



# 2010

## Annual Report

*1 April 2009 – 31 March 2010*



**MEDICAL LABORATORY  
SCIENCE BOARD**

TE POARI MĀTAI ORANGA



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# Medical Laboratory Science Board

## PURPOSE AND MISSION

The Medical Laboratory Science Board (the Board) is one of sixteen New Zealand health regulatory authorities appointed by the Minister of Health under the Health Practitioners Competence Assurance Act 2003 (the Act). The Board is responsible for the administration of the Act in regard to the profession of medical laboratory science.

The primary responsibility of the Board is to protect the health and safety of the New Zealand public by ensuring practitioners registered in the profession of medical laboratory science are competent and fit to practise.

## THE BOARD'S FUNCTIONS

In accordance with Section 118 of the Act, the Board is responsible for fulfilling a number of functions:

1. To prescribe the qualifications required for scopes of practice within the profession of medical laboratory science, and, for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes.
2. To authorise the registration of medical laboratory scientists and medical laboratory technicians under the Act, and to maintain registers.
3. To consider applications for annual practising certificates.
4. To review and promote the competence of medical laboratory scientists and technicians.
5. To recognise, accredit, and set programmes to ensure the ongoing competence of medical laboratory scientists and technicians.
6. To receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of medical laboratory scientists and medical laboratory technicians.
7. To notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a medical laboratory scientist or technician may pose a risk of harm to the public.
8. To consider the cases of medical laboratory scientists or technicians who may be unable to perform the functions required for the practice of the medical laboratory science profession.
9. To set standards of clinical competence, cultural competence, and ethical conduct to be observed by medical laboratory scientists and medical laboratory technicians.
10. To liaise with other authorities appointed under the Act about matters of common interest.
11. To promote education and training in the profession of medical laboratory science.
12. To promote public awareness of the responsibilities of the Board.

## Medical Laboratory Science Board Members

**Sue Carnoutsos** was elected to the chairmanship of the Board in 2009. Sue was appointed to the Board in 2003. A registered and practising medical laboratory scientist, Sue is the Operational Development Facilitator for Canterbury Health Laboratories in Christchurch. In 2009-2010 Sue also convened the Board's Complaints Committee and was a member of the Finance/Administration Committee

**Bruce Dove** has been a member of the Board both prior to and since the implementation of the HPCA Act in 2003. In 2009 he was elected to the Deputy Chair role. Bruce is Manager of the Microbiology Department at Diagnostic Medlab in Auckland. In 2009-2010 Bruce was convener of the Board's Registrations Committee.

**Professor Brett Delahunt** has been a member of the Board both prior to and since the implementation of the HPCA Act in 2003. He is Professor of the Department of Pathology and Molecular Medicine at the Wellington School of Medicine and Health Science (University of Otago) and Adjunct Professor of Biological Sciences at Victoria University (Wellington). In 2009-2010 Brett was a member of the Board's Registrations Committee.

**Chris Kendrick** was appointed to the Board in 2006. Chris is Senior Lecturer in Haematology and Transfusion Science at Massey University in Palmerston North. In 2009-2010 Chris was elected to convene the Board's Competence Committee and was also a member of the Finance/Administration Committee.

**Ross Anderson** has been a member of the Board both prior to and since the implementation of the HPCA Act in 2003. Ross is Laboratory Manager for Diagnostic Medlab in Auckland. In 2009-2010 Ross was a member of both the Registrations Committee and the Accreditation Committee. In late 2009 Ross informed the Minister he did not wish to be considered for re-appointment to the Board, however he remained in office for the remainder of the year pending appointment of new members.

**Shirley Gainsford** has been a member of the Board both prior to and since the implementation of the HPCA Act in 2003. In 2009-2010 Shirley was a member of both the Competence Committee and the Complaints Committee. In late 2009 Shirley informed the Minister she did not wish to be considered for re-appointment to the Board, however she remained in office for the remainder of the year pending appointment of new members.

**Laurie Manley** was appointed to the Board in 2006. She has over thirty years experience as a research and clinical medical laboratory technician, both in New Zealand and overseas. In 2009-2010 Laurie was a member of the Registrations Committee, and the Competence Committee.



**Esther Cowley-Malcolm** was appointed to the Board in 2006 as a lay member. Esther has a background in the tertiary education sector and in 2009 was busy completing her PHd. In 2009-2010 Esther was elected to convene the Board's Accreditation Committee.

**Wendi Wicks** was appointed to the Board in 2006 as a lay member. Wendi has a background in the disability sector. In 2009-2010 she was a member of the both the Competence Committee and the Complaints Committee.

**Kura Denness** is a chartered accountant and sits on a number of governance boards both at national and local level. In 2009-2010 Kura was convener of the Board's Finance/Administration Committee.

