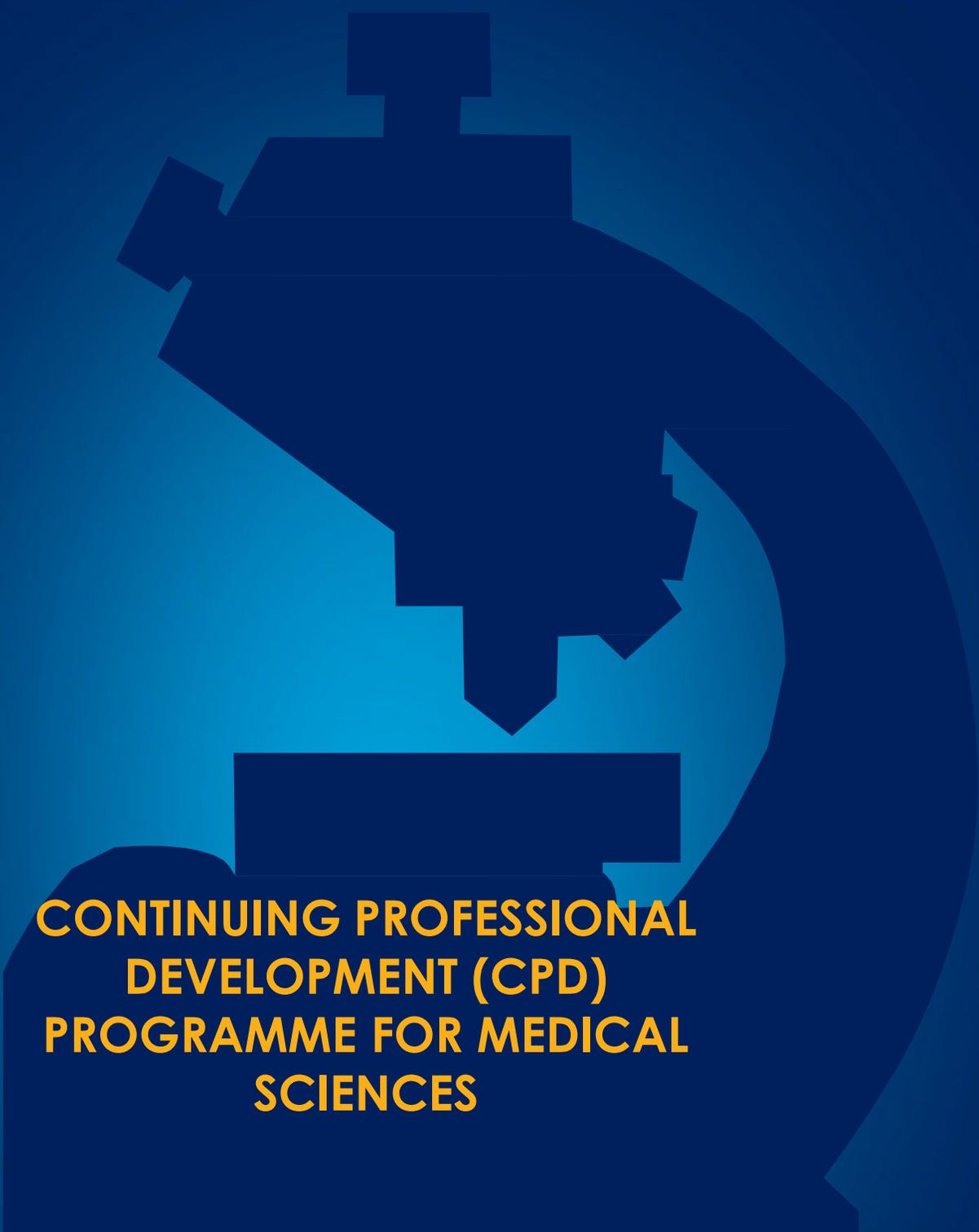


NZIMLS

THE NEW ZEALAND
INSTITUTE OF MEDICAL
LABORATORY SCIENCE (INC)



**CONTINUING PROFESSIONAL
DEVELOPMENT (CPD)
PROGRAMME FOR MEDICAL
SCIENCES**

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NZIMLS CPD Mission Statement

The Continuing Professional Development (CPD) programme is to advance the knowledge, competence and performance of Medical Laboratory Scientists, Technicians and Pre-Analytical Technicians by providing diverse learning opportunities to improve professional standards of healthcare and create life-long learning opportunities.

