



**MEDICAL SCIENCES COUNCIL
OF NEW ZEALAND**

TE KAUNIHERA PŪTAIAO HAUORA O AOTEAROA

CONSULTATION DOCUMENT: A REVIEW OF THE CONTINUING PROFESSIONAL DEVELOPMENT STANDARDS FOR MEDICAL LABORATORY SCIENCE PRACTITIONERS

A recent revision of the standards for continuing profession development for medical laboratory science practitioners registered with the Medical Sciences Council has been undertaken. This document sets out the proposed standards compared with the current ones. Feedback from members of the profession and other stakeholders is welcomed.

November 2018

Contents

Consultation on a Revision of the Continuing Professional Development Standards for Medical Laboratory Science Practitioners	2
Submitting Your Consultation Feedback.....	2
An Overview of Proposed Changes to the CPD Standards	3
Continuing Professional Development (CPD) Standards: Current and Proposed.....	4
Medical Laboratory Scientists.....	4
Medical Laboratory Technicians (MLT) and Medical Laboratory Pre-Analytical Technicians (ML-PAT).....	6
All Scopes	9
CPD Activities	10
Substantive CPD	10
General CPD	10
Examples of Substantive and General CPD Activities	11
A Medley of Questions and Answers	12



Consultation on a Revision of the Continuing Professional Development Standards for Medical Laboratory Science Practitioners

The Medical Sciences Council (the Council) is pleased to present a revised framework that sets out the proposed continuing professional development (CPD) standards for medical laboratory science practitioners.

Feedback on the proposed framework is now being sought from all interested stakeholders including, but not limited to, medical laboratory science practitioners, other health professionals, professional bodies, employers, employee representative organisations, other regulatory authorities, and the New Zealand public.

Submitting Your Consultation Feedback

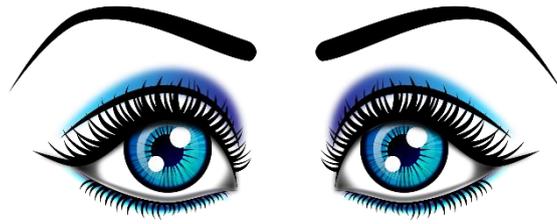
You have an opportunity to provide your feedback on the proposed standards by completing an online questionnaire that is available on the Council's website at www.msccouncil.org.nz (News and Media).

You may choose to provide your responses as an individual or as a group of colleagues and/or various stakeholder bodies. Whatever way you choose is fine with us.

The consultation will be open for

5
weeks

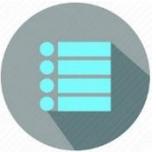
The questionnaire will close on **Tuesday 18th December 2018**



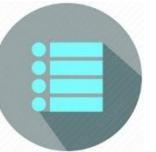
An Overview of Proposed Changes to the CPD Standards



All medical laboratory science practitioners will be required to be enrolled in a CPD programme approved by the Council. This will include medical laboratory technicians (MLT) and medical laboratory pre-analytical technicians (ML-PAT)



The CPD cycle will move to a 2-year fixed period (currently a 3-year rolling cycle)



All practitioners will be required to do 40-hours of CPD within each 2-year cycle, with a minimum of 15-hours in any one-year of that cycle



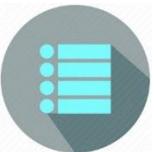
MLT's and ML-PAT's will be required to increase their CPD by 24-hours over a 2-year cycle (current requirement is 8-hours CPD for 1-year)



The increase to CPD hours for MLT's and ML-PAT's will be phased in to allow a reasonable period of time for practitioners to manage this change



CPD activities are arranged within a 2-tiered classification structure: 1) substantive and 2) general with an overarching requirement for demonstration of reflective learning



The Council will engage independent contractors to conduct annual audits of practitioners' CPD

