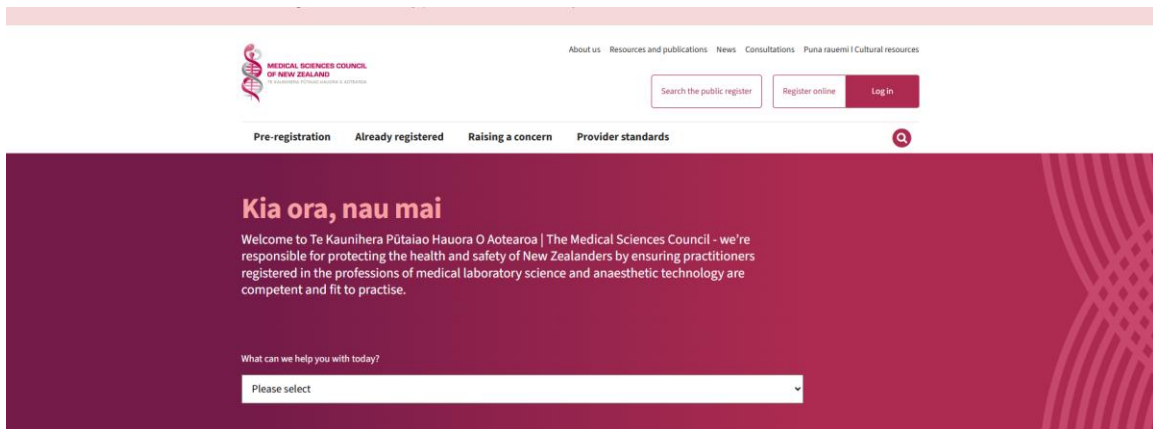


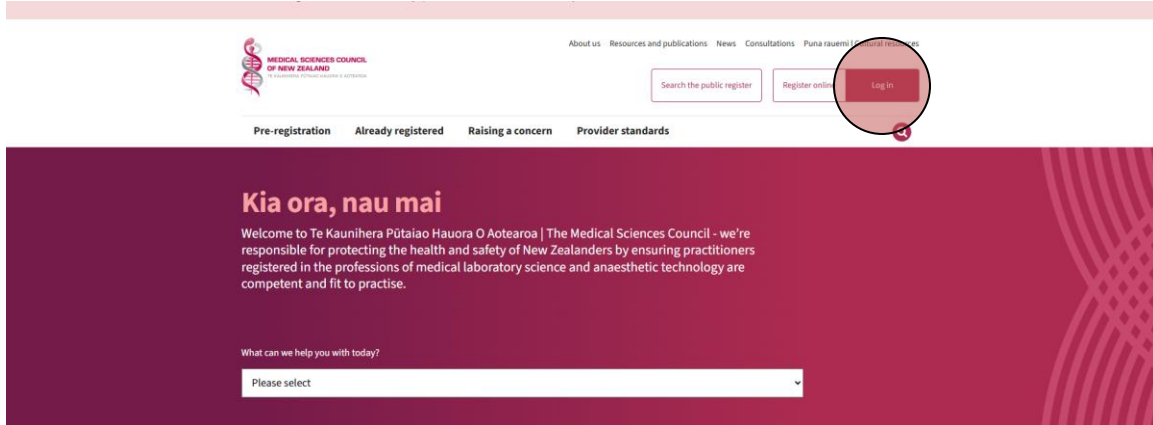
# How to guide: MSC audit submission

1. Go to the Medical Sciences Council (MSC) website <https://www.msccouncil.org.nz/>



The screenshot shows the homepage of the Medical Sciences Council of New Zealand. At the top, there is a navigation menu with links for 'About us', 'Resources and publications', 'News', 'Consultations', and 'Puna rauemi / Cultural resources'. Below the menu is a search bar with the text 'Search the public register' and buttons for 'Register online' and 'Log in'. A secondary navigation bar contains links for 'Pre-registration', 'Already registered', 'Raising a concern', and 'Provider standards', along with a search icon. The main content area features a large red banner with the Māori greeting 'Kia ora, nau mai' and a welcome message: 'Welcome to Te Kaunihera Pūtaiao Hauora O Aotearoa | The Medical Sciences Council - we're responsible for protecting the health and safety of New Zealanders by ensuring practitioners registered in the professions of medical laboratory science and anaesthetic technology are competent and fit to practise.' Below this is a search prompt 'What can we help you with today?' and a dropdown menu with the text 'Please select'.