ACKNOWLEDGEMENT

The NZIMLS wishes to acknowledge the input of members of the Profession who have contributed to the development and subsequent revision of this programme.

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Continuing Professional Development (CPD) Programme for Medical Sciences (including Medical Scientists, Medical Technicians and Pre-Analytical Technicians)

Who must participate in a CPD Programme?

The Health Practitioners Competency Assurance Act 2003 came into effect in September 2004 and the HPCA Amendment Act 2019. It provides a framework for the regulation of health practitioners in order to protect the public where there is a risk of harm from professional practice, and requires all Practising Health Professionals in New Zealand to demonstrate evidence of competence to practise as a professional under Sections 40 to 45 of the Act. You can read a copy of that section of the Act at <https://www.nzimls.org.nz/hpca-2003-sections-40-45.html>.

This means that all practising medical laboratory scientists, scientific officers, technicians and pre-analytical technicians will be required to hold an Annual Practising Certificate (APC).

To be eligible for an APC, the Medical Sciences Council New Zealand (MSCNZ) requires all scientists, scientific officers, technicians and pre-analytical technicians to participate in and demonstrate satisfactory performance in an approved recertification programme. The MSC document is available at <https://www.msccouncil.org.nz/already-registered/>

The NZIMLS CPD programme has been accredited by the MSCNZ for this purpose.

What is the CPD Programme?

The NZIMLS Continuing Professional Development (CPD) programme is available to all New Zealand Registered Medical Laboratory Scientists, Scientific Officers, Medical Laboratory Technicians and Medical Laboratory Pre-Analytical Technicians.

The programme has been developed by the NZIMLS as part of the requirements by the Medical Sciences Council recertification programme for Medical Laboratory Scientists, Medical Laboratory Technicians and Medical Laboratory Pre-Analytical Technicians in New Zealand. The programme allows participants to maintain a record of workplace competencies and continuing education and allocates points for activities related to the practise of Medical Sciences, thereby providing the evidence to support ongoing competence and professional development. The NZIMLS CPD programme uses points rather than hours to measure CPD activities, as this has proven to be fairer and more consistent across the activities.

In all there are 18 categories of activity that have been selected for their relevance to the science profession. Each gazette scope of practice within the Sciences profession will have their own requirement of performance within the programme.

How does it work?

Once enrolled, you are ready to participate by accumulating points from the Medical Sciences related activities that have been assigned CPD points.

Your personal CPD record can be updated at any time through the website and at the end of the calendar year your personal certificate of participation in the programme can be printed. Documentation to support your attendance (e.g. meeting notes, certificates, programmes, reflective learning outcomes etc.) and participation in Continuing Education activities must be kept as evidence of your CPD activities. These will be required as part of the practitioner auditing process and can be stored electronically on your personal CPD page.

How to get started?

All current practising medical laboratory scientists, scientific officers, technicians and pre-analytical technicians must enrol in an accredited New Zealand CPD programme. Enrolment in the NZIMLS CPD programme is available online. Once your enrolment has been confirmed, you will be provided with a unique password. This, together with your email address, will allow access to your CPD records.

The cost of the programme

The costs outlined below is an annual cost for both membership and the CPD programme.

- Medical Laboratory Scientists - \$185.00 (full member and CPD programme)
- Medical Laboratory Technicians - \$120.00 (associate member and CPD programme)

The NZIMLS reserves the right to increase the prices for the CPD programme prior to each financial year.

Group membership:

Employment group membership may be available by negotiation with the NZIMLS.

Enrolments are accepted at any time throughout the year and if the annual fee is paid your enrolment will continue.

- If you are leaving the CPD programme, please notify the NZIMLS.
- If you wish to put membership and CPD on hold for any reason (eg, parental leave), please notify the NZIMLS.

