This publication provides practitioners with practical guidelines on registration requirements within the defined scopes of practice and registration pathways.
CONTENTS

THE PRACTICE OF MEDICAL LABORATORY SCIENCE 2

REGISTRATION 3
   Registration in a Specified Scope of Practice 3

PRE-REQUISITES FOR REGISTRATION 4

PROVISIONAL REGISTRATION 5
   Supervised Practice 5

FULL REGISTRATION 6
   Practising under Direction 6

QUESTIONS AND ANSWERS 7

REGISTRATION PROCESS FLOWCHART 10

REGISTERING AS A MEDICAL LABORATORY SCIENTIST 12
   Definition of a Medical Laboratory Scientist 12
   Qualifications 13
   Questions and Answers 14

REGISTERING AS A MEDICAL LABORATORY TECHNICIAN 16
   Definition of a Medical Laboratory Technician 16
   Qualifications 17
   Questions and Answers 18

REGISTERING AS A MEDICAL LABORATORY PRE-ANALYTICAL TECHNICIAN 20
   Definition of a Medical Laboratory Pre-Analytical Technician 21
   Qualifications 22
   Questions and Answers 24

ANNUAL PRACTISING CERTIFICATES 26
   Legal Obligation 26
   Issue of Your Initial APC 26
   Renewing Your APC 27
Medical laboratory science is the collection, receipt, preparation, investigation and laboratory analysis of samples of human biological material for the purpose of supporting patient diagnosis, management and treatment and for the maintenance of health and wellbeing.

Medical laboratory science encompasses a number of distinct disciplines including:

- Biochemistry
- Blood Donor Services
- Blood Transfusion Services
- Cytogenetics
- Cytology
- Embryology
- Histology
- Haematology
- Immunology/Virology
- Histology
- Immunology/Virology
- Microbiology
- Molecular Diagnostics/Genetics
- Mortuary Practice
- Phlebotomy
- Point of Care Testing
- Specimen Services
- Medical laboratory management
- Medical laboratory science research and development
- Medical laboratory science teaching
- Medical laboratory quality management

Medical laboratory science is practised in diagnostic medical laboratories within both the public and private health sectors, and blood donor facilities. In a small number of circumstances medical laboratory science practitioners may work in the health sector but outside of an accredited laboratory setting and will require appropriate mechanisms to be in place to support their ongoing practice and competence.

In addition to the gazetted scopes of practice definitions, the practice of medical laboratory science is supported and informed by a Code of Competencies and Standards for the Practice of Medical Science in New Zealand (as issued by the Medical Sciences Council).
REGISTRATION

★ To practise as a medical laboratory science practitioner in New Zealand you must be registered with the Medical Sciences Council of New Zealand (the Council).

★ Registration is a legal requirement under the Health Practitioners Competence Assurance Act 2003.

★ Registration applies to a single scope of practice. If you wish to be registered in more than one scope of practice you will need to apply for registration in each one.

★ Registration is a one-off process. Once you are registered in the scope of practice in which you wish to practise, you will remain on the register for life (or until such time as your name is removed from the register).

★ Your name may be removed from the register if:
  • You make a written request to the Council to do so; or
  • The Council is ordered by the Health Practitioners Disciplinary Tribunal to do so; or
  • The Council is advised by the New Zealand Registry of Births Deaths and Marriages of your death; or
  • Inactivity - for example, if you do not hold an APC for five-consecutive years or more.

★ Each year you continue to practise in your registered scope of practice you must hold an annual practising certificate.

Once you have completed your on-line application, you will receive an email with a checklist that is to be included with your application along with the following:

REQUIRED DOCUMENTATION

You will need to submit the following:

✔ A certified copy of your qualification; and

✔ Two Certification of Standing and Experience forms (one personal and one professional), completed by persons unrelated to you; and

✔ Evidence of name change if applicable; and

✔ An original criminal convictions notice that is no more than three months old.
Registration in a Specified Scope of Practice

The Council has defined six different scopes of practice for registration in the medical laboratory science profession:

- Medical Laboratory Scientist (Provisional Registration)
- Medical Laboratory Scientist (Full Registration)
- Medical Laboratory Technician (Provisional Registration)
- Medical Laboratory Technician (Full Registration)
- Medical Laboratory Pre-Analytical Technician (Provisional Registration)
- Medical Laboratory Pre-Analytical Technician (Full Registration)

To work as a medical laboratory science practitioner in New Zealand you must be registered in at least one of these scopes of practice.

