



# Medical Laboratory Science Board

## Te Poari Mātai Oranga

**ANNUAL REPORT**

1 April 2007 – 31 March 2008

# 2008

Hon Tony Ryall  
Minister of Health  
Parliament Buildings  
Wellington

Dear Mr Ryall

I am pleased to present the Annual Report of the Medical Laboratory Science Board – Te Poari Mātai Oranga for the year ending 31 March 2008.

This report contains the audited financial accounts of the Board for the twelve months to 31 March 2008.

Yours sincerely



Ross Anderson  
Chairman

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## Report from the Chairman

The twelve months ending 31 March 2008 have been a period of consolidation for the Medical Laboratory Science Board. Three new members who joined the Board in September 2006 have had time to become fully conversant with the governance responsibilities of the Board and have taken on a variety of roles through membership of the Board-appointed committees. The Board has continued to develop and review its policies and procedures to ensure it continues to meet all of its required functions as per its legislated authority under the Health and Practitioners Competence Assurance Act 2003.

Following a period of consultation with the profession, the Board released its policy on Working under Supervision and Direction in August 2007. The Board considers this policy to be a key mechanism in assisting the Board's obligation to protect the health and safety of the public by ensuring medical laboratory science practitioners are adequately supported by appropriately qualified and experienced professionals.

The Board has continued to liaise with professional bodies within the medical laboratory profession through annual forums such as the New Zealand Institute of Medical Laboratory Science (NZIMLS) conference, and a joint meeting with representatives from the Board the universities who provide the Bachelor of Medical Laboratory Science degree qualification, and the NZIMLS. The Board has also actively participated in the activities of the Health Regulatory Authorities of New Zealand (HRANZ) group.

The Board has completed the second year of operations with its administration company – Medical Sciences Secretariat (MSS), which it jointly owns with the Medical Radiation Technologists Board. A review of the services of MSS was carried out mid-2007 and this resulted in staff job descriptions moving to a functions-based model which spans both the Medical Laboratory Science Board and the Medical Radiation Technologists Board. Both Boards see this model as giving improved service to the individual Boards, while allowing the Boards to collaborate and coordinate on joint projects and processes.

I would like to express my appreciation to all Board members and MSS staff for the commitment and effort they have given over the last twelve months. Significant progress has been made in successfully fulfilling the Board's legislative responsibilities to ensure the medical laboratory science profession provides safe services to the public of New Zealand.



Ross Anderson  
**Chairman**

## Board Members 2007/2008

Ross Anderson ( <i>Chair</i> )	Medical Laboratory Scientist	Auckland
Sue Carnoutsos ( <i>Deputy Chair</i> )	Medical Laboratory Scientist	Christchurch
Esther Cowley-Malcom	Lay Member	Auckland
Professor Brett Delahunt	Pathologist	Wellington
Kura Denness	Lay Member	New Plymouth
Bruce Dove	Medical Laboratory Scientist	Auckland
Shirley Gainsford	Medical Laboratory Scientist	Rotorua
Chris Kendrick	Medical Laboratory Scientist	Palmerston North
Laurie Manley	Medical Laboratory Technician	Christchurch
Wendi Wicks	Lay Member	Wellington

## Meeting Attendance

Board Member	May 07	Aug 07	Nov 07	Feb 08
Ross Anderson	Y	Y	Y	Y
Sue Carnoutsos	Y	Y	Y	Y
Esther Cowley-Malcom	Y	Y	Y	Y
Professor Brett Delahunt	Y	Y	Y	Y
Kura Denness	Y (1 Day)	Y	Y (1 Day)	Y
Bruce Dove	Y	Y	Y	Y
Shirley Gainsford	Y	Y	Y	Y
Chris Kendrick	Y	Y	Y	Y
Laurie Manley	Y	Y	Y	Y
Wendi Wicks	Y	Y	Y	Y

## Fees

The fees paid to Board members for meeting attendance are:

Position	Fee
Chairman	\$1500.00 honorarium per month
Board Members	\$400.00 per meeting
Committee Conveners	\$600.00 per day for chairing a Board committee

## Accreditation

### Bachelor of Medical Laboratory Science

The Board has approved the Bachelor of Medical Laboratory Science (BMLSc) degree as being the prescribed qualification required for registration in the scope of practice of medical laboratory scientist.