Continuing Professional Development (CPD) Standards: Current and Proposed

Medical Laboratory Scientists

	Current	Proposed
CPD Provider	<ul style="list-style-type: none">- Can enrol in one of three Council-approved CPD programmes:<ul style="list-style-type: none">o NZIMLSo NZSOHAo AIMS	<ul style="list-style-type: none">- Approved CPD providers will need to be based in New Zealand- Other interested providers will be able to apply to the Council to become an approved CPD programme provider- All CPD programmes will be subject to ongoing Council evaluations
Amount of CPD	<ul style="list-style-type: none">- Currently approved programmes are generally based on a points or credits system- On average programme participants are required to complete 100 points/credits over 1-year	<ul style="list-style-type: none">- Practitioners will be required to complete 40-hours of CPD in each 2-year cycle- They will need to do a minimum of 15-hours CPD in any 1-year- CPD may be calculated on a pro rata basis for newly-registered and return-to-work practitioners:<ul style="list-style-type: none">o The pro rata formula is 5-hours per a 3-month period
CPD Cycle	<ul style="list-style-type: none">- Programmes are generally set over a 3-year rolling cycle	<ul style="list-style-type: none">- The CPD cycle would move to a 2-year fixed cycle- Each cycle is based on a calendar year, that is, January to December

Medical Laboratory Scientists (cont'd)

CPD Activities

- Current CPD programmes require practitioners to undertake a range of CPD activities
- CPD activities are allocated a number of points/credits according to various activity categories
- CPD programmes will need to enable practitioners to record their CPD within two categories:
 - o Substantive CPD
 - o General CPD
- At least 60% of CPD within any one 2-year cycle must constitute substantive CPD activities. This equates to 24-hours of the total 40 CPD hours
- The other 40% can be from general CPD activities

CPD Records

- Each CPD programme provider has various recording tools for practitioners to record their CPD activities
- CPD recording tools will continue to be provided through the CPD programme in which a practitioner is enrolled
- Practitioners will need to retain their CPD records for the equivalent of 2 CPD cycles (4-years)

CPD Audit

- Each provider selects a percentage of practitioners for an annual audit
- The Council will select practitioners to be audited each year and advise each CPD programme providers of the names of practitioners within their respective programmes who are to be audited
- Practitioners selected for audit will be notified by their respective CPD provider at least 2-months prior to their CPD records having to be submitted for audit
- The Council will aim to audit 10% of practitioners per year
- The auditor will be appointed by the Council
- The audit report is to be submitted directly to the Council
- Auditors are appointed by the CPD programme provider
- Audit reports are provided directly to the CPD programme provider

Medical Laboratory Technicians (MLT) and Medical Laboratory Pre-Analytical Technicians (ML-PAT)

CPD Provider

- Currently MLT/ML-PAT do not have to belong to a formal CPD programme
- That means that MLT/ML-PAT can manage their own CPD as long as it meets the Council's requirements in terms of hours and type of CPD activities
- Some MLT/ML-PAT have enrolled in the CPD programme provided by the NZIMLS
- MLT/ML-PAT will need to be enrolled in a CPD programme that has been approved by the Council
- The CPD programme provider will need to be based in New Zealand
- The CPD programme provider will be subject to ongoing evaluations by the Council

Amount of CPD

- MLT/ML-PAT are required to complete 8-hours of CPD in any 12-month period
- MLT/ML-PAT will be required to complete 40-hours of CPD in each 2 year CPD cycle
- They will need to do a minimum of 15-hours CPD in any 1-year
- CPD may be calculated on a pro rata basis for newly-registered and return-to-work practitioners:
 - o The pro rata formula is 5-hours per a 3-month period

Medical Laboratory Technicians (MLT) and Medical Laboratory Pre-Analytical Technicians (ML-PAT) cont'd

Increase to CPD to be phased in

- The increase in the minimum amount of CPD required of MLT/ML-Pat would be phased in:
 - o Year One: minimum CPD hours = 12-hours
 - o Year Two: minimum CPD hours = 15-hours
 - o Year Three Onwards: 40 CPD hours per biennium with minimum of 15-hours in any one year of the relevant biennium

CPD Cycle

- CPD is managed within a 12-month period, based on a calendar year
- The CPD cycle would move to a 2-year fixed cycle
- Each cycle will continue to be based on a calendar year, that is, January to December

CPD Activities

- The Council has published a list of types of CPD activities MLT/ML-PAT should engage in. There are no minimum requirements in terms of the types of CPD to be engaged in in any one year
- CPD programmes will need to enable practitioners to record their CPD within two categories:
 - o Substantive CPD
 - o General CPD
- At least 60% of CPD within any one 2-year cycle must constitute substantive CPD activities. This equates to 24-hours of the total 40 CPD hours
- The other 40% can be from general CPD activities

