg.				
Review and agree 3-year strategic plan and annual business initiatives									Prep	Plan Day		Draft	Draft	Bd. Mtg.
<b>ACCREDITATION</b>														
Review accreditation framework for NZ education providers							Acc Com	Acc Com	Acc Com	Acc Com	Bd. Mtg.			
Accreditation visit – University of Otago	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Acc. Team						
Develop database for assessment of overseas qualifications									MSS	MSS	Bd. Mtg.			
Further research into clinical placements for 4 <sup>th</sup> BMLS students								MSS	MSS	MSS	Bd. Mtg.			
Revise accreditation process for BMLS (number of days and personnel for onsite visits and moderation of courses)		Acc Com	Acc Com											
<b>REGISTRATION and RECERTIFICATION</b>														
Scopes of practice review finalised and communicated	MSS	Bd. Mtg.	MSS											
Review registration and recertification application forms	Draft	Bd. Mtg.												
Review framework for Graduate Diploma in Science route to registration							Chris	Chris	Chris	Chris	Chris	Chris		
Process all registration and recertification/recertification renewal applications	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS

<b>Business Plan Initiative</b>	<b>Feb 10</b>	<b>Mar 10</b>	<b>Apr 10</b>	<b>May 10</b>	<b>Jun 10</b>	<b>Jul 10</b>	<b>Aug 10</b>	<b>Sep 10</b>	<b>Oct 10</b>	<b>Nov 10</b>	<b>Dec 10</b>	<b>Jan 11</b>	<b>Feb 11</b>	<b>Mar 11</b>
<b>COMPETENCE</b>														
Review policy framework for cultural competence		Comp. Com.	Comp. Com.											
<b>COMPLAINTS</b>														
<b>COMMUNICATIONS</b>														
Bi-annual newsletters to the profession					Chair						Chair			
Further development of the website				MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS
2010 Annual Report								MSS						
Liaison with other registration authorities through the HRANZ Group		Chair					Chair							
<b>INFORMATION MANAGEMENT</b>														
Review reporting capability of the practitioner database (LARA)					MSS	MSS	MSS	Bd. App.						
Complete document control project			MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS
<b>FINANCIAL</b>														
Review of financial policies and processes	MSS	MSS	MSS	Bd. Telec.										
Preparation and approval of annual budget	MSS	Bd. Mtg.											MSS	Bd. Mtg.
3-year capital expenditure plan									MSS	Bd. Mtg.				
Tri-annual budget reports reviewed		Bd. Mtg.				Bd. Mtg.					Bd. Mtg.			Bd. Mtg.
External audit of 2010 financial accounts					MSS	Bd. Mtg.								
Review provider of travel/accommodation arrangements									MSS	Bd. Mtg.				



# **MEDICAL LABORATORY SCIENCE BOARD**

TE POARI MĀTAI ORANGA

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## **ANNUAL BUSINESS INITIATIVES - 2009:**

## **A REVIEW OF THE BOARD'S ACHEIVEMENTS**

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## ANNUAL BUSINESS INITIATIVES 2009: REVIEW OF ACHIEVEMENTS

**Note:** Those business initiatives highlighted in the right-hand columns were not started and/or completed during 2009 and will subsequently be carried forward and included in the business initiatives to be undertaken during 2010-2011.

BUSINESS INITIATIVE	ACHIEVEMENT
<b>GOVERNANCE</b>	
<ul style="list-style-type: none"> <li>➔ Quarterly Board meetings that include reviews of 2009 annual business plan</li> <li>➔ Review orientation programme for incoming Board members</li> <li>➔ Options for an evaluation framework of Board performance</li> <li>➔ Review Board-Staff delegations</li> </ul>	<ul style="list-style-type: none"> <li>➔ All Board meetings held according to annual schedule.</li> <li>➔ While excerpts of the annual business plan were included into meeting agendas as strategies were brought to a point of requiring Board consideration, overall reviews of the annual business plan were not included as a standard meeting agenda item except at the Board's annual planning day</li> <li>➔ A joint orientation programme for incoming members to the Medical Laboratory Science Board and the Medical Radiation Technologists Board has been developed and agreed by each of the Boards. Now awaiting appointment of Board members.</li> <li>➔ An evaluation framework has been agreed and adopted by both Boards. To be implemented in 2010</li> <li>➔ A comprehensive Delegations policy has been developed and agreed by both Boards</li> </ul>
<b>COMPETENCE</b>	
<ul style="list-style-type: none"> <li>➔ Develop set of guidelines for practitioners regarding competence reviews</li> <li>➔ Develop a policy on managing the notification of health issues of individual practitioners</li> <li>➔ Competence audit of medical laboratory technicians</li> <li>➔ Strategies for implementation of cultural competence policy</li> </ul>	<ul style="list-style-type: none"> <li>➔ Policy and procedures document on competence reviews compiled and approved by the Board. Information has been reformatted for publication on the Board's new website which is scheduled to be launched in March 2010</li> <li>➔ Completed and approved by the Board</li> <li>➔ Completed and report forwarded to Board</li> </ul> <div style="background-color: #fce4d6; padding: 5px;"> <ul style="list-style-type: none"> <li>➔ This project did not commence in 2009 due to staffing shortages in the MSS team and a decision to fast-track the development of an integrated policy manual for each of the Boards. The policy manual for the Medical Laboratory Science Board was given priority due to a higher level of potential risk and was finally approved by the Board in November</li> </ul> </div>