The exception to the above is if you have just commenced your training as either a Medical Laboratory Technician or a Medical Laboratory Pre-Analytical Technician. In this case you will need to have completed a minimum of 6-months on-the-job training before you can apply to sit the examination with NZIMLS for either of these scopes of practice. Once you have successfully passed the relevant examination you must apply to be registered.
HOW DO I APPLY FOR REGISTRATION

Visit www.mscouncil.org.nz, where you will find all the information you need.

When you complete the registration application, you will be asked to provide:

- Your personal contact details;
- Workplace contact details;
- Qualification and/or experience details
- Clinical experience
- Supervisor details (if known)

As part of your application, you are required to create a password. You will need to remember this so you can later log into your profile to update your details and to apply and renew your annual practising certificate.

STATUTORY DECLARATIONS

As part of your application you are required to complete a series of declarations, regarding your fitness to practise. These must be answered truthfully.

Please note: Under section 172 of the Health Practitioners Competence Assurance Act 2003, any person who commits an offence if they make any declaration or representation that, to their knowledge, is false or misleading, may be liable on summary of conviction to a fine not exceeding $10,000.

Should you answer any of the questions “False” a dialogue box will appear and this must be completed before you move on to the next question. The Council will review your explanation and will contact you if need be.

PAYMENT

The final step to registration is to make the payment of $350. Your application cannot be processed until all required documentation and full payment has been received.
Provisional registration applies if you have a qualification that has been approved by the Council but lack recent and relevant clinical experience within an appropriately accredited New Zealand laboratory.

Provisional registration requires you to complete a period of supervised practice for a specified time.

You will be advised of how long your period of supervised practice will be once your registration application has been approved. However it will be for at least 3-months and can be up to a maximum of 24-months.

All BMLS new graduates will be provisionally registered for six-months.

Supervised Practice

Supervised practice means you will work under the supervision of a registered health practitioner who has been approved by the Council. Your supervisor must have expertise and relevant knowledge within the medical laboratory science discipline(s) within which you are practising.

Supervision is a formal process of professional support and learning to enable you to build on your knowledge, skills and professional attributes, and to progressively assume responsibility for your own practice. Supervision serves to protect the health and safety of the public.

Your supervisor will be required to provide the Council with written confirmation (A Certificate of Competence and Experience) you meet all of the competencies required of the scope of practice for which you are registered. Confirmation must be received by the Council as supporting evidence when you apply to have your registration changed to Full Registration. A Certificate of Competence and Experience can be downloaded from the Council’s website.

If your period of provisional registration is for a period of more than 6-months your supervisor may be required to provide the Council with interim progress reports. You and your supervisor will be advised of the timing for submission of those reports at the time of your registration and issue of an annual practising certificate.

Provisional registration begins from the time you are issued with an APC
FULL REGISTRATION

✓ Full registration means that you have met all of the requirements to practise in your particular scope of practice either unsupervised or under the direction of another registered health practitioner.

✓ Medical Laboratory Scientists with full registration can practise without supervision.

✓ Medical Laboratory Technicians and Medical Laboratory Pre-Analytical Technicians with full registration are required to practise under the direction of a fully registered Medical Laboratory Scientist or other appropriately qualified and registered health practitioner who has relevant expertise and knowledge in the discipline within which you are practising.

PRACTISING UNDER DIRECTION

✓ Within the parameters of “practising under direction” you will take full responsibility for your practice with general oversight by a registered medical laboratory science practitioner or other appropriately qualified and registered health practitioner who must be available for consultation if you need assistance. The registered health practitioner providing you with direction must meet with you to conduct periodic reviews of your practice.
Can I start work in a New Zealand laboratory before I apply for registration?

No. To practise medical laboratory science in New Zealand you are legally required to be registered and you must also have applied for and been issued with an annual practising certificate (APC). You must do both these things before you begin practising.

The only exception to this rule is for those practitioners who are “in training” as either a Medical Laboratory Technician or a Medical Laboratory Pre-Analytical Technician. Prior to sitting the relevant NZIMLS examination you do not need to be registered. However as soon as you have passed the NZIMLS examination then you must apply to the Council for registration (provisional). Once your registration has been approved you must apply for an APC.