## 2. Click "Log in"



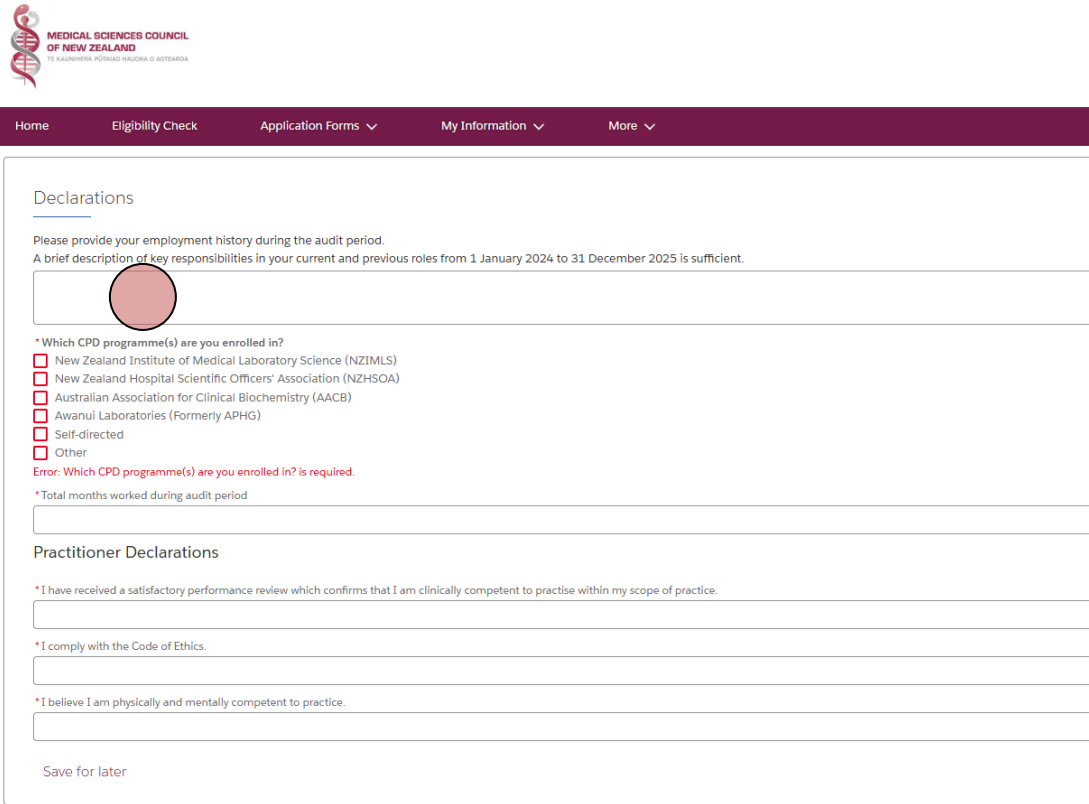
3. Enter your username (email address) and your password. If this is the first time you're logging in to the new practitioner system, you will need to select 'Forgot Password?' to set up a new password.

**For more information on logging in** to the new system - see the news page [here](#).

A screenshot of the login form on the Medical Sciences Council of New Zealand website. The form includes the council's logo and name at the top. Below the logo is the text: "If you do not have a login and wish to apply for registration, please create a profile here." The form consists of two input fields: "Username" and "Password". Below the input fields is a prominent "Log in" button. At the bottom of the form, there is a link for "Forgot Password?" and contact information: "Contact the Council at [msc@medsci.co.nz](mailto:msc@medsci.co.nz) if you have any questions."

4. You can now click on the link in the audit notification email - this should take you to the audit form. If this doesn't work, try to copy and paste the link from the notification email.

5. The link in the notification email should open the audit form - it looks like the image below.



**MEDICAL SCIENCES COUNCIL OF NEW ZEALAND**  
TE Kaitiaki Take Kōwhiri Māori o Aotearoa

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### Declarations

Please provide your employment history during the audit period.  
A brief description of key responsibilities in your current and previous roles from 1 January 2024 to 31 December 2025 is sufficient.