BUSINESS INITIATIVE	ACHIEVEMENT
<b>REGISTRATION and RECERTIFICATION</b>	
<ul style="list-style-type: none"> <li>➔ Review the MLSB scopes of practice</li>   <li>➔ Review registration of Bachelor of Science holders as medical laboratory technicians</li>   <li>➔ Review recertification processes in partnership with MRTB</li>   <li>➔ Review registration and recertification information received by the Board</li>   <li>➔ Develop a framework for the management of fraudulent applications</li>   <li>➔ Audit of online register</li> </ul>	<ul style="list-style-type: none"> <li>➔ Consultation document developed and distributed across the medical laboratory science industry. Extension given for practitioners to comment. Collation of feedback is in progress and due for consideration by the Board at its March 2010 meeting</li>   <li>➔ Registration processes were reviewed by the Registration Committee and policy documents subsequently compiled and approved by the Board</li>   <li>➔ While this work was undertaken with each Board committee separately, streamlining of processes across the two Boards was achieved through the participation of the Registration Managers in the review of each Board's processes.</li>   <li>➔ Registration and recertification application forms have been revised for each Board and these will be presented at their respective meetings in March 2010.</li>   <li>➔ This project did not commence in 2009 due to staffing shortages in the MSS team. To be included into the 2010-2011 business initiatives</li>   <li>➔ This was not done in 2009. However at its planning day in November the Board agreed that this has not been an issue of any great significance to date especially because of the experience, expertise and diligence of both Board and MSS personnel</li>   <li>➔ Rather than being a one-off activity, this is actually an ongoing task that occurs throughout the year and is being routinely undertaken.</li> </ul>
<b>COMPLAINTS</b>	
<ul style="list-style-type: none"> <li>➔ Develop a joint complaints policy with MRTB</li> </ul>	<ul style="list-style-type: none"> <li>➔ Completed and approved by MLSB</li> </ul>

## ACCREDITATION

<ul style="list-style-type: none"> <li>➔ Review the Board's accreditation processes including documentation</li> <li>➔ Consult with AIMS re double-accreditation requirements for NZ universities</li> <li>➔ Issues paper re clinical placements of 4<sup>th</sup> years BMLSc students</li> </ul>	<ul style="list-style-type: none"> <li>➔ This project was to be undertaken by the Board's accreditation committee however no progress was made during 2009</li> <li>➔ Not completed</li> <li>➔ A preliminary paper was prepared for the Board's consideration but further work is needed as this is a complex issue that requires further research and analysis.</li> </ul>
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## COMMUNICATION and INFORMATION MANAGEMENT

<ul style="list-style-type: none"> <li>➔ Develop a joint stakeholder communication strategy with MRTB</li> <li>➔ Framework for the management of MLSB policies and procedures</li> <li>➔ Review the Board's website and institute agreed improvements</li> <li>➔ Publication of 2007; 2008; and 2009 Annual reports</li> <li>➔ Timely responses to public/sector consultations</li> </ul>	<ul style="list-style-type: none"> <li>➔ The Board is continually reviewing its communication needs and specific communication initiatives are included in with the annual business priorities rather than having a separate communication strategy document</li> <li>➔ Integrated policy manual developed and approved by the Board. Due for a full review in 2011/2012</li> <li>➔ Progress is well underway of Phase 1 of the re-development of the Board's website with an expected launch date of March 2010. Further re-development work to be undertaken in 2010-2011</li> <li>➔ 2007 and 2008 Annual Reports published and distributed. 2009 Annual Report in progress with publication expected for March/April 2010</li> <li>➔ Ongoing contributions to the Ministry of Health review of the HPCA Act</li> <li>➔ Details of registration processes and associated statistical data provided to MOH as requested. Recent correspondence from the Ministry indicates this will now be an ongoing requirement.</li> <li>➔ Introductory "progress update" letter to the Ministry summarising the business priorities and achievements of both Boards for the previous 18-month period.</li> </ul>
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## FINANCIAL

➔ 2009-2010 budget developed and agreed	➔ Draft budget prepared in time for the Board meeting in March 2009 and approved after a few adjustments
➔ Quarterly financial reports for both the MLSB and MSS	➔ Summary reports of financial performance prepared for each quarterly Board meeting. Board decisions in regard to budgetary/financial matters recorded in Board meeting minutes
➔ Assets Investment Plan developed	➔ Capital expenditure plan approved for 2009/2010