Do I have to stipulate the particular registration pathway (i.e. Provisional or Full) when I complete my registration application?

No. It is the Council’s responsibility to determine the appropriate registration status to be applied to your application and you will be advised in writing as to their proposed decision once your application has been processed.

Do I have the right of reply if I don’t agree with the Council’s decision as to my registration stream?

Yes. In the first instance you can write to the Council requesting that they review their decision, providing your reasons for that along with any further supporting documentation. Additionally under section 106 of the Health Practitioners Competence Act 2003 you have the right to appeal to a District Court if you are not happy with a registration decision made by the Council.

I have applied for registration and understand that for provisional registration I will have to provide the name of a registered health practitioner who will supervise my practice. At what point do I have to advise the Council of that person’s name?

The name of the practitioner providing supervision is to be provided to the Council at the time you apply for an annual practising certificate.
I have provisional registration and still need to complete my specified period of supervised practice. However I am not intending to practise in NZ for the next year or so. When I return to work in NZ what will the status of my registration be?

Your provisional registration will be put “on hold” and upon your return to work in NZ you will be required to complete any outstanding balance of your period of supervised practice. You will need to provide the Council with an updated name of the registered health practitioner who will be supervising you throughout that time; however this does not apply for BMLS new graduates.

**Will there be an opportunity to ask to have my period of supervision reduced?**

Yes. If your nominated supervisor makes a professional judgment that you have met all of the competencies required for your scope of practice earlier than the period of supervision stated by the Council, then you can request for the Council to review that.

This will require your supervisor to provide a statutory declaration as to your competence.

**What will happen if my nominated supervisor does not sign me off as being competent at the end of my period of provisional registration?**

Approval to move to full registration is dependent on your supervisor certifying your competence to work either unsupervised (scientist) or under direction (technician, pre-analytical technician).

If competency sign-off is not attainable at the end of your provisional registration (as stated by the Council in your registration letter), the Council may extend your period of provisional registration. This will require you to continue to practise under supervision until you have demonstrated you have the required competencies to move to full registration.

**Is there a cost involved with moving from provisional to full registration?**

No.
You want to register with the Council as either a:
- Medical Laboratory Scientist
- Medical Laboratory Technician
- Medical Laboratory Pre-Analytical Technician

Apply and pay online, followed by submitting your documents via the post.

The Council reviews your application and associated documents for registration.

Provisional registration is granted.

You can now apply for your APC.

APC is issued.
You are now practising under provisional conditions

By 01 April you will have renewed your APC

You have completed your provisional registration requirements

Full registration is granted

APC is re-issued

The practitioner providing supervision will need to submit reports as frequently as the Council has stipulated on your provisional registration.

At no costs to you
**DEFINITION OF A MEDICAL LABORATORY SCIENTIST**

- Medical Laboratory Scientists (Scientists) collect, test and analyse human biological material to support patient diagnosis, management and treatment. They are skilled in the selection of appropriate samples and preparation for testing and analysis, and in the use of sophisticated laboratory equipment. Scientists analyse and interpret laboratory results and report their findings to referring clinicians. In certain circumstances they also advise of the need for further relevant testing.

- While Scientists typically practise in one or two of the disciplines within the medical laboratory science profession, their breadth and depth of training allows them to work across all disciplines (with appropriate training and demonstrated competency). This is with the exception of Scientists practising embryology. Due to the specialised nature of embryology-related qualifications Scientists practise in that discipline will typically have their practice limited to embryology (through placing a condition on their registration).

- Scientists with full registration are responsible for directing the work of Medical Laboratory Technicians and Medical Laboratory Pre-Analytical Technicians. They may also be required to supervise medical laboratory science practitioners (all scopes of practice) throughout the latter’s period of provisional registration.
QUALIFICATIONS

Provisional registration requires the applicant to satisfy one of the following:

1. Hold a Bachelor of Medical Laboratory Science (BMLS) from a New Zealand university accredited by the Council;

2. Hold a Graduate Diploma in Science (Medical Laboratory Science) issued by a New Zealand university accredited by the Council;

3. Hold a relevant New Zealand or overseas postgraduate science degree with Honors or Masters; or

4. Have completed a course of training, examinations and post-qualification medical laboratory experience that has been assessed by the Council as being substantially equivalent to the New Zealand BMLS;

5. Hold a relevant overseas biological science undergraduate degree that has been assessed by the Council as being substantially equivalent to the New Zealand BMLS.