\* Which CPD programme(s) are you enrolled in?

- New Zealand Institute of Medical Laboratory Science (NZIMLS)
- New Zealand Hospital Scientific Officers' Association (NZHSOA)
- Australian Association for Clinical Biochemistry (AACB)
- Awanui Laboratories (Formerly APHG)
- Self-directed
- Other

Error: Which CPD programme(s) are you enrolled in? is required.

\* Total months worked during audit period

### Practitioner Declarations

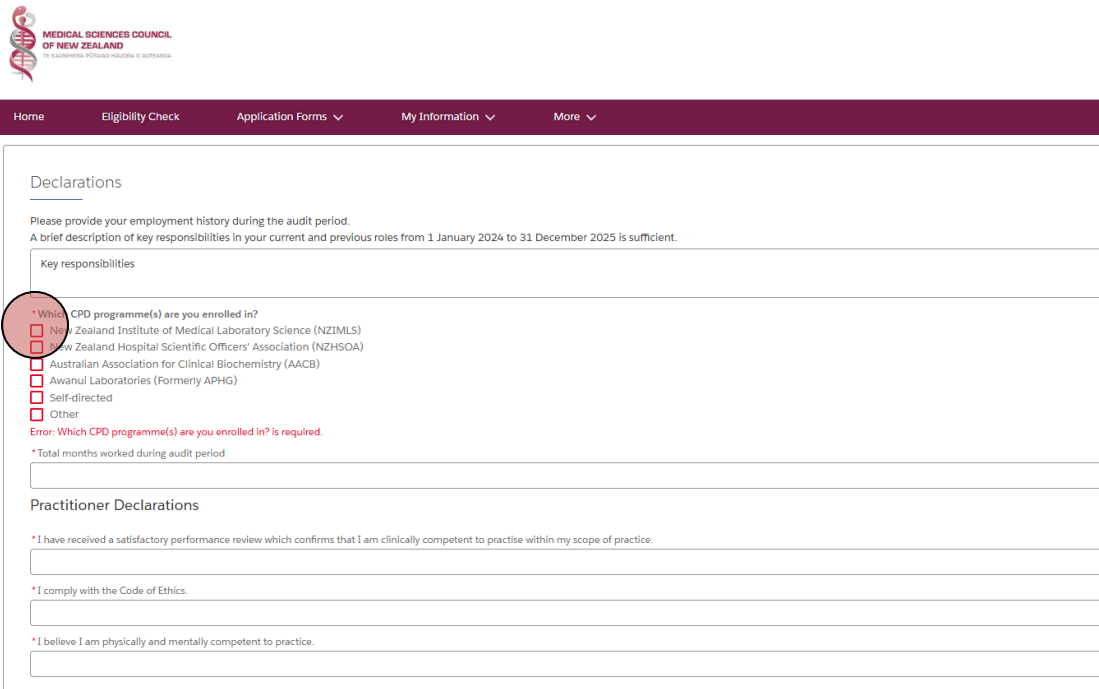
\* I have received a satisfactory performance review which confirms that I am clinically competent to practise within my scope of practice.

\* I comply with the Code of Ethics.

\* I believe I am physically and mentally competent to practice.

Save for later

6. Answer the questions on the declarations page.



**MEDICAL SCIENCES COUNCIL OF NEW ZEALAND**  
TE Kaitiaki Take Kōwhiri Māori o Aotearoa

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### Declarations

Please provide your employment history during the audit period.  
A brief description of key responsibilities in your current and previous roles from 1 January 2024 to 31 December 2025 is sufficient.

Key responsibilities

\* Which CPD programme(s) are you enrolled in?

- New Zealand Institute of Medical Laboratory Science (NZIMLS)
- New Zealand Hospital Scientific Officers' Association (NZHSOA)
- Australian Association for Clinical Biochemistry (AACB)
- Awanui Laboratories (Formerly APHG)
- Self-directed
- Other

Error: Which CPD programme(s) are you enrolled in? is required.

\* Total months worked during audit period

### Practitioner Declarations

\* I have received a satisfactory performance review which confirms that I am clinically competent to practise within my scope of practice.

\* I comply with the Code of Ethics.

\* I believe I am physically and mentally competent to practice.