CPD Records

- The Council provides a one-page recording sheet for MLT/ML-PAT to record their CPD activities
- CPD recording tools will be provided through the CPD programme in which a practitioner is enrolled
- Practitioners will need to retain their CPD records for the equivalent of 2 CPD cycles (4-years)

Medical Laboratory Technicians (MLT) and Medical Laboratory Pre-Analytical Technicians (ML-PAT) – cont'd

CPD Audit

- Council selects 10% of MLT/ML-PAT for a CPD audit each year
 - The Council will select practitioners to be audited each year and advise each CPD programme providers of the names of practitioners within their respective programmes who are to be audited
 - Practitioners selected for audit will be notified by their respective CPD provider at least 2-months prior to their CPD records having to be submitted for audit
 - The Council will aim to audit 10% of practitioners per year
 - The auditor is appointed by the Council
 - The audit report is to be submitted directly to the Council
-

All Scopes

CPD Is Mandatory

- Under section 41 of the Health Practitioners Competence Assurance Act 2003, CPD must be undertaken by all registered medical laboratory science practitioners who are practising in New Zealand.

Exemptions

- There may be specific, but limited situations where it is appropriate for a practitioner to be exempted from the Council's CPD requirements, for a specified period of time. If a practitioner believes that extenuating circumstances exist they must apply to the Council in writing for an exemption. Exemptions are determined on a case-by-case basis. As a rule of thumb part-time employment is not considered to constitute an extenuating circumstance.

Reflective CPD

- Reflection is a critical component of CPD.
- It is expected that CPD activities will incorporate a degree of reflection whereby practitioners analyse experiences so as to learn from them, and record that learning.

CPD and Hours of Work

- Practitioners who work part-time must still complete the mandatory CPD requirements. Competence does not equate to the hours worked but to the standard of practice performed. Practitioners working only a few hours a week must be as equally competent during the hours they practise as their colleagues who work 40-hours a week.
- Practitioners who do not hold a current practising certificate are not required to meet the mandatory CPD requirements. However, if they are planning to return to practice, the Council recommends they maintain some degree of CPD activity during their non-practising period. If returning to practice after having more than 3-years away from the profession, any relevant CPD activities undertaken while away from practice will be assessed as part of the practitioner's APC application. They will need to ensure they are able to provide the supporting evidence for any CPD undertaken while not practising.

CPD Activities

Substantive CPD

- Substantive CPD activities are those activities that have significant intellectual or practical content primarily directed to the scope of practice (or expansion of practice). An activity can be meaningful or significantly connected to the relevant scope of practice irrespective of the method or medium used.
- These activities must comprise at least 60% of CPD activities over the relevant 2-year CPD cycle.

General CPD

- General CPD activities are those activities that relate to learning in the healthcare environment. It is important to ensure that activities in this category are relevant to healthcare.
- Practitioners may contribute up to 40% of general CPD activities over the relevant 2-year CPD cycle.