Full registration requires the Medical Laboratory Scientist to satisfy the following:

1. Hold one of the qualifications as stated in clauses 1-5 under Medical Laboratory Scientist (provisional registration) and have completed the period of provisional registration as specified by the Council and received a satisfactory supervision report certifying his/her competence to practise unsupervised as a Medical Laboratory Scientist.
**Questions and Answers**

*I have graduated from a NZ university with a BMLS. Will I get full registration straight away?*

No. While you have gained some practical laboratory experience during your last year of university study this is not sufficient to allow you to practise unsupervised once you have finished your BMLS. You will be provisionally registered as a medical laboratory scientist which will require you to complete 6-months of supervised practice before you are eligible to apply to have your registration changed to Full Registration as a Medical Laboratory Scientist.

*I am a BMLS graduate from an accredited New Zealand university. Why do I have to complete 6-months of supervised practice under Provisional Registration before I can apply for Full Registration?*

6-months of supervised practice is considered by the Council to be a minimum requirement for new BMLS graduates to enable you to move on to practising without supervision (under Full Registration). The Council has taken into consideration that you will have undertaken 6-months FTE of supervised practice during your 4th year of BMLS study, however that experience is limited due to your student status. A further 6-months of supervised practice is deemed necessary to ensure you have sufficient time to build on your clinical skills and knowledge within the real-time environment of a busy laboratory. You will then have accumulated a total of 12-months of laboratory experience (6-months as a student and 6-months post qualification).

*Can I start work in a New Zealand laboratory before I apply for registration?*

No. To practise medical laboratory science you are legally required to be registered and you must also have applied for and been issued with an annual practising certificate (APC). You must do both these things before you begin practising.

*I’ve finished my BMLS but don’t plan to start working in NZ straight away as I am going overseas. Do I need to register before I leave?*

If you plan to stay overseas for an extended period it is advisable to register before you leave. Many overseas countries will check if you have New Zealand registration to enable you to practise medical laboratory science in that country. When you return to New Zealand you will need to apply for an APC before you can start practising as a Medical Laboratory Scientist.
I’ve completed my BMLS and have registered as a Medical Laboratory Scientist, but can only get a job in a Medical Laboratory Technician position. Do I need to apply for registration as a Medical Laboratory Technician in addition to my Scientist registration?

Yes. These are two different scopes of practice. Registration as a Medical Laboratory Scientist does not entitle you to practise as a Medical Laboratory Technician and you will need to apply for registration in this latter scope. Once you gain employment as a Medical Laboratory Scientist you will need to apply to the Council to have your APC issued for that scope of practice.

I am qualified as the equivalent of a Medical Laboratory Scientist overseas and have many years of experience working in laboratories outside of New Zealand. Does provisional registration still apply to me?

Yes. Provisional registration allows for practitioners with no experience or no recent experience within New Zealand to undertake on-the-job training through completing a period of supervised practice. This serves to protect the health and safety of the public using laboratory services.

I hold an overseas undergraduate degree in a biological science but have been advised it is not equivalent to the New Zealand BMLS. Are there any other options available to me?

In some circumstances the Council may propose that you apply for registration in either the Medical Laboratory Technician or the Medical Laboratory Pre-Analytical Technician scope of practice. This will depend on your qualifications and experience in meeting the requirements for registration in either of those particular scopes of practice.

When applying for your initial APC, you must email the Council:

✓ proof of job offer; and
✓ name of clinical site and supervisor
Definition of a Medical Laboratory Technician

- Medical Laboratory Technicians collect, receive, prepare, test and analyse human biological material to support patient diagnosis, management and treatment. Technicians select appropriate samples and prepare those for analysis using the appropriate laboratory equipment and testing protocols.

- While technicians may analyse and interpret laboratory results they work within approved guidelines and protocols. Departures from defined parameters are to be referred to Medical Laboratory Scientists or other appropriately qualified and registered health practitioners prior to their release to referring clinicians.