CPD Requirements

CPD for Medical Sciences practitioners is based on a two-year (biennial) cycle.

Past Biennium:

Year One – 2022

Year Two – 2023

Current Biennium:

Year One – 2024

Year Two – 2025

The minimum number of CPD points required for each of the gazetted scopes of practice for the profession of medical sciences is:

Scope of Practice (inclusive of both provisional and full registration)	Minimum amount of CPD per 2-year Cycle	Minimum amount of CPD in any 1-year
Medical Laboratory Scientist/ Scientific Officer	80 points (40 hours)	30 points (15 hours)
Medical Laboratory Technician/Pre-Analytical Technician	48 points (24 hours)	18 points (9 hours)

If you are joining part way through the year or returning after an absence from work during the biennial period, the following pro-rata method will be used:

- *Medical scientists/scientific officers* require 10 points (5 hours) for each three-month period worked within the biennium.
- *Medical technicians/Pre-analytical technicians* require 6 points (3 hours) for each three-month period worked within the biennium.

Substantive CPD Activities

These are CPD activities that have significant intellectual and practical learning associated with your relevant Scope of Practice (inclusive of expanded practice where applicable).

Substantive activities are identified in the green area of the CPD table and must contribute at least 60% of the required minimum points in any one biennium.

Substantive CPD points must come from at least two (2) different categories in each year.

General CPD Activities

These are activities that relate to any learning in the healthcare environment or activities that are important and not sciences based. It is important to ensure that general activities relate to healthcare.

General activities are identified in the orange area of the CPD table and may only contribute up to a maximum of 40% of the required minimum points in any one biennium.

Records for all CPD activities must be kept for at least three (3) years.

CPD Submissions for CPD Logbook

During the year you should enter your CPD points using the CPD data entry form on the website. This booklet provides information about points that you can earn for each of the CPD categories (1-18). Refer to the guide before making your entries.

To enter your CPD points through the website, you will first need to log on to www.nzimls.org.nz. Follow the instructions in 'My CPD' under the Members CPD section.

Submissions for any year must be entered by 31 January of the following year. After this date, points can only be added or edited for the current year.

Participants can print their personal CPD records to demonstrate participation in the programme to colleagues, the MSCNZ, employers or to include in a Curriculum Vitae.

CPD Reflection

Reflection is an essential element of learning and a requirement under new guidelines set by the Medical Sciences Council. It will enhance understanding, the perspectives and beliefs that influence your practice. The benefits of reflection include validating and building on knowledge and skills, encourages problem solving, considering alternatives and making sense of uncertainty.

The essence of reflection is to ask the question "what did I learn?". This may prompt further questions. Did I achieve what I expected to achieve? How does it relate to previous learning? Will this change my practice? Can I share the learning with others?

Reflective notes will be part of the core of the NZIMLS CPD programme. These can be brief and will demonstrate the relevance of the learning and how it will influence your practise.

The NZIMLS provides a CPD Reflection Template to assist in the record keeping of Reflective learning. It is suggested that the template is completed at the end of CPD activities and kept with any notes taken during the course of such activities.

You can learn more about Reflective Learning at <https://www.nzimls.org.nz/a-guide-to-reflection.html>
The CPD Reflection Document template is available here: <https://www.nzimls.org.nz/cpd-proforma>

Audits

At the end of each biennium up to 40% of current participants in the programme will be audited. The audit process will be managed by the MSCNZ. The audit will be for the two years of the biennium programme and the documentation required will be for both years.

Documentation required for audit:

These must all be provided electronically.

1. *A Recertification (CPD) Declaration.*
This form is electronically generated and must be dated and signed declaring that all information is true and correct.
2. *Employment history.*
This is a brief description of key responsibilities in current and previous positions within the biennium year(s).
3. *CPD Record of Activities.*
4. *For the two years:*
 - four reflective statements
 - six supporting documents

Reflective Statements – the four reflective statements must include at least one on cultural reflection, one on ethical reflection, one on clinical reflection, and a fourth of your own choice.

