

NOTICE IS HEREBY GIVEN OF THE NZIMLS COUNCIL MEETING TO BE HELD AT JETPART HOTEL, AUCKLAND, THURSDAY 19 – FRIDAY 20 FEBRUARY 2026 COMMENCING AT 10:00AM

## AGENDA

1. **Apologies**
2. **Minutes of Previous Meeting**
3. **Matters arising from the previous Minutes** not located elsewhere in the Agenda.
4. **Regional Reports**
  - 4.1 Region 1 Report
  - 4.2 Region 2 Report
  - 4.3 Region 3 Report
  - 4.4 Region 4 Report Re
  - 4.5 gion 5 Report
  - 4.6 Technician's Report
5. **Financial Report**
  - 5.1 **Financial Report**
    - 5.1.1 Financial Report and Statement of Accounts for quarter ending 31 December 2025
    - 5.1.2 Electronic payments 01 October – 31 December 2025 for ratification
    - 5.1.3 Credit Card Statements 01 October – 31 December 2025 for ratification.
6. **Chief Executive Officer's Report**
  - 6.1 Chief Executive Officer's Report to 30 January 2026
7. **Membership**
  - 7.1 Membership Report to 31 December 2025
  - 7.2 Honorary Membership – George Bongiovanni
  - 7.3 Honorary Fellowship – Heather Brooks
8. **CPD**
  - 8.1 CPD Report to 31 December 2025
  - 8.2 CPD for Embryologists
9. **QMLT**
  - 9.1 QMLT Certificate
  - 9.2 Instructions for Examiners and Moderators
  - 9.3 Examiner Contract
  - 9.4 Moderator Contract
  - 9.5 Completion of Hours Dariyat Pshigotyzheva
  - 9.6 QMLT number of attempts
  - 9.7 Yorb updated quote for EMS
10. **Education**
  - 10.1 MLS courses at ARA
11. **Journal**
  - 11.1 Journal Editor's report
12. **Website**

NIL (See CEO report)
13. **Fellowship Report**

NIL



- 14. Governance**
  - 14.1 Council meeting venues/flights and accommodation – verbal (T Barnett)
  - 14.2 Non-Council members attendance at Council meetings – verbal (T Barnett)
  - 14.3 Council Strategic Priorities – tabled (H Beall & M Adriaansen)
- 15. Medical Sciences Council**
  - 15.1 SOP Consultation document
- 16. Ministry of Health**
  - 16.1 Diagnostic Improvement Programme
- 17. Special Interest Groups**
  - 17.1 ISIG Convenor – verbal (S Tozer)
- 18. University of Otago**
  - 18.1 Student attendance 2026 ASM – verbal (S Tozer)
- 19. AUT**

NIL
- 20. RCPA update**
  - 20.1 Verbal update (M Legge)
- 21. POCT**

NIL
- 22. Professional Advisor reports**
  - 22.1 Meetings with NZQA and TEC – verbal (M Legge)
  - 22.2 NZ Society of Pathologists update – verbal (M Legge)
- 23. President's Award**
  - 23.1 Pin
  - 23.2 Suggestions for recipients – verbal (T Barnett)
- 24. FIMLS Conference**
  - 24.1 Prospectus, flyer and programme
- 25. Correspondence**
  - 25.1 PPTC
  - 25.2 AHANZ Membership
  - 25.3 NCPTS Final Newsletter
- 26. General Business**

## Region 1 Report for NZIMLS – Feb 2026

### Contents

Region 1 Report for NZIMLS – Feb 2026.....	1
Auckland Hospital – Te Toka Tumai/ LabPlus .....	1
AUT Auckland.....	2
Awanui Labs .....	2
Kaitaia – Northland .....	2
Waitematā District Core Labs .....	3
Waitematā Surgical Pathology.....	3

### Auckland Hospital – Te Toka Tumai/ LabPlus

Hi Mel,

#### **Recruitment & Staffing**

Recruitment activity continues, though ATR approvals are taking longer than anticipated.

All LabPlus departments are working towards their budgeted FTE positions.

Where teams are currently above budget, this is being managed gradually through natural attrition.

#### **Automation & Equipment**

No new instruments were installed over the holiday period due to the planned LIS brownout, with installation to resume later in February/March.

#### **Systems & Infrastructure Updates**

Following feedback from Specimen Services, TrakCare has made adjustments to laboratory labels to address issues identified.