## Chairperson's Report

The twelve month period ending 31 March 2010 has been one of change and challenge for the Medical Laboratory Science Board. In 2009/10, the Board undertook projects designed to improve governance and operational capabilities. Of significance was commencement of website redevelopment, a comprehensive review of scopes of practice as well as the graduate diploma route to registration and the development of a 3 – 5 year strategic plan. In addition policy documentation is complete and Board and management delegations have been formalised.

The business model adopted by the Board in conjunction with the Medical Radiation Technologists Board continues to work well. Medical Sciences Secretariat's (MSS) management of administrative function meets a consistently high standard under the leadership of Mary Doyle. The appointment of Mary to both the CEO and Registrars role has allowed further development of these roles and has resulted in synergies of purpose in an operational context.

As in preceding years our main aim as a Regulatory Authority is to fulfil legislative responsibilities to ensure the provision of safe services to the public of New Zealand. To this end we meet with and maintain regular links with the profession and with the tertiary training institutions providing the BMLSc degree for the new generations of medical laboratory scientists. The Board also actively participates in the activities of the Health Regulatory Authorities of New Zealand (HRANZ).

While governance oversight continued to develop, the Board functions were impacted by the departure of three long standing members. At this time I would like to record my sincere thanks to Ross Anderson, and Shirley Gainsford in respect of their contribution to the Board activities over the 3 terms of their appointment. Their counsel and combined wisdom has ensured that the Board were able to make sound decisions through a period of unparalleled change in the health legislative environment.

Although a succession plan was well established, the delay experienced in the appointment of replacement members did require contingencies to mitigate risk. The remaining members of the Board met the challenge and I extend my thanks to them also for the valiant way in which they maintained business as usual over this period.

As I complete my first year as Chair of the MLSB, I would also like to express my gratitude to the team at MSS for their efforts and contributions made to enhance the service we receive as members of the profession and as Board members.



**Sue Carnoutsos**  
**Chair of the Medical Laboratory Science Board**



## Governance

### BOARD MEETINGS

At its first meeting of each calendar year the Board sets and confirms its annual calendar of events including Board meetings. Between 1 April 2009 to 31 March 2010 the Board held four meetings.

<b>Board Members</b>	<b>14–15 May 2009</b>	<b>27–28 August 2009</b>	<b>26–27 November 2009</b>	<b>10 March 2010</b>
Sue Carnoutsos	Yes	Yes	Yes	Yes
Bruce Dove	Yes	Yes	Yes	Yes
Brett Delahunt	Yes	Yes	Yes	Yes
Chris Kendrick	Yes	Yes	Yes	Yes
Ross Anderson	Yes	Yes	Apology	Yes
Shirley Gainsford	Yes	Yes	Yes	Apology
Laurie Manley	Yes	Yes	Yes	Yes
Esther Cowley-Malcolm	Yes	Apology	Apology	Yes
Wendi Wicks	Yes	Yes	Apology	Yes
Kura Denness	Yes	Yes	Yes	Yes

### BOARD FEES

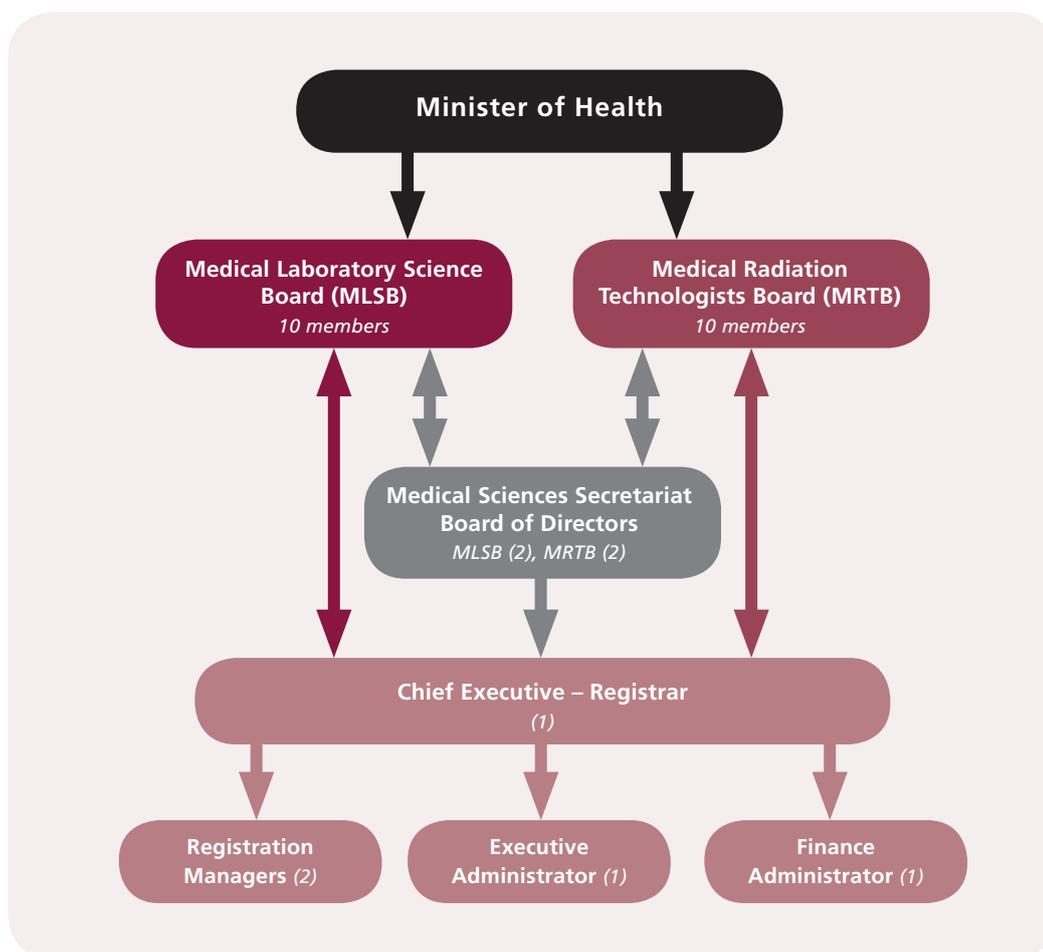
Between April to October 2009 the fees paid to Board members for meeting attendance were:

<b>Position</b>	<b>Fee</b>
Chairperson	\$18,000 annual honorarium
Committee Convener	\$600 day / \$75 hour
Board Member	\$400 day / \$50 hour

In November the Board reviewed its fees and unanimously agreed to institute a new structure, effective immediately:

<b>Position</b>	<b>Fee</b>
Chairperson	\$25,000 annual honorarium
Board Member	\$600 day / \$75 hour

## THE BOARD'S GOVERNANCE AND OPERATIONAL FRAMEWORK



The Minister of Health appoints ten members to the Medical Laboratory Science Board, each member's term of office being for a three-year period, with an option to apply for re-appointment. An individual board member can serve a maximum of three consecutive 3-year terms (nine years) with the Medical Laboratory Science Board.

Within the framework of the Act the first term of office for all Medical Laboratory Science Board members began in September 2003.

The Medical Laboratory Science Board works very closely with another health regulation authority, the Medical Radiation Technologists Board with whom they set up a jointly-owned company, Medical Sciences Secretariat (MSS). The MSS provides both Boards with business support and research and policy analysis services.



### **MANAGING BUSINESS PRIORITIES IN 2009-2010**

In 2009 the Board developed its second consecutive annual business plan which reflected the scope of its functions and responsibilities under the Act. The plan also reflected the commitment of both the Medical Laboratory Science Board and the Medical Radiation Technologists Board to work together to maximise operational synergies through their jointly-owned company, MSS.

The 2009 business plan set out its business priorities within seven core areas:

- Governance
- Competence
- Registrations and Recertification
- Complaints
- Accreditation
- Communication and Information Management
- Financial

### **BOARD COMMITTEES**

The Board has a number of standing committees who have delegated authority to oversee many of the ongoing functions of the Board as well as progressing specific business improvement initiatives as set out in the Board's annual business plan.

Committee	Membership	Function
<b>Registrations</b>	<p><b>Convener</b> Bruce Dove</p> <p><b>Members</b> Laurie Manley Ross Anderson Brett Delahunt</p>	<ul style="list-style-type: none"> <li>• Consider all registration applications from holders of qualifications that have not been prescribed or deemed substantially equivalent</li> <li>• Coordinate reviews of the scopes of practice</li> <li>• Evaluate all non-prescribed qualifications</li> <li>• Develop and review relevant policies</li> </ul>
<b>Competence</b>	<p><b>Convener</b> Chris Kendrick</p> <p><b>Members</b> Shirley Gainsford Laurie Manley Wendy Wicks</p>	<ul style="list-style-type: none"> <li>• Monitor the issue of annual practising certificates</li> <li>• Approve conditions on scopes of practice</li> <li>• Review recertification programme audits and oversee any required follow-up</li> <li>• Review recertification programmes for Board approval</li> <li>• Develop and review relevant policies</li> </ul>
<b>Complaints</b>	<p><b>Convener</b> Sue Carnoutsos</p> <p><b>Members</b> Shirley Gainsford Wendy Wicks</p>	<ul style="list-style-type: none"> <li>• Oversee the management of all complaints including notifications and actions in regard to competence, health, and conduct</li> <li>• Develop and review relevant policies</li> </ul>
<b>Accreditation</b>	<p><b>Convener</b> Esther Cowley-Malcolm</p> <p><b>Members</b> Ross Anderson</p>	<ul style="list-style-type: none"> <li>• Represent the Board at education forums</li> <li>• Manage the accreditation and monitoring process of prescribed qualification programmes</li> <li>• Develop and review relevant policies</li> </ul>
<b>Finance and Administration</b>	<p><b>Convener</b> Kura Denness</p> <p><b>Members</b> Sue Carnoutsos Chris Kendrick Mary Doyle (CEO/Registrar)</p>	<ul style="list-style-type: none"> <li>• Receive and review annual business plans and budgets prior to full Board consideration</li> <li>• Liaise with the CEO on all administration and financial issues</li> <li>• Develop and review relevant policies</li> </ul>



### **BOARD MEMBERS' PROFESSIONAL DEVELOPMENT**

To support her in taking on the chairmanship role, the Board paid for Sue Carnoutsos to attend a two-day “Chairing the Board” course offered by the New Zealand Institute of Directors.