- Technicians training includes a general overview of the practice of medical laboratory science and they are qualified to practice in a particular discipline.
Qualifications

Provisional registration requires the applicant to satisfy one of the following:

1. Have completed a minimum of 6-calendar months employment in an appropriately accredited NZ laboratory and passed the Qualified Medical Laboratory Technician (QMLT) examination as set by the New Zealand Institute of Medical Laboratory Science (NZIMLS);

2. Hold a New Zealand Bachelor of Science degree (or equivalent) with a major in a relevant biological science;

3. Hold a Level 6 New Zealand Certificate in Science in a relevant biological science;

4. Hold an overseas biological science qualification that has been assessed by the Council as being substantially equivalent to the New Zealand QMLT certificate.

Full registration requires the applicant to:

1. Hold a QMLT certificate issued by the NZIMLS and have completed the period of provisional registration as specified by the Council and received a satisfactory supervision report certifying his/her competence to practise medical laboratory science under the direction of a fully registered Medical Laboratory Scientist or other appropriately qualified and registered health practitioner; or

2. Hold one of the qualifications as stated in clauses 2-4 under Medical Laboratory Technician (provisional registration) and have completed the period of provisional registration as specified by the Council and received a satisfactory supervision report certifying his/her competence to practice medical laboratory science under the direction of a fully registered Medical Laboratory Scientist or other appropriately qualified and registered health practitioner.
Questions and Answers

I want to wait and sit the QMLT examination once I have completed my 2-years of clinical practice. Can I do that or do I have to sit the examination after having completed the minimum of 6-months clinical experience?

It is expected that you will sit the examination at the earliest opportunity after having completed a minimum of 6-calendar months of laboratory experience and having covered the study material as outlined in the appropriate syllabus. (Having the necessary academic knowledge to support your work not only helps you to be a better practitioner it serves to better protect the health and safety of the public using laboratory services). As the examination is only offered once a year it is likely you will have been employed in excess of 6-months before the opportunity comes to sitting the exam.

Once you have passed the exam you must apply to the Council for registration. You will then be provisionally registered as a Medical Laboratory Technician (providing you meet all of the other registration pre-requisites) with that provisional registration remaining in place until you have been issued with the QMLT certificate from the NZIMLS (which includes completing 2-years FTE clinical hours). For example, at the time of successfully passing the examination you have completed 6-months. Your provisional registration will apply for a further 18-months at which time you apply to the Council to have your status changed to Full Registration.

I understand I will have to apply to the NZIMLS by May to sit the examination later in that same year (i.e. November). Do i need to have completed my six-months of laboratory experience when i make that application (in May)?

No. As long as you will have completed your six-months of laboratory experience before you sit the exam, you can apply/register for the exam in May.

I am currently registered as a Medical Laboratory Technician (Phlebotomy) OR I am currently registered as a Medical Laboratory Technician (Donor Technology). Will I continue to be registered in the Medical Laboratory Technician scope of practice after 1st February 2016?

No. Medical Laboratory Technicians whose practice is currently limited to phlebotomy or donor technology will have their registration automatically changed to the new scope of practice of a Medical Laboratory Pre-Analytical Technician. You do not have to do anything to effect that change. When you apply to renew your APC in February/March 2016, the Council will change your registration status to that of a Medical Laboratory Pre-Analytical Technician. This will not cost you any extra.
I hold a QMLT and do some phlebotomy work as part of my Medical Laboratory Technician role. Will my registration have to change to the scope of a Medical Laboratory Pre-Analytical Technician?

No. The QMLT allows you to continue practising as a Medical Laboratory Technician including the discipline of phlebotomy. However if you hold a Qualified Phlebotomy Technician (QPT) certificate then you will be registered in the Medical Laboratory Pre-Analytical Technician scope of practice.

I am a registered nurse and want to register as a Medical Laboratory Technician. Am I eligible?

Only if you hold another medical laboratory science-specific qualification. If your only qualification is nursing-based and you are a New Zealand and/or overseas registered nurse with sufficient and relevant post-qualification medical laboratory science experience, you can apply for registration in the Medical Laboratory Pre-Analytical Technician scope of practice.

I am a registered medical laboratory technician, but have not held an APC for several years, as I have been working in specimen services. What do I need to do from the 1st of April 2016?

You will need to apply for an APC, by logging onto the Council’s website. If you have not held an APC for the last three-years your application will be managed through a Return to Work pathway.

