

Professional Development Record Medical Laboratory Technician

**PLEASE COMPLETE AND SUBMIT TO THE BOARD IF YOU HAVE BEEN CALLED FOR A
RECERTIFICATION AUDIT**

Activities must total of minimum of 8 hours. Give a brief description of activities undertaken during the last 12 months (January – December) including the date and 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 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 practice and must be additional to and enhance your normal laboratory practice.

Name:	Registration Number: 03-0.....		
Signature:			
Year of Practice: 1st January 20..... to 31 st December 20.....			
Term of Employment (If different from above): / / to / /			
Category	Date	Hours	Description of Activity
1. In-house seminar, workshop or tutorial			
2. Attendance/participation in a scientific/medical meeting			
3. Scientific or other work-related reading			
4. Technical and work-related professional development			
5. Self-assessment – scientific or other work-related programmes			
6. Cultural awareness			
7. Scientific/medical journal publication			
8. Other			
TOTAL HOURS			

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

Professional Development Activities Medical Laboratory Technician

Medical laboratory technicians applying for an APC from 2009 onwards, are required to have undertaken at least 8 hours of approved professional development activity within the previous 12 months unless exempted by the Board. This list of approved professional development categories with examples of activities is not intended to be exhaustive and applicants may claim for others

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

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