The Board paid the registration fees for the Board Chair and a MSS staff member to attend the annual conference of the New Zealand Institute of Medical Laboratory Science.

Four Board members attended a series of three workshops offered by Buddle Findlay that focused on various aspects of regulatory authorities' responsibilities under the Act.

### **SECTOR LIAISON**

The Board continues to liaise with relevant professional bodies both in New Zealand and overseas. The Board has continued its membership with the Health Regulatory Authorities of New Zealand (HRANZ) group, both at a strategic and operational level and has been involved in various projects during 2009-2010.

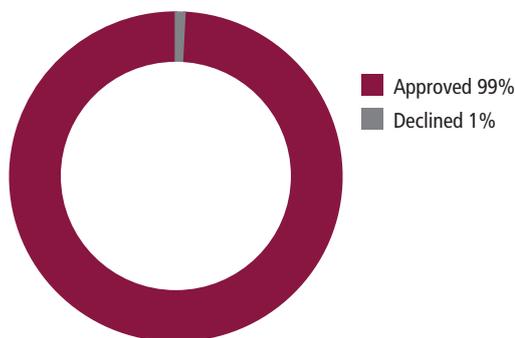
## Registrations and Practising Certificates

### NEW REGISTRATIONS

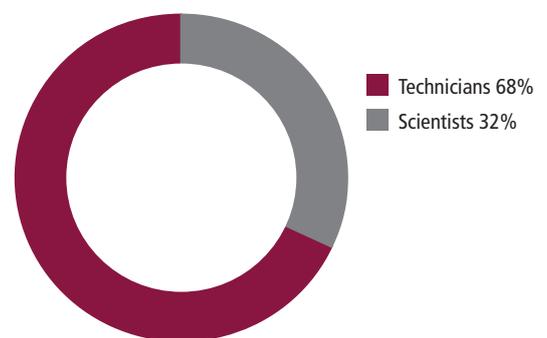
Between 1 April 2009 and 31 March 2010 the Board received 413 applications from persons wanting to be registered either as a medical laboratory scientist or a medical laboratory technician. 409 of these applications were approved and 4 declined due to the applicants not meeting the entry-level registration requirements.

Of the 409 registration applications approved during 2009-2010, 32% were for medical laboratory scientists and the remaining 68% for medical laboratory technicians. 52% of the registrations applications approved during 2009-2010 were from New Zealand graduates while 48% were for overseas-trained practitioners.

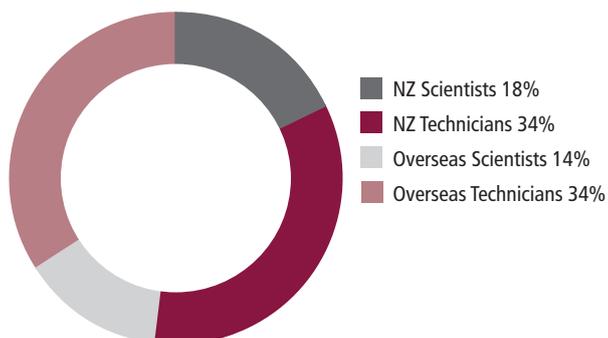
**Total Registrations Received:  
Approved and Declined**  
*1 April 2009 to 31 March 2010*



**Total Registrations Received  
per Scope of Practice**  
*1 April 2009 to 31 March 2010*



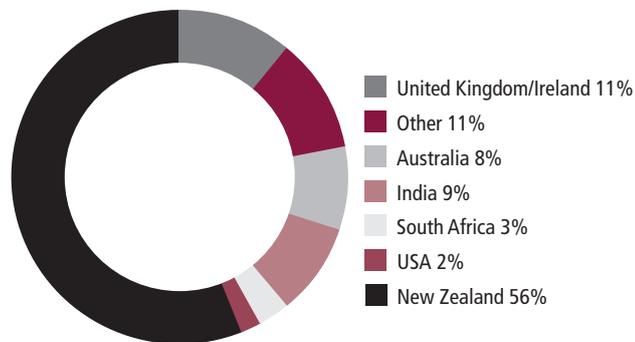
**Total Number of  
Approved Registrations**  
*1 April 2009 to 31 March 2010*





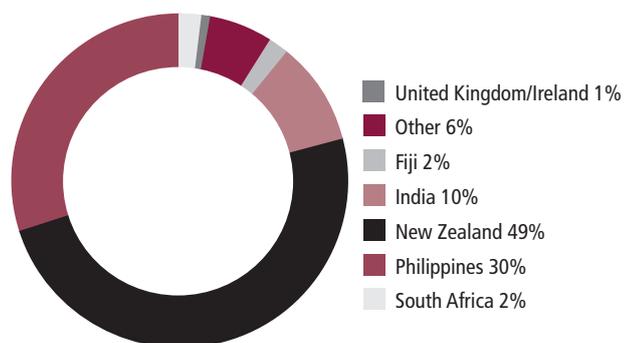
Within the scope of practice of medical laboratory scientist, overseas applications came from a total of eighteen different countries. Of these, most came from the United Kingdom/Ireland, followed by India, then Australia, South Africa, and the USA. The remaining overseas applications came from thirteen different countries.