7. Once you've answered all the questions on this page, click "Next".

**Note:** you can save your progress at any time by clicking "Save for later" in the bottom left. This will provide you with a link - make sure you save the link as you'll need this to return to your audit form.

The screenshot shows a web form with a dark purple header containing navigation links: 'Eligibility Check', 'Application Forms', 'My Information', and 'More'. The main content area is titled 'arations' and includes a text input field for 'provide your employment history during the audit period. description of key responsibilities in your current and previous roles from 1 January 2024 to 31 December 2025 is sufficient.' Below this is a list of CPD programme options: 'w Zealand Institute of Medical Laboratory Science (NZIMLS)', 'w Zealand Hospital Scientific Officers' Association (NZHSOA)', 'stralian Association for Clinical Biochemistry (AACB)', and 'anui Laboratories (Formerly APHG)'. A red text prompt asks 'hich CPD programme(s) are you enrolled in? is required.' and a dropdown menu is labeled 'months worked during audit period'. Further down, there are several declaration checkboxes: 'received a satisfactory performance review which confirms that I am clinically competent to practise within my scope of practice.', 'ply with the Code of Ethics.', and 've I am physically and mentally competent to practice.'. At the bottom left is a 'for later' link, and at the bottom right is a 'Next' button circled in red.

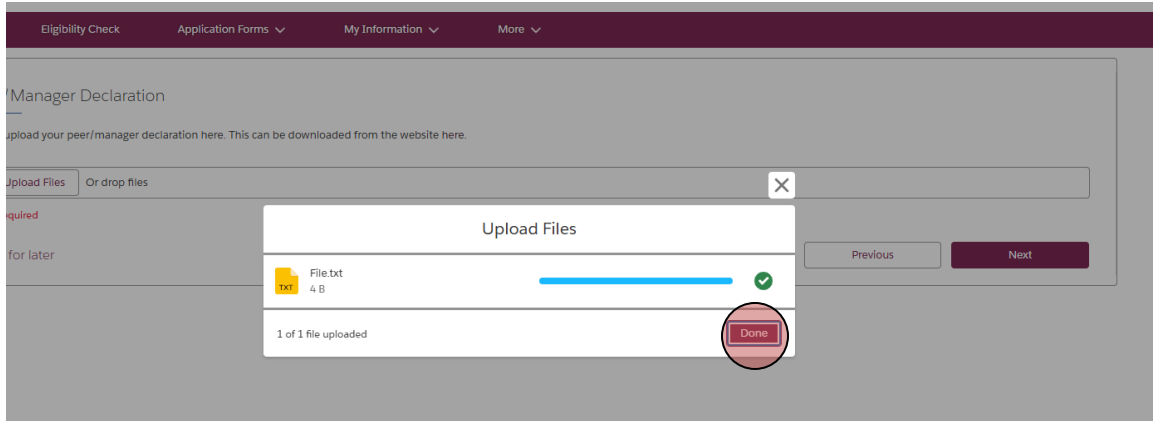
8. On the peer/manager declaration page, you'll need to upload your peer/manager declaration.

**The declaration form can be downloaded** from our [website](#). You'll need to complete the form and save it to your computer. You can then upload the form to this page by selecting 'Upload files'.

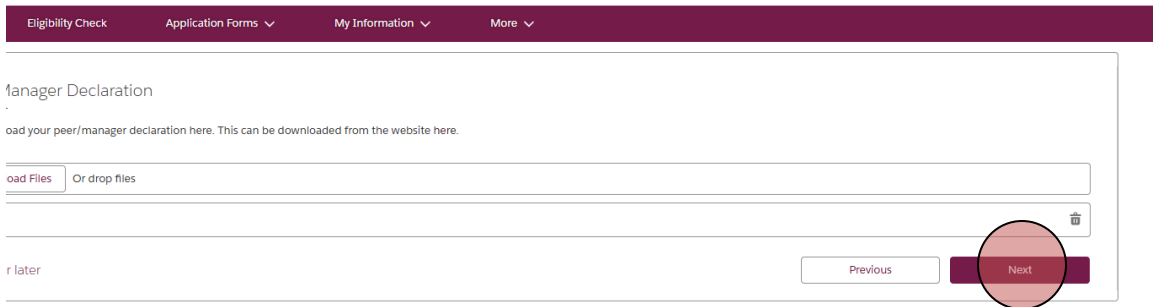


The screenshot shows a web form with a dark purple header containing navigation links: 'Home', 'Eligibility Check', 'Application Forms', 'My Information', and 'More'. The main content area is titled 'Peer/Manager Declaration' and includes the text 'Please upload your peer/manager declaration here. This can be downloaded from the website here.' Below this is a file upload area with a red circle around the 'Upload Files' button and the text 'Or drop files'. At the bottom left is a 'Save for later' link, and at the bottom right are 'Previous' and 'Next' buttons.