Supporting Documents - include attendance Certificates, the "pass" email or result notification from activities, notes from attendance, reports from audit meetings, PowerPoint thumbnails from presentations etc., and are documented in detail under each section of the NZIMLS CPD Programme. Only a selection of these supporting documents needs to be provided for audit [as above], however they must include a date and the practitioners name.)

The above is summarised from the [MSC Policy and Guidelines](#): CPD Recertification of Medical Laboratory Science Practitioners document.

Confidentiality

Confidentiality of your CPD records is assured through the use of a unique Password and your email address. To meet our obligations to our members, the NZIMLS will from time-time assess practitioners CPD records for compliance in the programme.

Misconduct within the CPD Programme

The NZIMLS can investigate suspected incidences of non-compliance within the CPD Programme. Examples include collusion with journal questionnaire submissions, plagiarism, claiming points for events not attended, leaving meetings early but claiming full points for attendance and multiple claims for one activity (that is multiple claims for the same presentation).

The NZIMLS Council reserves the right to investigate any case of non-compliance believed to have taken place. The participant concerned will be notified of the investigation.

Following investigation, the NZIMLS reserves the right to remove points for a given submission, remove the participant's right to a CPD section or for serious misconduct remove the participant from the CPD Programme.

Serious misconduct will be referred to the MSCNZ as required by the HPCA Act.

CPD Programme Appeals

Participants in the CPD Programme can appeal or raise issues relating to the CPD Programme such as points allocation for activities or possible errors in a classroom question. The CPD Coordinator is the first point of contact (cpd@nzimls.org.nz). Sufficient detail of the issue must be provided.

The CPD Coordinator has authority from the NZIMLS Council to reassess point allocations should the appeal be considered valid. For Classroom questions, the CPD Coordinator will refer the query to a senior discipline specific scientist or pathologist for evaluation and correction if required. Any corrected questions will also be corrected on the Classroom website. The CPD Coordinator reports any appeals or queries to the NZIMLS Council in an anonymous format.

CPD POINTS TABLE

Activity		Points Available		
SUBSTANTIVE CPD ACTIVITIES (At least 60% of total points per biennium) Must come from a minimum of 2 substantive categories				
1.	NZIMLS classroom	3 for 70% pass (3 quizzes/year limit)		
2.	Research and development of new methods/techniques	10/method		
3.	IANZ department audit, audit training and other accreditation activities	Internal	1/hour 8 max	
		External	1/hour 8 max	
		Training	2/hour 16 max	
4.	Presentation - oral		Internal	External
		<10 minutes	2	5
		10-30 minutes	5	10
		>30 minutes	10	20
5.	Scientific meeting, workshop, NZIMLS SIG Meeting, User Group meeting	16/day *		
6.	Employment related study or Microcredential programmes	Various 05-40 <i>See page 11 for clarification</i>		
7.	Scientific paper publication	20/article as author 10/article as reviewer		
8.	Presentation – written	10/poster as presenting author 5/poster as co-author 10/article newsletter or education monograph or book chapter		
9.	Primary Operator Instrument Training	16/day * (max. 32 points/training)		
10.	Self-assessment programmes, Online Medical Sciences learning programmes, Webinars	2/programme successfully completed <i>See page 12 for further information</i>		
11.	Reading Journal articles/books	2/article (10 articles per year limit)		
12.	Evidence based Practise Resources	Up to a maximum of 10 <i>Please contact the CPD Coordinator</i>		
13.	Case study/seminar/in-house lecture/in-service training	2/hr attendance		
14.	NZIMLS journal-based questionnaire	5/successful submission		
15.	Examiner, moderator	15/examiner and moderator/year 8/curriculum reviewer		
GENERAL CPD ACTIVITIES (No more than 40% of total points per biennium)				
16.	Cultural Courses	2/activity (max. 10 points/year)		
17.	Professional service	2/activity (max. 10 points/year)		
18.	Other general activities	2/activity (max. 10 points/year) or on application		

* Pro-rata for part-day, part-hour claims. 2 points/hour contact time.

CPD POINTS CATEGORIES

1. NZIMLS Classroom

Submission of answers to NZIMLS Classroom on-line generated quizzes. (limited to a maximum of 3 quizzes / year)

Claim: 3 points for 70% pass
4 points for 80% pass
5 points for 90% pass

The CPD audit process will require you to provide a printout of your quiz certificate.