**New Registrations:  
Medical Laboratory Scientists  
1 April 2009 to 31 March 2010**



Of the 141 registration applications approved for overseas-trained medical laboratory technicians, most came from the Philippines, followed by India, then Fiji and South Africa, followed by the United Kingdom/Ireland. The remaining overseas applicants came from fourteen individual countries:

**New Registrations:  
Medical Laboratory Technicians  
1 April 2009 to 31 March 2010**



## GRADUATE DIPLOMA ROUTE TO REGISTRATION AS A MEDICAL LABORATORY SCIENTIST

In 2003 the Board approved an alternative route to registration as a medical laboratory scientist. This pathway is available to registered medical laboratory technicians to train toward medical laboratory scientist registration and involves an approved course of study that is completed over a minimum of two years. The academic component of the course is offered through either Massey University or the Auckland University of Technology and requires support from the applicant's employer to undertake the clinical components of the course within an IANZ-accredited laboratory.

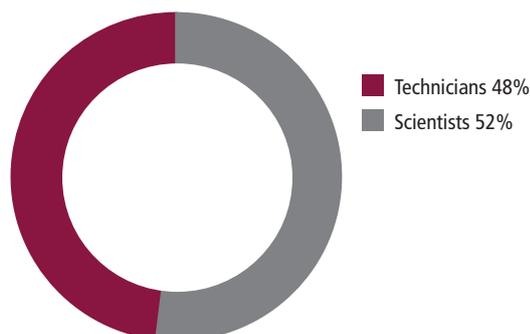
Between 1 April 2009 and 31 March 2010 24 medical laboratory technicians were approved by the Board to enrol in the Graduate Diploma in Science study programme.

In 2009 the Board reviewed the Graduate Diploma route to registration. While this was originally devised as a relatively short-term solution for non-vocationally trained laboratory personnel who held a relevant Bachelor of Science qualification and diagnostic laboratory experience, the Board confirmed this is a valuable pathway to registration that they wish to retain. Ongoing reviews are planned to ensure the processes being used continue to support the intent of this pathway without compromising the ongoing viability of the primary route to registration as a medical laboratory scientist, that is, the Bachelor of Medical Laboratory Science qualification programme.

## ANNUAL PRACTISING CERTIFICATES

Practitioners registered with the Board can hold an annual practising certificate (APC) as either a medical laboratory scientist or as a medical laboratory technician. In 2009-2010 the Board issued 1661 annual practising certificates to medical laboratory scientists and 1520 annual practising certificates to medical laboratory technicians.

**Annual Practising Certificates  
Issued From  
1 April 2009 to 31 March 2010**





## Competence and Fitness to Practise

All persons who wish to apply for registration and/or continue to practise in the profession of medical laboratory science must be able to demonstrate to the Board that they are competent and fit to practise so as to protect the health and safety of the public.

### STANDARDS OF COMPETENCE

In 2006 the Board adopted a set of competencies and standards required of all registered and/or practising medical laboratory scientists and technicians. This code specifies those competencies and standards deemed by the Board to be the minimum requirement for registration and practice in the profession of medical laboratory science.

As well as containing the minimum clinical competencies and standards medical laboratory scientists and technicians are expected to maintain and practise, the Code also includes the attitudes and values that all registrants must perform to acceptable ethical, cultural, legal and regulatory standards.

The Code of Competencies and Standards is used as a basis for the assessment of applications for registration, is a resource for institutions offering the Bachelor of Medical Laboratory Science degree or examinations for medical laboratory technicians, and provides a measurement tool against which to monitor programme delivery in educational institutions. The Code also provides a cross-reference/assessment tool against which overseas qualifications are measured for the purpose of registration, as well as providing the standards for any reviews of professional competence.

### RECERTIFICATION PROGRAMMES

The Board's recertification programme framework is based on a continuing professional development (CPD) model. A condition of being issued with an APC is that the medical laboratory scientist or technician must provide evidence of enrolment and satisfactory progress in a Board-approved recertification programme. While a medical laboratory scientist or technician can apply to the Board for an exemption from a recertification programme, exemption is an exception rather than a rule and is not approved on an ongoing/long-term basis.