In 2007/2008 three New Zealand universities offered the BMLSc degree:

- Auckland University of Technology
- Massey University
- University of Otago

The Board undertakes ongoing monitoring of the BMLSc course of study. Based on a six-year cycle the monitoring programme includes a six-yearly visit with each education provider, regular reviews of the content of the BMLSc degree through independent moderators from within the medical laboratory science profession, and annual reporting by each education provider.

At its meeting in May 2007 the Board approved accreditation of the BMLSc degree offered by Massey University for a six-year period through to December 2012.

The Board undertook preparatory work during 2007/2008 for a scheduled site visit to the Auckland University of Technology due later in 2008. Composition of a three-person team appointed by the Board to undertake the site visit accreditation assessment was confirmed. Members included a medical laboratory scientist, a university academic nominated by the Australian Institute of Medical Science, and a Medical Laboratory Science Board member who has an academic background within a university setting.

### Qualified Medical Laboratory Technician/Qualified Phlebotomist Technician

The Board has approved two programmes of study offered by the New Zealand Institute of Medical Laboratory Science as being the prescribed qualifications required for registration in the scope of practice of medical laboratory technician and medical laboratory technician (phlebotomy only):

- Qualified Medical Laboratory Technician Certificate (QMLT)
- Qualified Phlebotomist Technician Certificate (QPT)

During 2007/2008 the Board developed a framework for the monitoring of these prescribed qualifications, in consultation with the NZIMLS. The first accreditation review of the QMLT and QPT qualifications will be undertaken in 2008/2009.

### Joint meeting with universities and Institute

The sixth joint meeting between representatives from the Board, the three universities, and the NZIMLS was held in July 2007. Held annually, the meeting provides a forum for discussing education issues.

## Competence, Fitness to Practice

Under the Health Practitioners Competence Assurance Act 2003 the Board is able to investigate the competence of practitioners and set or recognise programmes aimed at maintaining the ongoing competence of practitioners.

The Board uses the term “recertification programme” for all programmes designed to maintain the ongoing competence of medical laboratory science practitioners whereas the term “competence programme” is used only for programmes designed for individual practitioners following a competence review by the Board.

### Recertification Programmes – Medical Laboratory Scientists

Recertification programmes for medical laboratory scientists are provided by bodies external to the Board. Providers of recertification programmes must apply to the Board for approval of their programme and enter a contractual agreement with the Board for the ongoing provision of those programmes. All recertification programmes are subject to an ongoing audit process. Issue of an annual practicing certificate is dependent on a medical laboratory scientist being enrolled in a recertification programme

In 2007/2008 the Board had approved three recertification programmes for medical laboratory scientists. These are:

- The Competence and Professional Development (CPD) programme provided by the New Zealand Institute of Medical Laboratory Science (NZIMLS).
- The Continuing Education Programme for Scientific Officers and Recertification programme for Medical Laboratory Scientists provided by the New Zealand Hospital Scientific Officers Association (NZHSOA)

- The Australian Professional Acknowledgement Continuing Education (APACE) programme provided by the Australian Institute of Medical Scientists (AIMS)

### Recertification Programmes – Medical Laboratory Technicians

In 2007/2008, following a consultation period with the profession, the Board established a recertification programme for medical laboratory technicians. This programme has a different framework compared with the recertification programmes for scientists.

Medical laboratory technicians applying for an annual practicing certificate must have undertaken at least 8 hours of approved professional development activity within the previous 12 months. These professional development activities must be relevant to the practitioner’s scope of practice and be additional to, and enhance, their daily laboratory practice. For audit purposes, each technician is responsible for maintaining a personal record of the professional activities he/she has undertaken.

An annual audit on a random sample of 10% of registered medical laboratory technicians who hold a current annual practicing certificate will be commissioned by the Board to ascertain if practitioners have met the required professional development standards. The first of these audits will be scheduled for 2009 (reviewing professional development activities undertaken in 2008).

### Code of Competencies and Standards

The Code of Competencies and Standards adopted by the Board in 2006, continues to be the core document against which eligibility for registration in the profession of medical laboratory science is measured.

## Complaints and Discipline

In 2007/2008 the Board considered whether to establish a standing Professional Conduct Committee. As the incidence of reported concerns about the competence of individual practitioners has been relatively minimal, the Board decided that at this point in time a Professional Conduct Committee would be appointed on an as-required basis.

In 2007/2008 a complaint received about a practitioner resulted in the Board referring the practitioner to the Ministry of Health for practicing without a valid annual practicing certificate.