In line with WorkSafe guidance, LabPlus has installed an external bunker to safely store hazardous and flammable materials, supporting ongoing safety improvements.

#### **Industrial Action**

Two rounds of PSA industrial action took place, including a partial strike in November.

Life Preserving Services (LPS) arrangements were in place to support continuity of critical services.

#### **Phlebotomy Service Update**

Due to ongoing demand LabPlus Phlebotomy has reviewed how community collections are managed. For collections outside scheduled appointment days at the hospital, patients are being directed to Awanui Labs if they present a GP request form.

Certain tests continue to be collected at LabPlus and are excluded from this arrangement.

Kind Regards,

**Sujata Hemmady** (she/her)

**Scientist Unit Manager**

**Automation and Laboratory Support Services | Pathology and Laboratory Medicine**

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LabPlus, Level 3, Building 31, | Grafton, Auckland

**Health New Zealand | Te Whatu Ora**

[AUT Auckland](#)

No response

[Awanui Labs](#)

Hi Melanie,

1. How are you and your labs doing?

Awanui Auckland is operationally sound – staff moral post holidays are pretty good. Sick leave for the lab has sat under 3% two consecutive months

2. What are your current staffing issues?

The main repeat issue is pay parity gap with TWO labs, we feel it in Auckland as we have more labs competing for the workforce. The loss of experienced staff is a moderate – high risk in several areas and especially Haematology

3. Have you had any major analyser changes?

Yes – immunology has been fully repatriated back in Auckland with Liaisons testing serology and bioflash testing auto immune diseases

4. Anything else that is notable that you want to draw to the attention of the NZIMLS council?

Looking forward to embracing 2026

Cheers

Saad



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Saad Mansour

**Laboratory Operations Manager**

**Awanui Labs – Auckland**

[Kaitaia – Northland](#)

Kia ora Melanie,

Happy New Year to you.

The Kaitaia Lab is going ok.

We have no staffing issues (other than I have been off on ACC leave since November). The team are getting on ok without me.

No new analysers.

Nothing else to report.

Cheers,

**Michael Herring**

**HOD Kaitaia Hospital Laboratory**

**Te Tai Tokerau / Northern Region**

### Waitematā District Core Labs

#### **What are your current staffing issues?**

We have had a few key staff submit resignations in the last few weeks, recruitment can take time, and can be an issue to recruit experienced staff. We are hoping to get more Biochem Pathologist FTE allocated to Waitematā region.

#### **Have you had any major analyser changes?**

New Siemens Atellica SCI being introduced at Waitakere Hospital Lab. Go live has been delayed, and this analyser has been difficult to implement over the Christmas/New Year period with many staff on leave.

Anything else that is notable that you want to draw to the attention of the NZIMLS council?

We really appreciate the early announcement of the SIG's coming out 😊

Ngā mihi,

**Melanie Adriaansen** (she/her/ia)

**Laboratory Quality Manager | Kaipūtaiao**

**Waitematā District ext. 42330**

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### Waitematā Surgical Pathology

Kia ora Mel,

Please see below:

Overall, the Surgical Pathology Unit at Waitematā is tracking well and has been supporting the Regional Laboratory, including APS, over the holiday period to assist with clearing backlogs. Activity increased leading into the holiday season and has now returned to business-as-usual levels in the New Year.

There are currently no significant staffing issues; we welcomed a new Anatomical Pathologist (SMO) who commenced today, along with four new registrars who started last week. In addition, our Trainee in Medical Laboratory Technology has successfully passed the QMLT examination in Anatomical Pathology and is progressing through registration with the MSCNZ.

From an operational perspective, two new Immunohistochemistry (IHC) analysers have been installed and are now fully operational. There are no other notable issues to draw to the attention of the NZIMLS Council at this time.

## Ngā mihi nui

**Oscar Lau** (He/Him)

**Operations Manager**

**Surgical Pathology Unit | Waitematā**

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## Region 2 Quarterly Report - February 2026

By Hollie Beall

### Pathlab BOP

Tauranga will be hosting Molecular Diagnostics SIG on Friday 26<sup>th</sup> June, and Microbiology SIG on Saturday 27<sup>th</sup> June at the Hotel Armitage & Conference centre. Both are looking for speakers.