This will typically involve the Council proposing to place a condition on your APC requiring you to complete a specified period of supervised practice. The length of that supervision will decided on a case-by-case basis.
MEDICAL LABORATORY PRE-ANALYTICAL TECHNICIANS

DEFINITION OF A MEDICAL LABORATORY PRE-ANALYTICAL TECHNICIAN

★ Medical Laboratory Pre-Analytical Technicians (ML-PATs) practise in the areas of laboratory specimen collection (commonly referred to as phlebotomy), laboratory specimen preparation (commonly referred to as specimen services), and donor technology.

★ ML-PATs may practise under a number of workplace titles including but not limited to: “Phlebotomist”; “Donor Technician”; “Specimen Services Technician”. The scope of practice of Medical Laboratory Pre-Analytical Technician is inclusive of these workplace titles.

★ The practice of specimen collection involves pathology laboratory specimen collection by following established procedures. Specimen collection includes collection of blood, non-blood specimens, and some specialised tests and procedures performed at the point of contact with patients.

★ The practice of laboratory specimen preparation involves the receipt and preparation of samples prior to laboratory testing.

★ The practice of donor technology involves the collection of blood and blood component donations from blood donors within the New Zealand Blood Service.

★ ML-PATs can practise within either a single or a combination of the three disciplines of specimen collection, laboratory specimen preparation and donor technology, following successful completion of on-the-job training and competency assessment. It is the responsibility of the employing laboratory to ensure that training and competency sign-off is met.
QUALIFICATIONS

Provisional registration requires the applicant to satisfy one of the following:

1. Have completed a minimum of 6-calendar months employment in an appropriately accredited NZ laboratory and the Qualified Medical Laboratory Technician (QMLT) Phlebotomy examination, or the QMLT Donor Technology examination, or QMLT Specimen Services examination as set by the NZIMLS;

2. Hold a New Zealand Bachelor of Science degree (or equivalent) with a major in a relevant biological science;

3. Hold an overseas biological science qualification that has been assessed by the Council as being substantially equivalent to either the QMLT Phlebotomy certificate, QMLT Donor Technology certificate, or QMLT Specimen Services certificate issued by the NZIMLS;

4. Hold a Level 6 New Zealand Certificate in Science in a relevant biological science;

5. Hold New Zealand or overseas registration as a registered nurse combined with post-qualification clinical experience in phlebotomy and/or donor technology that in the opinion of the Council is sufficient for provisional registration.
Full registration requires the applicant to satisfy one of the following:

1. Be registered and hold a current practising certificate as a Medical Laboratory Technician (with a condition of practice being limited to phlebotomy or donor technology) as at 1st February 2016;

2. Hold a QMLT Specimen Services Technology certificate as at 1st February 2016;

3. Hold a QMLT Phlebotomy certificate, QMLT Donor Technology certificate, or QMLT Specimen Services certificate as issued by the NZIMLS and have completed the period of provisional registration as specified by the Council and received a satisfactory supervision report certifying his/her competence to practise pre-analytical medical laboratory science under the direction of a fully registered Medical Laboratory Scientist, a fully registered Medical Laboratory Technician, or other appropriately qualified and registered health practitioner;

4. Hold one of the qualifications as stated in clauses 2-6 under Medical Laboratory Pre-Analytical Technician (provisional registration) and have completed the period of provisional registration as specified by the Council and received a satisfactory supervision report certifying his/her competence to practise pre-analytical medical laboratory science under the direction of a fully registered Medical Laboratory Scientist, a fully registered Medical Laboratory Technician, or other appropriately qualified and registered health practitioner.
Questions and Answers

Does registration as a Medical Laboratory Pre-Analytical Technician mean I can practise in any of the disciplines included in this scope of practice?

Yes. Provided you have been signed off by your employer as being competent to practise in that particular discipline. For example if you hold a QMLT Specimen Services certificate and want to practise both specimen services and phlebotomy, you would need to complete on-the-job training in phlebotomy (as set by your employing laboratory) and be signed off as being competent by a fully registered medical laboratory science practitioner who has expertise and knowledge in phlebotomy. As a registered health practitioner you are responsible for ensuring you are competent in the particular pre-analytical discipline in which you are practising.