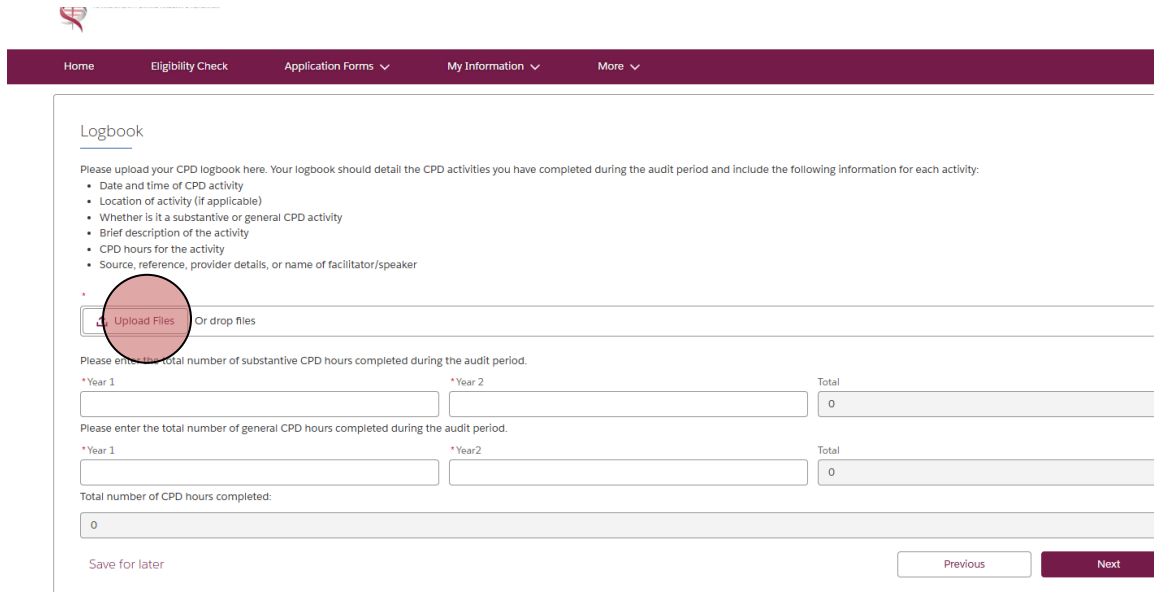
9. Select the correct file and then select 'Done'.