### Thames Hospital Laboratory

Vandhana Mala has settled in as the new charge scientist for Thames. Congratulations to Erin Wigley who celebrated 20 years working for Te Whatu Ora.

### Te Kuiti Hospital Laboratory

Shayla McDonald has been appointed to MLS position. Busy with Delphic LIS user acceptance testing.

### Tokoroa Hospital Laboratory

Building project is on hold due to increase in costs, now waiting for funding approval. Leteesha Rickard passed her QMLT exam in phlebotomy. Ongoing Delphic LIS user acceptance testing.

### Waikato Hospital Laboratory c/o Hollie Beall

Histology build project ongoing – waiting for design to be signed off and funding to be approved.

Dawn Chorus roster is under review as the short change between shifts is not ideal for staff wellbeing and fatigue management.

Mortuary contract with Communio for Coronial cases has ended. These are now being performed at another facility in Te Rapa. Two of our staff have now been employed at the Communio facility, and we have retained two for mortuary work on site.

A new Clinical Microbiologist has been hired with a start date estimated for March/April.

Contract settlement was reached with staff covered by APEX union, with a 2% increase in remuneration, and a clause added to protect salaries of staff moving from MLT to MLS.

Delphic LIS project ongoing. Super users have been trained and user acceptance training and testing is underway. Plans are in place for rural lab training and support. Lots of extra staff resource being brought in as time pressure increases.

New staff appointments include; Kwantae Tengu – Biochemistry MLT, Chiara Galang – Haematology MLS, and Karren Escudero – Haematology MLT.

No response received from:

Taumarunui Hospital Laboratory

Pathlab Lakes

T-Lab Gisborne

Fertility Associates Hamilton

Pathlab Waikato

## Region 3 Report February 2026

### Kirsten Birrell

The next New Zealand Clinical Senate meeting is Friday 27<sup>th</sup> March in Christchurch.

The focus for March 2026 will be "Transforming the acute patient journey: the right care in the right place at the right time". Suboptimal journeys for critically unwell patients and the failure to provide the right care at the right place and time can lead to adverse outcomes, including lower quality care, higher mortality risk, and poor patient and whānau experience.

Both in NZ and overseas there is a tight focus on improving "flow" for acutely unwell patients, measured primarily with timeliness targets for care in Emergency Departments. Much of the mahi and scrutiny in "patient flow" is dedicated to systems and processes within our hospitals. However, improving "patient flow" extends well beyond hospitals and requires a holistic approach, recognising the healthcare system as a complex adaptive system consisting of a continuous care pathway. The approach encompasses interventions that address pre and post-ED/admission care systems in primary and community care, and very importantly the transitions between them.

An overnight stay in hospital is the most costly part of our health system – not only in dollars but costly in downstream impact on patients and whanau with deconditioning, in-hospital adverse events such as falls and nosocomial infections and challenging transitions back to home or supported living.

The focus of the hui will be on system-wide opportunities outside of the hospital environment and local care delivery models in primary, community care, and general practice, ambulance and paramedic systems, and allied health services that support avoiding ED attendances and improve rapid and safe discharges.

Feedback from the Regions Laboratory Managers is below:

#### PHF

Leeanne Olsen

I have no updates to add from PHF

#### Fertility Associates

Angela Seaton

Nothing of note from Fertility Associates Wellington

#### Medlab Central

No response

#### Labcare Pathology

No response

#### PPTC

No response

#### Taranaki Pathology Services

Sally Scouller

**Changes in Contracts:** Current contract in place through to 31.01.27

**Major Staffing Challenges/Changes:** Attracting qualified staff into the regions continues to be challenging. Retaining staff when there is a Health NZ lab in the region with better wages.

**BMLS Student News:** We offered placements in Haem, Biochem and Histo this year for Otago students but there was no interest, therefore no students in 2026.

**Major Equipment Upgrades:** Biochemistry dept recently moved to Roche nLO middleware, some new pre and post analytical automation being installed mid Feb

**New Risks:** Not at this point

**Audit Feedback:** 2025 IANZ audit non-conformances cleared. Next audit is scheduled for the week of 10<sup>th</sup> March

**National or International Meetings/Conference Feedback:** Staff attended the SIGs available to them in the North Island in 2025

**Information for NZIMLS:** None

**Questions for NZIMLS:** None

## **Te Whatu Ora Hawkes Bay**

Tim Aitken

### **Major Staffing Challenges/Changes:**

Hawke's Bay has a 4<sup>th</sup> Anatomical Pathologist joining the team, the Histology team for Hawke's Bay is a mix of technical team made up of Te Whatu Ora staffing and Anatomical Pathologists as Awanui Staff.