#### **Recertification Programmes: Medical Laboratory Scientists**

The Board has approved three recertification programmes for medical laboratory scientists:

- The New Zealand Institute of Medical Laboratory Science (NZIMLS) Continuing Professional Development (CPD) programme; and
- The New Zealand Hospital Scientific Officers Association (NZHSOA) Continuing Education Programme for Scientific Officers and Recertification Programme for Medical Laboratory Scientists; and
- The Australian Institute of Medical Scientists (AIMS) Australian Professional Acknowledgement Continuing Education (APACE) programme.

These recertification programmes have been approved as meeting a set of Board-prescribed criteria including:

- The programme meets the competence standards of the Board for the issue of an annual practising certificate;
- The programme is provided by an organisation domiciled in New Zealand, with the exception of the AIMS APACE programme.
- The programme demonstrates that successful participants maintain the attitudes and ethical standards required of a registered medical laboratory scientist, and develop and improve their knowledge and skills
- Participants in the programme are required to achieve measurable outcomes.

#### **Recertification Programmes: Medical Laboratory Technicians**

Medical laboratory technicians applying for an APC must have undertaken at least 8 hours of approved professional development activity within the previous 12-month period. They are responsible for maintaining a record of the professional development activities they have undertaken and these records are required as evidence should they be selected for audit.

#### **RECERTIFICATION AUDITS: MEDICAL LABORATORY SCIENTISTS**

Audits of the recertification records of medical laboratory scientists are the responsibility of the provider of the recertification programme. The Board requires that these audits are undertaken by a person or persons outside of the recertification programme provider.

Each recertification provider provides the Board with an annual audit report of all participants and their progress in the recertification programme.

Medical laboratory scientists also required to declare to the Board when applying for the renewal of their APC, the number of points/credits they gained in their recertification programme in the previous twelve-month period. This declaration is checked against the audit information received from the relevant recertification programme provider. Medical laboratory scientists who fail to meet the points/credits requirements of the relevant recertification programme are required to provide the Board with a written explanation and the issue of an APC may be delayed or denied.

Audit results from the Board-approved recertification providers identified 5 medical laboratory scientists requiring follow-up from the Board due to not meeting all the requirements of their recertification programme at the time of applying to renew their APC for the 2009-2010 year.



## RECERTIFICATION AUDIT: MEDICAL LABORATORY TECHNICIANS

In 2009 the Board conducted its first audit of the recertification programme required of medical laboratory technicians. A total of 131 technicians were audited. Of the 125 responses received, 91% met their recertification requirements. The remaining 9% of respondents who did not meet their recertification requirements have been flagged to undergo a further audit in 2010.

## COMPETENCE NOTIFICATIONS/REVIEWS

Medical laboratory scientists and technicians wishing to practise in New Zealand must be able to demonstrate they meet the Board's minimum competencies as set out in the Code of Competencies and Standards for the Practice of Medical Laboratory Science.

Under Section 34 of the Act anyone who has concerns that a medical laboratory scientist or technician may pose a risk of harm to the public by practising below the required standard of competence may inform the Board's registrar in writing, including the reasons on which their belief is based. Section 34 of the Act also requires an employer to notify the Board's Registrar whenever a registered medical laboratory scientist or technician resigns or is dismissed from his/her employment for reasons related to competence.

Following enquiries into such notifications the Board may undertake a competence review with the practitioner concerned. Competence reviews are rehabilitative in nature and aim to improve the person's practice so that he/she can continue to practise in the relevant scope of practice.

The Board did not receive any notifications about the competence of a medical laboratory scientist or technician during the 2009-2010 year.

## HEALTH

Should medical laboratory scientists/technicians become either physically or mentally unwell, have an accident, and/or have substance misuse problems, such illness has potential to harm the public. The Board has mechanisms in place to provide assessment, rehabilitation and support to medical laboratory scientists and technicians who may have a physical and/or mental condition that results in them being unable to fulfil the required functions of their profession.

Medical laboratory scientists and technicians are required, under section 45 of the Act, to inform the Board about concerns they have in regard to their own or another scientist's/technician's ability to practise safely due to a physical and/or mental condition.

The Board did not receive any health notifications during the 2009-2010 year.



## Complaints and Discipline

In accordance with the Act the Board is obliged to consider all information that raises questions about the conduct or the safety of practice of medical laboratory scientists and technicians. All complaints received by the Board alleging that the practice or conduct of a medical laboratory scientist/technician has affected a health consumer are forwarded to the Health and Disability Commissioner as required by section 64(1) of the Act.

The Health and Disability Commissioner may refer a complaint back to the Board, requiring the Board to assess the complaint and consider the action(s) it needs to take to respond to the complaint.

In accordance with Section 67 of the Act the Board must be notified if a registered medical laboratory scientist or technician is convicted of an offence punishable by imprisonment for a term of three months or longer. Any notice of a conviction under Section 67 must be referred to a Professional Conduct Committee.

During 2009-2010 the Board did not receive any complaints under Sections 64 (1) or 67 of the Act.