Setting of questions for NZIMLS classroom programmes

Claim: 5 points for 10 questions accepted for the classroom

The CPD audit process will require you to provide a copy of the acceptance letter you receive for your questions and completion of a reflective learning document.

2. Research and Development of New Methods/Techniques

Research and development or assessment of new methodologies to be used as part of the department's test/procedure protocols. Suitable claims in this category may include the formal evaluation of a new test/procedure prior to its introduction in the department, or be part of the evaluation of an existing test method.

Claim: 10 points / method

The CPD audit process will require you to provide relevant details, including techniques, dates, equipment, a full method critique with statistics and completion of a reflective learning document.

3. IANZ Department Audit, Audit Training and other Accreditation Activities

Performing Internal audit

Formalised full in-house annual audit complying with ISO 15189 as applied to equipment, supplies, SOP documentation, quality control procedures and staff performance.

Claim: 1 point / hour (maximum 8)

The CPD audit process will require you to provide a copy of the front page of the audit and completion of a reflective learning document.

Performing External audit

Participation as a technical expert of a review team acting on behalf of IANZ or another agency.

Claim: 1 point / hour (maximum 8)

The CPD audit process will require you to provide a copy of the acknowledgment letter received from IANZ and completion of a reflective learning document.

Formal training for audit purposes

Claim: 2 points / hour (maximum 16)

The CPD audit process will require you to provide notes and proof of attendance.

4. Presentation - Oral

Oral presentations at scientific meetings or at in-house seminars and journal clubs.

(This does not include lectures to students).

CPD points under this category are assigned for the learning gained and the preparation of this presentation. Delivery of the presentation can only be claimed for once and only by the author. Evidence of learning gained must be submitted.

Claim:	Internal	External
< 10 minutes	2	5
10 – 30 minutes	5	10
> 30 minutes	10	20

The CPD audit process will require you to provide ALL of the following:

- *meeting details*
- *duration of presentation*
- *synopsis or abstract of presentation*
- *meeting programme*
- *reflective learning document*

5. Scientific Meeting/Workshop Attendance

Attendance at Special Interest Group meetings, Scientific Meetings, commercial seminars and workshops relevant to the practice of Medical Sciences.

Also included are the many company User Group meetings that are held annually. These are hosted by laboratory supply companies and are an excellent source of continuing education for Medical Sciences practitioners.

Most of these are evaluated and/or certified by the NZIMLS as they occur, with CPD endorsed certificates of attendance usually issued by the companies.

If you attend a meeting or workshop that has not been evaluated for CPD points, but you feel it has been beneficial, submit a claim together with the meeting's details and a contact for a member of the organisation that hosted the meeting.

Claim: 16 points per day or pro rata for part day claims

The CPD audit process will require you to provide ALL of the following:

- *certificate or other evidence of attending*
- *meeting programme*
- *relevant notes or synopsis or conference report*
- *completion of a reflective learning document*

6. Employment Related Study – Postgraduate Study

Enrolment and successful completion of a paper or course relevant to your Scope of Practice.

Please contact the CPD Coordinator with relevant information for assessment/advice.

Claim: 05 - 40 points

The CPD audit process will require you to provide notice of successful completion of the programme of study from the University or organisation.

7. Scientific Paper Publication

Publication of a scientific or profession related article either as a primary or co-author in peer reviewed journals.

Claim: 20 points (Reviewers for scientific papers may claim 10 points under this section).

The CPD audit process will require you to provide a copy of the publication (or the review for reviewers), and any other relevant information.

8. Presentation – Written

Posters (which must have been presented at a Scientific or profession related meeting)

Claim: Presenting author 10 points
Co-author 5 points

Newsletters or educational monographs or non peer reviewed journal articles (must be 100% scientific and referenced)

Claim: 10 points

The CPD audit process will require you to provide meeting details and a copy of the abstract from the meeting's programme, or a copy of the newsletter/journal article.