This will be a great addition to our team. We have been awaiting the recruitment to this position for several years now. With Histology workload constantly rising the strain on the existing team has been significant.

### **New Risks:**

Risks to the lab performance have continued to be noted around support services in Hawke's Bay, restructuring throughout 2024-25 have made significant dents in the level of support we have received. There still hasn't been permanent solutions in place for several key roles, most notably Digital Services and Inwards Goods departments.

### **Questions for NZIMLS:**

In many medical laboratories, staff who hold management positions—such as Laboratory Managers, Quality Managers, Health and Safety Managers, and IT Managers etc.—are qualified Medical Laboratory Scientists or Technicians. Although these individuals are often non-practicing in the technical sense, their roles remain vital to the safe, efficient, and compliant operation of laboratory services.

According to industry standards, IANZ requirements and MSC recommendations, these individuals must remain registered and hold a current Annual Practising Certificate (APC). This ensures that those responsible for managing quality, safety, and compliance maintain professional accountability and uphold the same ethical and regulatory standards as their technically practicing counterparts. However, a significant concern arises regarding Continuing Professional Development (CPD) opportunities according to the NZIMLS CPD program. This CPD framework currently emphasises activities that are primarily technical or discipline-based, and activities relevant to management roles are typically classified as *general* rather than *substantive*. As a result, CPD undertaken in fields such as leadership, quality systems, risk management, occupational health and safety, or laboratory informatics accrues minimal CPD credit, despite being directly relevant to the professional responsibilities and regulatory accountabilities of these roles.

For example, Health and Safety training is currently deemed *general* CPD. The rationale provided is that all workers in New Zealand must comply with the Health and Safety at Work Act (HSW Act). While this is true, laboratory managers have additional, specific responsibilities under the Act—particularly those related to the management of biological hazards, toxic chemicals, and complex instrumentation within controlled environments. These go far beyond the general workplace health and safety requirements applicable to most other professions.

Given this, there is a strong case for the New Zealand Institute of Medical Laboratory Science (NZIMLS) to review the classification of CPD activities for practitioners in designated management and non-technical specialist roles. Consideration could be given to either:

1. MSC establishing a *Designated APC* category, tailored for laboratory management and oversight roles, with a specific CPD program, or
2. Expanding the CPD framework to recognise *substantive* CPD activities relevant to laboratory management, quality systems, health and safety, and information management.

The learning and competency development required for these roles is dynamic and evolving—just as it is within the technical disciplines of microbiology, biochemistry, or haematology. The continuous professional education of those who manage laboratory quality, safety, and compliance should therefore be equally acknowledged as essential to the integrity and advancement of medical laboratory science.

By recognising these management-related CPD activities as *substantive*, the NZIMLS would support a more inclusive and accurate reflection of professional practice within the field, ensuring that all those contributing to the functioning, governance, and safety of laboratories can maintain meaningful professional registration and continued competence.