## Administration

In 2006 the Board joined together with the Medical Radiation Technologists Board to form a registered not-for-profit company, Medical Sciences Secretariat (MSS), through which all business support services are provided to both Boards. While the Boards are separate registration authorities charged with administering the Health Practitioners Competence Assurance Act 2003 in respect of their relevant professions, they have developed a collaborative framework within which they deliver their legislative responsibilities.

A cornerstone of the establishment of the Secretariat was a commitment to building synergies between the two Boards in respect of their governance and

operational activities. Managing the operations of the Boards within the most cost-effective framework was a primary consideration when looking to establish the most appropriate organisational structure.

The Secretariat receives governance support and direction from a four-member Board of Directors who are nominated and given specific delegated authorities by their respective Boards. Service delivery is managed through a Chief Executive.

The initial organisational structure closely mirrored that of the previous structure employed by both Boards. That is, while employed by the Secretariat, registrar staff continued to be assigned to work for a specific Board with core business and administrative services (e.g. financial, IT) being provided by staff who were charged with providing these services across the two Boards.

In 2007 the Directors of MSS undertook a review of the organisational structure and changes were made to better align the operations of the Secretariat with the overriding values of collaboration and operational synergies. This saw registrar staff being re-assigned to work across the two Boards as opposed to working solely for a particular Board.

## Liaison

The Board has continued its participation in the activities of the Health Regulatory Authorities of New Zealand (HRANZ) group during 2007/2008.

## Registration and Annual Practicing Certificates

New Registrations 1 April 2007 – 31 March 2008

Country of Origin	Medical Laboratory Scientist		Medical Laboratory Technician	
	Approved	Declined	Approved	Declined
Australia			1	1
Canada	4		2	
China	1	1	2	
Fiji			7	
India	3	4	15	
Indonesia				
Iran		1		
Iraq			1	
Ireland			1	
Japan			1	
Kenya		1	1	
Macedonia			1	
Mauritius		1	1	
Netherlands	1			
New Zealand	71	1	178	
Pakistan			1	
Philippines	1	6	53	
Romania			1	
Saudi Arabia	1		1	
Serbia	1		1	
South Africa	13	1	3	
Sri Lanka			2	
Switzerland			1	
Thailand		1	1	
United Kingdom	21		2	
USA	2		1	
Yugoslavia			1	
Zimbabwe	6	4	5	
<b>TOTAL</b>	<b>123</b>	<b>21</b>	<b>284</b>	<b>1</b>

Total New Zealand Applications Approved: **249**

Total Non-New Zealand Applications Approved: **158**

*Note: Of the 21 scientist applications declined, 17 were approved registration in the scope of practice of medical laboratory technician*

## Annual Practicing Certificates Issued From 1 April 2007 – 31 March 2008

Scope of Practice	Number of Certificates Issued
Medical Laboratory Scientist	1,615
Medical Laboratory Technician	1,397
<b>TOTAL</b>	<b>3,012</b>



## AUDIT REPORT

### TO THE READERS OF MEDICAL LABORATORY SCIENCE BOARD'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

The Auditor-General is the auditor of the Medical Laboratory Science Board (Board). The Auditor-General has appointed me, Paolo Ryan, using the staff and resources of PKF Martin Jarvie, to carry out the audit of the financial statements of the Board, for the year ended 31 March 2008.

#### Unqualified Opinion

In our opinion, the financial statements of the Board on pages 10 to 15:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect:
  - the Board's financial position as at 31 March 2008; and
  - the results of its operations for the year ended on that date.

The audit was completed on 29 September 2009, and this is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Members of the Board and the Auditor, and explain our independence.

#### Basis of Opinion

We carried out the audit in accordance with the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed the audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements did not have material misstatements, whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

The audit involved performing procedures to test the information presented in the financial statements. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- verifying samples of transactions and account balances;
- performing analyses to identify anomalies in the reported data;
- reviewing significant estimates and judgements made by the Board;
- confirming year-end balances;



Accountants &  
Business Advisers

- determining whether accounting policies are appropriate and consistently applied; and
- determining whether all financial statement disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements.

We evaluated the overall adequacy of the presentation of information in the financial statements. We obtained all the information and explanations we required to support our opinion above.