Examples of Substantive and General CPD Activities

Substantive CPD Activities	General CPD Activities
Participating in postgraduate studies relevant to practice needs or scope of practice	Private study – reading and reflecting on books and journals related to healthcare in general but not necessarily specific to the particular medical laboratory science scope of practice
Accredited training or vocational courses with recognised skills or knowledge – e.g. IV cannulation, etc.	Attendance at compulsory employer training sessions that address safety
Work-based learning contracts or other assessed activities	Attendance at in-services, case presentations or reviews that are not specific to medical laboratory science practice
Conferences, forums, workshops and seminars	Attending meetings and participating in the work of a committee or similar, related to the work of a medical laboratory science practitioner
Undertaking research and presentation of work or case studies. This needs to be substantive, referenced, and evidence-based	Membership of, and attending meetings of, a committee or similar, within an organisation with an identifiable healthcare function
Researching, preparing or editing an article published in a relevant professional publication or an article in a related healthcare publication	Examining and reflecting on evidence-based resources (systematic review, evidence-based guidelines, etc.) and implementing changes in practice. This activity must also include written documentation of the findings and reflection
Authoring a book chapter	Online learning about an identifiable healthcare function involving discussion, chat rooms, etc.
Making health related presentations of new or substantially reviewed material – e.g. poster presentations, lectures, seminars, workshops	Internet research (without further application)
Presenting in-service or training to health professionals or carers	Managing or administering a CPD programme for 10 or more people
Attendance at in-services, case presentations or reviews specific to medical laboratory science practice	
Participation in journal clubs	
Developing evidence-based practice resources – e.g. completing systematic reviews, developing evidence-based guidelines	
Distance education or online learning that includes an examination, assessment or certificate evidencing learning outcomes	
Programme accreditation activities – e.g. accreditation teams, evaluation of accreditation reports	
Activities to improve quality or reduce risk in practice, involving evaluation and reporting	
Participating in a clinical audit or similar review activity	
Formal supervision of students or practitioners under supervision	
Private study – e.g. reading books and journals with a clear relationship to developmental goals and scope of practice	
Reflection on practice – conscious analysis of a professional issue or experience either individually or with colleagues. Evidence must include details of the identified issue, analysis of the issue from different perspectives, describing how changes to practice could improve patient experiences or outcomes	
Attendance at compulsory employer training sessions and/or other learning opportunities that address cultural aspects of professional practice	

A Medley of Questions and Answers

I work as a casual and on average only work about 1 or 2 days a month. Do I have to do CPD?

Yes. CPD is a mandatory requirement set by the Council under section 41 of the Health Practitioners Competence Assurance Act 2003. All medical laboratory science practitioners must meet the Council's CPD standards irrespective of their hours of work.

Is the amount of CPD I'm required to do reduced in line with my reduced work hours?

No. The minimum amount of CPD hours in any one biennium is the same for all practitioners. There is no reduction in the amount of CPD hours required of you if are working in a part-time and/or casual capacity.

I belong to a CPD programme that counts CPD activities in terms of credits or points. Can I just use those same points or credits when recording my CPD?

You can choose to continue to record your CPD activities in terms of credits/points as used by your CPD provider. However all approved CPD providers will be required to provide practitioners with a standardised formula for conversion of credits/points into hours. This is very important as when called for a CPD audit practitioners will need to be able to demonstrate they have met the number of minimum CPD hours for the relevant biennium.

I am a medical laboratory technician/medical laboratory pre-analytical technician. Moving from 8-hours of CPD per year to 40-hours every 2-years is a big jump. How can the Council justify this?

The CPD bar set for medical laboratory technicians (and more recently medical laboratory pre-analytical technicians) has been exceptionally low for many years. The Council has looked at the amount of CPD required of other health professionals, both within New Zealand and overseas, and considers 40-hours over a biennium to be a reasonable requirement. In practical terms this represents an increase of 12-hours in any one year, and the Board considers this to be neither unreasonable nor unachievable. The Council is however willing to consider introducing the increased number of CPD hours through a phased approach over the next 1-2 years.

I have been practising medical laboratory science for many years. Why should I have to do CPD?

Registered health practitioners have an obligation under the Health Practitioners Competence Assurance Act 2003 to demonstrate that they remain competent and fit to practise so as to protect the health and safety of the public. Lifelong learning has long been recognised as a critical element in being able to demonstrate that. While having extensive work experience may well be a contributor, it cannot be considered as the sole evidence of continuing competence.

I work in a smaller provincial site and it can be difficult to access CPD activities.

As with many other professional groups, there is a worldwide expectation registered health professionals will actively engage in CPD. Ongoing and lifelong learning is the hallmark of a professional and serves to not only better protect the health and safety of the public it also provides a structured framework for practitioners to improve their practice and can be a positive influencer in terms of their career aspirations.

I end up having to do CPD in my own time and that's hard when I have to balance that with working and my personal life

Balancing a number of arenas in one's life is typical for the majority of people in today's busy world and is not restricted to those who have chosen to work in the area of health service delivery. When revising its CPD standards, the Council has endeavoured to provide a broad range of examples that can count as CPD activities. The Council is confident this will assist practitioners with being able to access sufficient and appropriate CPD activities, as will the fact that as a minimum, an individual only has to complete 40 hours of CPD over a 2-year period. On average this equates to less than 2-hours per calendar month. The Council does not consider this to be onerous.