**Medlab Wanganui**

No response

**Awanui Hawkes Bay**

No response

**Awanui Wellington**

No response

**Wellington Blood Bank**

No response

## NZIMLS Region 4 Report February 2026

### CHL (Rob Allan, Ginna Alston)

- Health & Safety – chemical spill simulation was undertaken. Many learnings from this and there will be a continued focus on chemical spill training. In January we had a UPS failure in the basement which created smoke and led to a full evacuation of the building.
- Staff continue to have good opportunities to attend meetings in NZ and overseas.
- Several retirements, seeing a good range of applicants through recruitment. Yii Sen WEE will be joining CHL as our new Service Manager for Core Services on 20<sup>th</sup> April. Yii Sen has held positions at Pathlab, and Awanui.
- Kylie Drake, Genetics represented CHL at the He Kaakano - the Aotearoa Māori Variome Resource launch. As the first diagnostic team to be granted access to the variome data by the governance rōpū, our genetics department have had the privilege of helping to shape how access to the data is consented and audited, what data is made available to laboratories, and the experience of using He Kākano for the diagnosis of rare disease in Māori and Pasifika children. Kylie spoke about this experience at the hui, illustrating how access to a resource such as this allows for ancestry-specific analysis of genetic variation and promotes health equity.
- Paula Keating, Scientific Officer, Immunology was awarded a Fellowship of the Royal Australasian College of Pathologists.
- Advanced training with Sysmex for our Delphic LIS Super users. This will allow these users to make worksheet changes themselves, speeding up this process.
- Long service morning tea was held in November - This year's milestones ranged from 5 years of service all the way to an extraordinary 40+ years - a testament to the passion and loyalty within our team.
- Delphic LIS issues – significant outage in January.
- We are verifying multiple POCT platforms for high sensitivity Troponin I assays. An initial pilot with ED has shown significant reduction in ED Length of stay for the patient group with no change in safety from standard laboratory testing

### West Coast

Lab manager recruitment is ongoing.

### Awanui Canterbury

No information received.

### Awanui Nelson

No information received.

### NZBS Christchurch and Dunedin - Qualified Donor Technicians (Kelly Meads)

- 2x staff accepted by MSC to have their provisional period reduced, and full registration completed; 1x new staff member that we are hoping to her qualification accepted towards her MLPAT registration.
- 1x MLPAT travelling to Australia site on scholarship. Attempting to get 3x DUN based MLPAT to present at next PASSIG.

Ginna Alston

Region 4 Representative

## NZIMLS Region 5 report – February 2026

Leah Pringle

The response from the laboratories to inquiries about the goings on of the last few months has been very disappointing. There have been no official responses from Dunedin, Invercargill, Dunstan or Queenstown but I was pleasantly surprised to hear from Oamaru.

Oamaru reported the same short staffing issues that are present throughout the region with a lack of both new vacancies being advertised and lower numbers of NZ trained graduates applying. It is thought to be at least somewhat linked to the lower levels of pay in private laboratories. This also has a direct impact on available time for training and CPD activities. I know from personal experience in Dunedin that we are having trouble training new staff to the standard we expect of them, due to chronic short staffing levels and the need to process patient results instead.

However, there was excitement that the Roche User Group has kicked off again this year, with known attendance from both Oamaru and Dunedin. It is highly likely that there will be attendance from other regional sites, but this has not been confirmed.

One thing that was requested was more information available online about the QMLT examinations especially, about cost of the course. It was a new manager that was asking questions and possibly extra information for this also needed to be sourced through the employer.

For personnel changes in the region, Stuart Offen, the Dunedin biochemistry HOD has resigned and is leaving lab work all together. The HOD of specimen reception, Grandy Lee, is moving sideways in a new role in the Quality team. She replaces Roger Barton who is retiring. There are many retiring long serving staff from Dunedin this year. The last four retirements in Dunedin had a combined 114 years of experience and the next two planned retirements this year are sitting at around 30 years' experience each. Their leaving is a huge loss for the knowledge and bench experience from Dunedin. I believe this will have a flow on effect to the other regions in Otago Southland as Dunedin is often a first point of call for advice.

The region is awaiting new instrumentation, with new Cobas analysers to be installed in Oamaru in February. The Awanui contract with Stago for coagulation analysers had not been signed the last I heard, but more news was expected as everyone comes back to work following the holiday season. The Stago machines are much anticipated as the Siemens workforce is aged and becoming increasingly prone to breakdowns.

We have a reasonable number of students through the region this year, three in Dunedin and one in Invercargill, mostly from Otago, but one from AUT. Second semester we have 4 in Dunedin, one of whom is an honours student and one in a rural placement in Dunstan, all from Otago University. I handed out the NZIMLS prizes at the medical laboratory graduation last December and the cohort seemed pleased to be entering the workforce. I have also had my first meeting with the Otago University about the revamp of the curriculum and am expecting to get further details on the haematology portion of third year to look through soon. If we wish to see any other subject details, I can also request them.

It is shaping up to be a busy year in the south, and I expect the continuation of high service to become more unpredictable with low staff levels and analyser breakdowns.

### **Lab Technician Representative – Council Introduction and Member Feedback**

I am pleased to introduce myself as a new member of the NZIMLS Council, representing Lab Technicians.

This is my first council meeting and I feel a little nervous and unprepared. While I am still gaining my understanding of the Council's work and my role within it.