### **Responsibilities of the Members of the Board and the Auditor**

The Members of the Board are responsible for preparing the financial statements in accordance with generally accepted accounting practice in New Zealand. The financial statements must fairly reflect the financial position of the Board as at 31 March 2008 and the results of its operations for the year ended on that date. The Members of the Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

### **Independence**

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

Other than the audit, we have no relationship with or interests in the Board.

Paolo Ryan  
PKF Martin Jarvie  
On behalf of the Auditor-General  
Wellington, New Zealand

### **Matters Relating to the Electronic Presentation of the Audited Financial Statements**

This audit report relates to the financial statements of the Medical Laboratory Science Board (Board) for the year ended 31 March 2008 included on the Board's website. The Board is responsible for the maintenance and integrity of the Board's website. We have not been engaged to report on the integrity of the Board's website. We accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.

The audit report refers only to the financial statements named above. It does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the audited financial statements as well as the related audit report dated 29 September 2009 to confirm the information included in the audited financial statements presented on this website.

Legislation in New Zealand governing the preparation and dissemination of financial information may differ from legislation in other jurisdictions.

MEDICAL LABORATORY SCIENCE BOARD

## Statement of Financial Performance

For the Year Ended 31 March 2008

Note	2008 \$	2007 \$
<b>Income</b>		
Registration Fees – Non NZ	53,636	30,921
Registration Fees NZ	32,019	61,102
APC's	412,346	307,704
Training Scope	–	160
Interest Received	12,165	9,254
Sundry Income	9,493	19,090
<b>Total Income</b>	<b>519,659</b>	<b>428,231</b>
<b>Less Expenses</b>		
Audit Fees	3,600	3,995
Archiving	1,158	–
Bank Charges	3,733	(1)
Board Member Fees & Expenses	66,392	104,946
Catering	727	–
Chartered Accountancy Fees	1,253	–
Conference Expenses	2,507	–
Hire Of Plant & Equipment	115	–
Insurance	442	–
IPC Charges	380	–
IT	1,030	–
HPDT	1,091	–
Penalties	619	–
Postage	8,282	–
Printing & Stationery	25,635	–
Professional Fees	35	–
Repairs & Maintenance	1,225	–
MSS Service Charges	324,310	334,997
Travel – National	33,350	71,680
<b>Total Expenses</b>	<b>475,884</b>	<b>515,617</b>
<b>Net Surplus/(Deficit) For The Year</b>	<b>43,775</b>	<b>(87,386)</b>

*The attached NOTES form part of the Financial Statements.*

MEDICAL LABORATORY SCIENCE BOARD

## Statement of Movements in Equity

For the Year Ended 31 March 2008

	Note	2008 \$	2007 \$
<b>Opening Equity</b>		111,296	198,682
Net Profit (Loss)		43,775	(87,386)
<b>Total Recognised Revenues &amp; Expenses</b>		43,775	(87,386)
<b>Equity at End of the Year</b>		155,071	111,296

*The attached NOTES form part of the Financial Statements.*

MEDICAL LABORATORY SCIENCE BOARD

# Statement of Financial Position

As at 31 March 2008

	Note	2008 \$	2007 \$
<b>Equity</b>			
Retained Earnings	4	155,071	111,296
<b>Total Equity</b>		155,071	111,296
Represented by;			
<b>Current Assets</b>			
Westpac Bank – Government Trading		436,427	381,171
Prepayments		–	497
Accrued Income		–	47
Medical Sciences Secretariat Limited		47,372	73,623
Medical Radiation Technologists Board		37,816	37,816
<b>Total Current Assets</b>		521,615	493,154
<b>Non-Current Assets</b>			
Investments in MSS		50	50
<b>Total Assets</b>		521,665	493,204
<b>Current Liabilities</b>			
Accounts Payable		11,775	20,892
GST Due for Payment		32,876	15,124
Income in Advance		321,943	345,892
<b>Total Current Liabilities</b>		366,594	381,908
<b>Net Assets/ (Liabilities)</b>		155,071	111,296

For and on behalf of the Board:

Chairperson:  Date: 29/09/09

Registrar:  Date: 29/09/09

*The attached NOTES form part of the Financial Statements.*

MEDICAL LABORATORY SCIENCE BOARD

# Notes to the Financial Statements

For the Year Ended 31 March 2008

## 1. Statement of Accounting Policies

### Reporting Entity

The Board is constituted under the Health Practitioners Competence Assurance Act 2003.

These Financial Statements have been prepared in accordance with the Financial Reporting Act 1993.

### General Accounting Policies

These financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand and on the basis of historical cost. Reliance is placed on the fact that the business is a going concern.

### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied:

**Income Tax:** The Board has been granted Charitable Status under the Charities Act 2005 and is exempt from Income Tax.

**Investments:** Investments are valued at cost. Investment Income is recognised on an accrual basis where appropriate.

**Goods and Services Tax:** The financial statements have been prepared on an exclusive basis with the exception of Accounts Receivable and Accounts Payable which include GST.

**Annual Practising Certificate Income:** Annual Practising Certificate Income is recorded only upon receipt. No Accounts Receivable are recognized and receipts for Annual Practising Certificates issued for the future years are shown as Income Received in Advance.

**Differential Reporting:** The entity qualifies for differential reporting as it is not publicly accountable and it is not large. The entity has taken advantage of all applicable differential reporting exemptions.

### Changes in Accounting Policies

All accounting policies are unchanged and have been consistently applied.

## MEDICAL LABORATORY SCIENCE BOARD

# Notes to the Financial Statements

For the Year Ended 31 March 2008

## 2. Related Parties

In accordance with SSAP 22 para 5.1(a) and para 5.1(b), the following disclosures are made:

During the year Medical Laboratory Science Board purchased secretariat services on normal trading terms from Medical Sciences Secretariat Limited. Members of the Board of Medical Laboratory Science Board are directors of Medical Sciences Secretariat Limited.

Medical Laboratory Science Board owns 50% of the share capital of Medical Sciences Secretariat Limited.

In the year to 31 March 2007, Medical Laboratory Science Board incurred expenses on behalf of Medical Radiation Technologists Board. These amounts are recoverable from Medical Radiation Technologists Board.

Medical Radiation Technologists Board owns 50% of the share capital of Medical Sciences Secretariat Limited.

## 3. Financial Management Agreement

Medical Sciences Secretariat Limited (MSS) has been established to provide business management support to the Medical Radiation Technologists Board (MRT) and the Medical Laboratory Science Board (MLS).

Medical Sciences Secretariat Ltd will provide financial management support to both the Medical Radiation Technologists Board and the Medical Laboratory Board according to a number of conditions:

1. MSS undertakes not to make a profit from its business partnership with MRT and MLS.
2. Each board will be invoiced monthly for an amount equivalent to the expenses incurred by MSS.
3. GST is charged on these expenses including those that did not originally include GST (e.g. wages).
4. MSS will return GST refunds as a 50-50 split to each board.
5. All MSS expenses will be evenly split and paid between MRT and MLS.
6. At the end of each month and the financial year, MSS will show a nil financial balance on all its operations.

## 4. Equity

The following movements in Revenue Reserves have occurred:

### Retained Earnings

	2008	2007
	\$	\$
Opening Balance	111,296	198,682
Net Income Earned This Year	43,775	(87,386)
<b>Closing Balance</b>	<b>155,071</b>	<b>111,296</b>

MEDICAL LABORATORY SCIENCE BOARD

## Notes to the Financial Statements

For the Year Ended 31 March 2008

### **5. Commitments**

There are no capital or other commitments at balance date (2007: \$nil).

### **6. Contingent Liabilities**

There are no contingent liabilities at balance date (2007: \$nil).



## Board Committees 2007/2008

### Administration/Finance Committee:

**Convener:** Kura Denness  
Bruce Dove  
Chris Kendrick

### Complaints Committee:

**Convener:** Shirley Gainsford  
Ross Anderson  
Wendi Wicks

### Accreditation Committee:

**Convener:** Bruce Dove  
Esther Cowley-Malcolm  
Wendi Wicks

### Registrations Committee:

**Convener:** Sue Carnoutsos  
Prof. Brett Delahunt  
Laurie Manly

### Competence Committee:

**Convener:** Shirley Gainsford  
Chris Kendrick  
Laurie Manly  
Esther Cowley-Malcolm

## Contacting the Board

### *Contact with the Board is through its office at:*

Level 1 Capiche House  
111 Dixon Street  
Wellington

Tel: +64 4 801 6250  
Registrar: extension 3  
Registration Manager: extension 4

### *Post all correspondence to:*

The Registrar  
Medical Laboratory Science Board  
PO Box 11 905  
Wellington 6142

Fax: (04) 381 0270  
Email: [mls@medsci.co.nz](mailto:mls@medsci.co.nz)  
Website: [www.mlsboard.org.nz](http://www.mlsboard.org.nz)