10. Once you've uploaded your declaration form, click "Next"



11. On the logbook page, you'll need to upload a copy of your logbook by clicking "Upload Files".

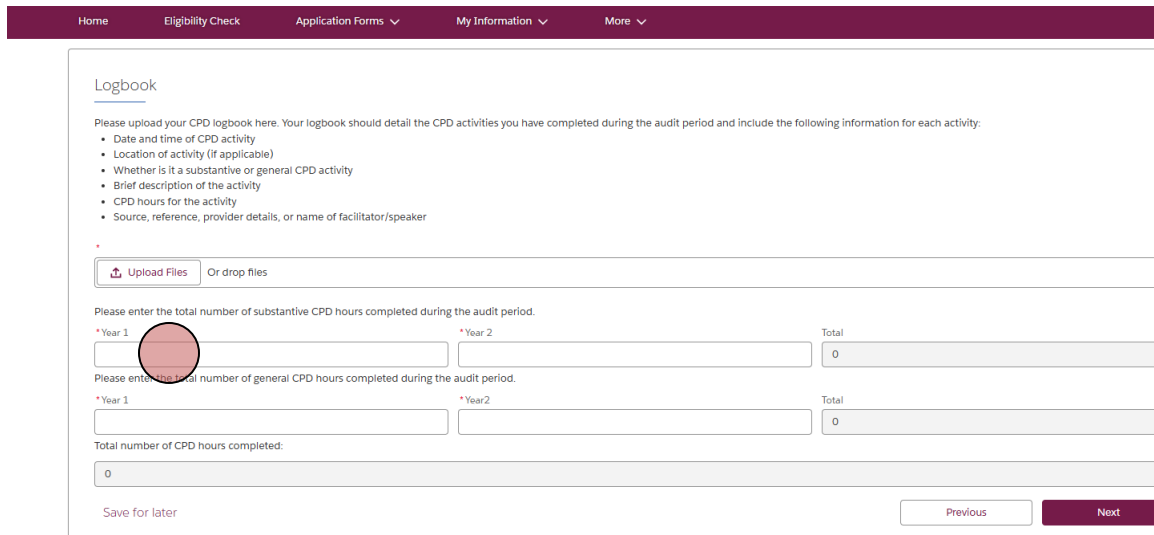


The screenshot shows the 'Logbook' page on a website. At the top, there is a navigation bar with links for Home, Eligibility Check, Application Forms, My Information, and More. Below the navigation bar, the page title is 'Logbook'. The main content area contains instructions: 'Please upload your CPD logbook here. Your logbook should detail the CPD activities you have completed during the audit period and include the following information for each activity:'. A list of requirements follows: Date and time of CPD activity, Location of activity (if applicable), Whether it is a substantive or general CPD activity, Brief description of the activity, CPD hours for the activity, and Source, reference, provider details, or name of facilitator/speaker. Below this list is a file upload section with a red circle around the 'Upload Files' button and the text 'Or drop files'. Underneath, there are two sets of input fields for entering CPD hours. The first set is for 'substantive CPD hours completed during the audit period', with fields for Year 1, Year 2, and a Total field showing 0. The second set is for 'general CPD hours completed during the audit period', also with fields for Year 1, Year 2, and a Total field showing 0. At the bottom, there is a 'Total number of CPD hours completed:' field showing 0, a 'Save for later' link, and 'Previous' and 'Next' buttons.

12. You're then required to enter the number of substantive and general CPD hours you have completed over the biennium.

**Note:** Year one is the first year of the biennium and year two is the second year of the biennium. Refer to your notification email or our website for the biennium dates.

**A biennium is two consecutive years.**



This screenshot is identical to the one above, showing the 'Logbook' page. However, in this version, the 'Upload Files' button is not circled. Instead, the input fields for 'Year 1' and 'Year 2' in both the 'substantive CPD hours' and 'general CPD hours' sections are circled in red. The 'Total' fields for both sections still show 0. The rest of the page, including the navigation bar, instructions, and 'Next' button, remains the same.

### 13. Once you've uploaded your logbook and entered your CPD hours, click "Next"

Eligibility Check Application Forms My Information More

ok

Upload your CPD logbook here. Your logbook should detail the CPD activities you have completed during the audit period and include the following information for each activity:  
- date and time of CPD activity  
- description of activity (if applicable)  
- whether it is a substantive or general CPD activity  
- description of the activity  
- hours for the activity  
- date, reference, provider details, or name of facilitator/speaker

Upload Files Or drop files

Enter the total number of substantive CPD hours completed during the audit period.

*Year 2	Total
<input type="text" value="15"/>	<input type="text" value="25"/>

Enter the total number of general CPD hours completed during the audit period.

*Year 2	Total
<input type="text" value="12"/>	<input type="text" value="22"/>

Number of CPD hours completed:

or later

Previous Next

### 14. On the evidence of CPD activities page, you'll need to upload six pieces of evidence of the CPD you've completed over the relevant biennium (two consecutive years).

Under 'Document Upload 1', select "Upload Files" to upload your first piece of evidence.

Home Eligibility Check Application Forms My Information More

#### Evidence of CPD Activities

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2025. Evidence can be attendance certificates, attendance sheets or links to articles you authored or co-authored. Please do not include copies of presentations or articles (a hyperlink to where this information is will be sufficient). At least four (4) of these documents must be related to substantive CPD activities. At least one (1) document from each year must be provided.