I have just under 3-years of specimen services experience. Will the Council give me an exemption from the 3-years minimum and allow me to apply for provisional registration

No. To avoid confusion and any potential for treating individuals unfairly, the Council’s criteria for transitional pathways to registration for specimen services practitioners who do not hold a formal qualification will be applied consistently as stated.

I am working in specimen services but I don’t want to register as a Medical Laboratory Pre-Analytical Technician? Can I just remain as I am?

No. As from 1st February 2016 all persons working in a New Zealand laboratory who use a workplace title of “Specimen Services Technician” (or similar) must apply for registration as a Medical Laboratory Pre-Analytical Technician. This will be a legal requirement under the Health Practitioners Competence Assurance Act 2003.

I work in specimen services doing data entry only. Do I need to be registered?

No. The practice of laboratory specimen preparation involves the receipt and preparation of samples prior to laboratory testing. Data entry on its own does not fit into this definition.
Will registered Medical Laboratory Pre-Analytical Technicians be required to undertake continuing professional development?

Yes. As of 01 January 2017, MLPATs are required to complete eight-hours of CPD each year.

Earlier in the Guidelines there is mention of the practice of medical laboratory science being informed by the Council’s Code of Competencies for the Practice of Medical Laboratory Science. Does this include competencies for the ML-PAT scope of practice?

Yes. Many of the competencies are stated in generic terms that apply to all scopes of practice within the profession of medical laboratory science.
ANNNUAL PRACTISING CERTIFICATES

Registration on its own does not allow you to practise medical laboratory science. You must also hold a current annual practising certificate

LEGAL OBLIGATION

✓ Each year you wish to continue practising as a registered medical laboratory science practitioner you must apply for and be issued with an Annual Practising Certificate (APC). If you practise in any of the defined medical laboratory science scopes of practice without holding a current APC you do so in contravention of the Health Practitioners Competence Assurance Act 2003 and would therefore be subject to a Council investigation.

✓ When applying for your APC you are required to make a number of statutory declarations and pay a fee. Failure to complete these requirements may delay the issue of your APC.

ISSUE OF YOUR INITIAL APC

★ Applying for registration and then an APC are two separate processes you complete online through the Council’s website.

★ Once your registration has been confirmed you need to complete your online APC application to be issued with a practising certificate.

★ There are separate fees for registration and for the issue of an APC.

★ An APC is only valid for a single 12-month period from 1st April of one year to 31st March of the next calendar year. If you are applying for your very first APC you may do that at any point during this time period.

★ You must have been issued with an APC before you can start practising in your registered scope of practice. Registration on its own does not entitle you to practise in your scope of practice.

★ You must hold an APC whether you were granted provisional or general registration
Renewing Your APC

- When you already hold an APC and you intend to continue practising in your registered scope of practice for the next “APC year”, you will need to apply to renew your APC.

- This renewal application process is completed up to two-months in advance of the upcoming APC year. For example if you are renewing your APC to practise from 1st April, you will need to complete your renewal application between the beginning of February and 31st March. If you do not complete your renewal application within that time you will be at risk of incurring a higher APC renewal fee.

- APC renewal applications received after the 7th April incur a “late application fee” which is set at a higher level than the usual APC renewal fee.

- Each year the Council issues an email reminder to all current APC holders alerting them when their annual APC renewal application is due.
### Fees

**Registration**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Zealand-trained application for registration</td>
<td>$350</td>
</tr>
<tr>
<td>Overseas-trained application for registration</td>
<td>$550</td>
</tr>
<tr>
<td>Application to add a scope of practice</td>
<td>$100</td>
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**APC**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Renewal of an APC received by 31 March</td>
<td>$260</td>
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<tr>
<td>Renewal of an APC received after 7 April</td>
<td>$364</td>
</tr>
<tr>
<td>Initial APC received between 1 April to 30 September</td>
<td>$260</td>
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<td>Initial APC received between 1 October to 31 January</td>
<td>$130</td>
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<tr>
<td>Initial APC received between 1 February to 31 March</td>
<td>Nil</td>
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**Supply of Documents Fee**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Issue of a certificate of registration (additional to initial confirmation of registration)</td>
<td>$57.50</td>
</tr>
<tr>
<td>Any other document certifying registration status or standing</td>
<td>$57.50</td>
</tr>
</tbody>
</table>