9. Primary Operator Instrument Training

Initial or advanced training (provided by the supplying company) in the use of instrumentation. This does not include training to maintain competency for shift workers, part-time staff or casuals.

Claim: 16 points / day or pro-rata for part-day (to be capped at 32 points or two (2) days/training).

The CPD audit process will require you to provide proof of attendance and relevant notes or a reflective learning document.

10. Self – Assessment Programmes, Online Medical Sciences Learning Programmes, Webinars

These must be relevant to your Scope of Practice.

Claim: 2 points / programme successfully completed

Webinars can be extremely variable, so contact the NZIMLS for certification or microcredential badging if in doubt.
The CPD audit process will require you to provide proof of completion of programme and a 150-word synopsis of the programme or completion of a reflective learning document.

11. Reading Journal Articles/Book Chapter

These must be relevant to your Scope of Practice.

Claim: 2 points / article from a peer reviewed journal

The CPD audit process will require you to provide a 150-word synopsis/reflective learning document for each article claimed together with a printed copy of the first page of the original article or the copyright. A pro-forma can be downloaded from the NZIMLS website if required.

12. Evidence Based Practise Resources

Developing evidence-based practice resources, eg completing systematic reviews, developing evidence-based guidelines.

Claim: Up to a maximum of 10 points

Please contact the CPD Coordinator

The audit process requires you to produce a Reflective Learning Document.

13. Case Study/Seminar/In-House Lecture/In Service Training

These must be relevant to your Scope of Practice.

Claim: 2 points / hour attendance (minimum claim 30 minutes)

The CPD audit process will require you to provide ALL of the following:

- *type of event*
- *duration of event and date*
- *name of presenter and topic*
- *notes or synopsis or PowerPoint thumbnails*
- *reflective learning document*

If a claim is made for attendance at a web-based seminar please provide a written paragraph about the seminar together with details of the topic, presenter, www address, dates and times.

14. NZIMLS Journal-Based Questionnaire

Claim: 5 points / successful submission

The CPD audit process will require you to provide a copy of your questionnaire submission and the email from the CPD Coordinator acknowledging successful completion.

15. Examiner, Moderator

Appointment as either examiner or moderator for Medical Sciences (or related) examinations conducted on behalf of the NZIMLS, NZ Universities or Polytechnics and including QMLT, Fellowship treatise assessment and other relevant post graduate qualifications.

Claim: 15 points

The CPD audit process will require you to provide evidence of papers/programmes assessed or a copy of the examination paper.

Reviewers of QMLT curriculum may claim 8 points/review under this section.

16. Cultural Activities

Other learning opportunities that address cultural aspects of professional practice, over and above those that are expected as part of Competence to practice.

Claim: 2 points / activity (to be capped at 10 points / year)

The CPD audit process will require you to provide proof of attendance, programme outline and completion of a reflective learning document.

17. Service to the Profession

The following activities are examples of service to the profession:

- Administration of the profession's affairs through the NZIMLS Council – including co-opts to Council sub-committees
- Appointees to the MSCNZ and MSCNZ sub-committee co-opts
- Convenors of NZIMLS Special Interest Groups
- Members of relevant Annual Scientific Meeting organising committees
- Representatives on relevant Boards of Study (or equivalent) of tertiary teaching institutions
- Preparation of SIG workshops
- Scientific advisors on panels or committees (IANZ, RCPA etc)
- Formal lectures to QMLT/ students/ new lab staff
- Supervision of 4th year BMLS students
- Provision of In-Service Training Courses

Claim: 2 points / activity (to be capped at 10 points / year)

The CPD audit process will require you to provide relevant details to support the claims.

18. Other General Activities

Examples

- First aid courses
- Health and safety courses
- Management of stress
- Handling dangerous goods or radioactive goods
- Grand rounds
- Other Interprofessional Development Courses

These are all important and may not all be science related.

Claim: 2 points / activity (to be capped at 10 points / year)

The CPD audit process will require you to provide proof of attendance and completion of a reflective learning document.

Claims not covered in other categories should be made here following approval from the CPD Coordinator. The CPD audit process will require you to provide sufficient information to assess the merits of the claim. This will require the provision of a contact for verification purposes.