## Quality Improvement Projects

During 2009-2010 the Board undertook a number of projects to improve both its governance and operational capabilities. It is of note that a number of these projects were managed in partnership with the Medical Radiation Technologists Board thereby achieving cost efficiencies and consistency of regulatory standards.

### GOVERNANCE

In 2009 the Board worked with the Medical Radiation Technologists Board and CEO of MSS to review the Board-Management delegations. Taking a collaborative approach to this review has seen a number of key processes being streamlined across both Boards. For example MSS staff can now approve an increased number of registration applications which has freed up Board members from both regulatory authorities to increase their focus on matters of strategic importance rather than routine operational tasks.

The Board also developed and adopted a framework for evaluating its performance and a Code of Conduct in collaboration with the Medical Radiation Technologists Board.

During 2009 a major undertaking was completed to review and collate all Board policies and procedures into an integrated framework which utilised a standardised documentation format. This framework incorporates a structure for the ongoing review of these policy documents.

A further joint initiative between the two Boards was the development of an Orientation Programme in preparation for the pending appointment of new members to both Boards. This orientation programme was not carried out until mid- 2010 due to ongoing delays with the Ministry of Health-driven appointment process for Board members. This delay meant that those Board members who had informed the Ministry of their retirement, continued their office until the appointment of new members in May 2010.

### COMPETENCE

As a component of the review of Board policies, the Board developed and approved a set of guidelines for practitioners in regard to competence reviews and health notifications. This information has been posted on the Board's website.

### SCOPES OF PRACTICE REVIEW

In 2009 the Board commenced a public consultation process in regard to the scopes of practice defined for the profession of medical laboratory science. This initiative was still in progress as at 31 March 2010.

## **REVIEW OF REGISTRATION AND RECERTIFICATION PROCESSES**

A review of the processes involved with registration and recertification applications was carried out in partnership with the Medical Radiation Technologists Board. One aspect of this review was to revise the application documentation associated with these processes to ensure consistency of information across both professions.

## **COMMUNICATIONS AND INFORMATION MANAGEMENT**

In 2009 the Board undertook a major initiative to re-develop its website. The existing website was out-dated and failed to provide an environment that encouraged its use. The website is a core mechanism for the Board to communicate with the profession, the New Zealand public and other interested stakeholders.

This development is yet another example of the Board pooling its resources with the Medical Radiation Technologists Board to achieve maximum impact for minimal cost. Through managing the re-development of each Board's website as a joint project, not only were significant cost savings made, there was also improved consistency in the way generic information applicable to all regulated professions, has been presented.

A project aimed at improving the collection, storage and retrieval of Board information was commenced in 2009 and is being undertaken as a joint project with the Medical Radiation Technologists Board. This project is expected to take two-three years to complete.



## Finances

### PRACTITIONER FEES

The Board's primary source of income is through a structure of fees practitioners are required to pay. In 2009-2010 the following fee structure was in place:

#### A. REGISTRATION AND CHANGE TO SCOPE OF PRACTICE FEES

Application to register as a medical laboratory scientist (New Zealand graduate)	\$230.00
Application to register as a medical laboratory scientist (overseas graduate)	\$480.00
Application to register as a medical laboratory technician (New Zealand graduate)	\$120.00
Application to register as a medical laboratory technician (overseas graduate)	\$350.00
Application to be registered with a change to an existing scope of practice	\$230.00

#### B. ANNUAL PRACTISING CERTIFICATE FEES

Application for an annual practising certificate in the scope of practice of medical laboratory scientist*	\$175.00
Application for an annual practising certificate in the scope of practice of medical laboratory technician*	\$140.00

\* The Board waives the fee for an annual practising certificate for new applicants who apply after 1st December in any year, for the remainder of the year to 31st March of the following year.

#### C. SUPPLY OF DOCUMENTS FEES

Issue of a certificate of registration	\$45.00
Issue of a certificate of registered information	\$45.00
Supplying a medical laboratory scientist or medical laboratory technician with any document for the purposes of seeking registration overseas	\$100.00
Issue of a replacement annual practising certificate declared lost	\$50.00

In keeping with its commitment to fiscal prudence, the above fee structure has remained unchanged since October 2006.

## Contacting the Board

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

Level 7, Sovereign House  
34-42 Manners Street  
Wellington

Tel: +64 4 801 6250

Registrar: extension 2

Registration Manager: extension 4

*Post all correspondence to:*

The Registrar  
Medical Laboratory Science Board  
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PKF Martin Jarvie  
Chartered Accountants



## AUDIT REPORT

### TO THE READERS OF MEDICAL LABORATORY SCIENCE BOARD'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2010

The Auditor-General is the auditor of the Medical Laboratory Science Board (MLS 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, on her behalf, for the year ended 31 March 2010.

#### Unqualified Opinion

In our opinion, the financial statements of the MLS Board on pages 23 to 28:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect:
  - the MLS Board's financial position as at 31 March 2010; and
  - the results of its operations for the year ended on that date.

