

Policy P.2.5

Approval of Recertification Programmes

Purpose

The Act gives the Board powers to investigate the competence of medical laboratory science practitioners and to approve or set programmes to maintain ongoing competence.

In particular, section 41 (1) of the Act states

“For the purpose of ensuring that health practitioners are competent to practice within the scopes of practice in respect of which they are registered, each authority may from time to time set or recognise recertification programmes for practitioners who are registered with the authority”.

Policy

1. All medical laboratory scientists registered with the Board and who wish to practice in a New Zealand diagnostic medical laboratory must have a current annual practising certificate. The issue of an annual practising certificate is dependent on the medical laboratory scientist being enrolled in and providing evidence of satisfactory progress in a Board-approved recertification programme.
2. All recertification programmes for medical laboratory scientists must be approved by the Board.
3. Providers of recertification programmes must apply to the Board for approval of their programme.
4. All applications to provide a recertification programme will incur a non-refundable fee of \$1000.00
5. Providers of recertification programmes will be required to enter a contractual agreement with the Board.
6. Providers of recertification programmes will be responsible for ensuring ongoing audits are undertaken to ensure individual practitioners comply with the requirements of the recertification programme. Such audits will be managed by a person/s outside of the provider agency.
7. Contractual agreements will usually be for a period of three years at which time they will be liable for review and renewal.

Procedures

1. All applications to provide a recertification programme will include:
 - 1.1 10 copies of the proposed programme.
 - 1.2 The name of a contact person and address for correspondence.
 - 1.3 Supporting evidence that demonstrates how the programme meets the Board's criteria.
 - 1.4 A non-refundable fee of \$1,000.00

2. The Board will apply the following set of criteria to each application to provide a recertification programme:
 - 2.1 The programme must be relevant to the Act, that is, participants must meet the competence standards of the Board for the issue of an annual practising certificate.
 - 2.2 Recertification programmes can only be provided by organisations domiciled in New Zealand. The current exception to this is the AIMS APACE programme.
 - 2.3 The programme must demonstrate that successful participants maintain the attitudes and ethical standards required of a registered MLS, and develop and improve their knowledge and skills.
 - 2.4 Participants in the programme must be required to achieve measurable outcomes.
 - 2.5 The programme must be independent of any single employer. A programme provided by a group of employers may be acceptable.
 - 2.6 The programme must comply with the Privacy Act and provide for the confidentiality of personal information relating to participants in the programme except for:
 - 2.6.1 Access to information relating to programme participation during an annual audit by an approved auditor;
 - 2.6.2 Access to specific personal information and records of programme participation by the Board on request to the provider.
 - 2.7 The programme provider will engage an independent auditor to undertake an annual audit of at least 10% of programme participants to verify practitioner claims.

3. Recertification programme providers will be required to enter a contractual agreement with the Board

4. The Board will review the programme every three years to ensure that its processes and systems are being followed. See Section Five: Forms and Templates for audit template.
5. The provider will undertake a 3-yearly review and update the programme according to recommendations resulting from the review process. These will reflect changes in standards of practice and any issues associated with operating the programme.
6. Providers of recertification programmes will provide the Board with regular reports as per their contractual agreement.
7. Providers of recertification programmes will notify the Board in advance of any changes to the programme.
8. Providers of recertification programmes will provide the Board with an annual audit report (within the first quarter of each calendar year) of all participants and their progress in the programme.
9. The Registrations Manager will inform the CEO/Registrar when the annual audit report is received.
10. The CEO/Registrar will arrange the following reports for the Board:
 - 10.1 May Board meeting: The number of practitioners in each recertification programme and the number of practitioners with less than adequate points in the programme (post APC renewal round).
 - 10.2 August Board meeting: The number of practitioners requiring follow-up (post receipt of audit reports from recertification programme providers)