**Document Upload 1**

Upload Files Or drop files

\*Type  Substantive  General \*Year  1  2

**Document Upload 2**

Upload Files Or drop files

\*Type  Substantive  General \*Year  1  2

**Document Upload 3**

Upload Files Or drop files

\*Type  Substantive  General \*Year  1  2

15. For your first piece of evidence (under document upload 1), select if it was a substantive or general CPD activity.

Home Eligibility Check Application Forms My Information More

### Evidence of CPD Activities

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2025. Evidence can be attendance certificates, attendance sheets or links to articles you authored or. Please **do not** include copies of presentations or articles (a hyperlink to where this information is will be sufficient).  
At least four (4) of these documents must be related to substantive CPD activities.  
At least one (1) document from each year must be provided.

**Document Upload 1**

Or drop files

\*Type  Substantive  General \*Year  1  2

**Document Upload 2**

Or drop files

\*Type  Substantive  General \*Year  1  2

**Document Upload 3**

Or drop files

\*Type  Substantive  General \*Year  1  2

16. For your first piece of evidence (under document upload 1), select if the CPD activity was completed in the first or second year of the biennium.

Home Eligibility Check Application Forms My Information More

### Evidence of CPD Activities

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2025. Evidence can be attendance certificates, attendance sheets or links to articles you authored or. Please **do not** include copies of presentations or articles (a hyperlink to where this information is will be sufficient).  
At least four (4) of these documents must be related to substantive CPD activities.  
At least one (1) document from each year must be provided.

**Document Upload 1**

Or drop files

\*Type  Substantive  General \*Year  1  2

**Document Upload 2**

Or drop files

\*Type  Substantive  General \*Year  1  2

**Document Upload 3**

Or drop files

\*Type  Substantive  General \*Year  1  2

## 17. Repeat steps 14-16 for the remaining five document uploads.

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2025. Evidence can be attendance certificates, attendance sheets or links to articles you authored or read. Please **do not** include copies of presentations or articles (a hyperlink to where this information is will be sufficient). At least four (4) of these documents must be related to substantive CPD activities. At least one (1) document from each year must be provided.

### Document Upload 1

Or drop files

\*Type  Substantive  General \*Year  1  2

### Document Upload 2

Or drop files

\*Type  Substantive  General \*Year  1  2

### Document Upload 3

Or drop files

\*Type  Substantive  General \*Year  1  2

### Document Upload 4

Or drop files

\*Type  Substantive  General \*Year  1  2

### Document Upload 5

Or drop files

18. Once you've uploaded all six pieces of evidence, click "Next"

Document Upload 4

Or drop files

File.txt

\*Type  Substantive  General \*Year  1  2

Document Upload 5

Or drop files

File.txt

\*Type  Substantive  General \*Year  1  2

Document Upload 6

Or drop files

File.txt

\*Type  Substantive  General \*Year  1  2

[Save for later](#)

19. On the reflective statements page, you'll need to upload your four reflective statements.

Under 'ethical practice', select "Upload Files" and upload your reflective statement related to ethical practice. Repeat this step for the remaining three reflective statements.

Home   Eligibility Check   Application Forms ▾   My Information ▾   More ▾

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### Reflective Statements

Please upload four reflective statements.

- One related to ethical practice
- One related to your scope of practice (substantive activities)
- One related to culturally appropriate practice
- One related to any of these elements of practice

Each reflective statement must refer to the CPD you have completed and draw links to your clinical practice. Use the questions below as a guide to writing your reflective statements.

Summary of learning - What have you learnt? How has the CPD contributed to your body of knowledge and skills?

Outcomes - How have you applied this learning to your work and integrated the knowledge and findings into your practice?

Further learning - what further learning could you undertake?

For more information regarding reflective statements, please see the CPD policy on our website

\* Ethical Practice

Or drop files

\* Scope of Practice

Or drop files

\* Culturally appropriate practice

Or drop files

\* Any of these elements of practice

Or drop files

Save for later

20. Once you've uploaded your four reflective statements, click "Next" and your audit form will be submitted to the MSC for review.

\* Ethical Practice

Or drop files

File.txt

\* Scope of Practice

Or drop files

File.txt

\* Culturally appropriate practice

Or drop files

File.txt

\* Any of these elements of practice

Or drop files

File.txt

Save for later

21. If the MSC requires any further information, you'll receive an email requesting this. If no further information is required, you'll receive an email advising you of the outcome of your audit submission.