The audit was completed on 30 March 2011, 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;

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- reviewing significant estimates and judgements made by the Board;
- confirming year-end balances;
- 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 MLS Board as at 31 March 2010 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 MLS 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 report**

This audit report relates to the financial report of Medical Laboratory Science Board (the Board) for the year ended 31 March 2010 included on the Board's website. The Board is responsible for the maintenance and integrity of the 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 report since it was initially presented on the website.

The audit report refers only to the financial report named above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If readers of this report are concerned with the inherent risks arising from the electronic data communication they should refer to the published hard copy of the audited financial report and related audit report dated 30 March 2011 to confirm the information included in the audited financial report presented on this website.

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

## 2010 FINANCIAL STATEMENTS

## MEDICAL LABORATORY SCIENCE BOARD

**Statement of Financial Performance***For the Year ended 31 March 2010*

		2010	2009
	Note	\$	\$
<b>Income</b>			
Registration Fees – Non NZ		67,538	56,449
Registration Fees NZ		30,746	29,168
APC's		460,009	447,082
Interest Received		11,711	20,404
Sundry Income		2,547	20,585
<b>Total Income</b>		<b>572,551</b>	<b>573,688</b>
<b>Less Expenses</b>			
Audit Fees		4,530	6,793
Archiving		–	744
Bank Charges		6,520	6,390
Board Member Fees & Expenses		64,817	74,402
Catering		3,299	–
Chartered Accountancy Fees		4,300	1,224
Conference Expenses		1,000	1,333
Consultancy		–	1,920
Examiners Fees		–	2,547
General Expenses		869	118
IT		1,364	143
Legal Expenses		28,958	880
Postage		37	4,685
Printing & Stationery		22,596	17,464
Professional Fees		799	124
MSS Service Charges		277,439	311,198
Staff Training		529	1,764
Telephone, Tolls & Internet		1,180	–
Travel – National		33,801	29,136
<b>Total Expenses</b>		<b>452,038</b>	<b>460,865</b>
<b>Net Surplus/(Deficit) For The Year</b>		<b>120,513</b>	<b>112,823</b>

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



## MEDICAL LABORATORY SCIENCE BOARD

## Statement of Movements in Equity

*For the Year ended 31 March 2010*

		2010	2009
	Note	\$	\$
Opening Equity		267,894	155,071
Net Profit (Loss)	120,513		112,823
Total Recognised Revenues & Expenses		120,513	112,823
<b>Equity at End of the Year</b>		<b>388,407</b>	<b>267,894</b>

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

## MEDICAL LABORATORY SCIENCE BOARD

**Statement of Financial Position***As at 31 March 2010*

		2010	2009
	Note	\$	\$
<b>Equity</b>			
Retained Earnings	4	388,407	267,894
<b>Total Equity</b>		<b>388,407</b>	<b>267,894</b>
<b>Represented by;</b>			
<b>Current Assets</b>			
Westpac Bank – Government Trading		692,499	559,225
Westpac Bank – Imprest Account		102,000	102,000
Accounts Receivable		3,680	4,756
Accrued Income		1,509	2,205
Medical Sciences Secretariat Limited		3,110	13,732
Medical Radiation Technologists Board		37,816	37,816
<b>Total Current Assets</b>		<b>840,614</b>	<b>719,734</b>
<b>Non-Current Assets</b>			
Investments in MSS		50	50
<b>Total Assets</b>		<b>840,664</b>	<b>719,784</b>
<b>Current Liabilities</b>			
Accounts Payable		12,204	14,049
GST Due for Payment		37,164	47,956
Income in Advance		402,889	389,885
<b>Total Current Liabilities</b>		<b>452,257</b>	<b>451,890</b>
<b>Net Assets/ (Liabilities)</b>		<b>388,407</b>	<b>267,894</b>

For and on behalf of the Board:

Chairperson: *S. A. Cummings* Date: 30 March 2011Registrar: *A. Doyle* Date: 30 March 2011*The attached NOTES form part of these Financial Statements.*



MEDICAL LABORATORY SCIENCE BOARD

## Notes to the Financial Statements

*For the Year ended 31 March 2010*

### 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** 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 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 2010***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 Radiation Technologists Board purchased secretariat services on normal trading terms from Medical Sciences Secretariat Limited. Members of the Board of Medical Radiation Technologists Board are directors of Medical Sciences Secretariat Limited.

Medical Radiation Technologists 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 payable to Medical Laboratory Science Board.

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



MEDICAL LABORATORY SCIENCE BOARD

## Notes to the Financial Statements

*For the Year ended 31 March 2010*

### 4. Equity

The following movements in Revenue Reserves have occurred:

#### Retained Earnings

	2010 \$	2009 \$
Opening Balance	267,894	155,071
Net Income Earned This Year	120,513	112,823
<b>Closing Balance</b>	<b>388,407</b>	<b>267,894</b>

### 5. Commitments

There are no capital or other commitments at balance date (2009: \$nil).

### 6. Contingent Liabilities

There are no contingent liabilities at balance date (2009: \$nil).