I am keen to learn and to contribute, supporting the work of the Council.

In my role as Technician Representative, I hope to engage with members across a range of workplaces, building positive relationships, strengthening connections between members and NZIMLS. I am particularly interested in promoting a clearer understanding of who NZIMLS are, the work the Institute undertakes, and the resources and support available to members, including the NZIMLS website and other ways NZIMLS can be of assistance.

I am keen to stay informed on current and emerging issues within the profession and to continue developing my knowledge. While I do not claim to be an expert and I certainly don't know everything, I am committed to listen to members, ensuring their views and concerns are accurately represented and fed back to Council.

Although I am still new to the role, I have gathered feedback from members on several areas. The following reflects **member feedback only** and does not necessarily represent my personal views or those of my workplace.

#### **Feedback in relation to the 2025 exam**

Overall, members reported that the 2025 examinations were fair, with no significant complaints.

Points raised by members included:

- 2025 Examinations seem to have had no complaints, with a fair exam and results.
- Definitely a bit more challenging than the previous year, and even the years prior.
- The exam is quite simple.
- This exam paper has “new” questions that have never been seen before and challenged the candidates to think more.

Members also raised a number of questions and suggestions:

- Could the qualification sit within the NZQA framework.
- Whether parts of the qualification could be delivered as unit standards to provide a more consistent approach to training across workplaces.
- Concerns regarding access to some training materials (some of the curriculum) as these were not all provided by the workplace.
- Whether the examination could be assessed as a single overall pass rather than split into two.
- If candidates who fail one component could re-sit only that section rather than the entire exam.

#### **MSC Scope of Practice Review Consultation –**

Members shared feedback on the MSC proposal to combine the MLPAT and MLT scopes into a single MLT scope, and the proposed removal of the provisional scope.

- Feedback was positive, especially to the removal of the provisional period. Meaning they will get their APC sooner and reduce delays in achieving higher pay rates.

- Merging scopes could support clearer pathways for Phlebotomists wanting to progress within the labs, provided appropriate training and support is in place.,
- Some members were unsure how the proposed changes would affect them personally.
- Many members had received the email from the MSC on the 16th January but had not read it and were unaware of the proposal and or the survey attached.

**Additional Feedback**

Some newer members were uncertain about the role of NZIMLS, and the difference between NZIMLS and MSC.

I am looking forward to continuing to develop in this role, increasing engagement with members, and contributing to the work of the Council on behalf of the Lab Technicians I represent.



## Internet Banking for Business

### Account Summary

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<b>Everyday accounts</b>		<b>Available</b>	<b>Balance</b>
Bus First Oncall Account	02-0800-0600311-000	547,902.26	547,902.26
Scholarship Res G F	02-0800-0600311-066	49,277.98	49,277.98
<b>Total</b>		<b>597,180.24</b>	<b>597,180.24</b>

<b>Credit cards</b>		<b>Available</b>	<b>Balance</b>
BARNETT A J	.... 8462	2,000.00	0.00
BROADBENT J	.... 9453	1,890.87	-109.13
Business Visa	.... 4733	17,681.62	-1,807.17
JOSEPH NZIMLS A	.... 0076	2,000.00	0.00
TOZER SHARON	.... 3870	7,049.11	-2,950.89

<b>Term deposits</b>		<b>Balance</b>
Term Deposit	0092074351-03000	107,205.61
Term Deposit	0092074351-03009	371,725.30
Term Deposit	0092074351-03010	141,591.95
Term Deposit	0092074351-03012	150,000.00
<b>Total</b>		<b>770,522.86</b>

**End of Report**

**STATEMENT OF FINANCIAL POSITION**  
**For the Quarter ending 31 December 2025**

31 Mar 25		31 December 2025
\$		\$
<u>CURRENT ASSETS</u>		
627,903	BNZ Christchurch Cheque Account	306,917
100	Debtors EOY	-
8,845	Debtors	273,277
9,578	Accrued Interest	-
39,493	Prepaid Expenses	-
663,094	Term Deposits - Current	818,962
<u>1,349,013</u>	Total Current Assets	<u>1,399,156</u>
<u>NON-CURRENT ASSETS</u>		
-	Term Deposit - Non Current	-
43,892	Fixed Assets	43,892
64,200	Work In Progress	64,200
<u>108,092</u>	Total Non-Current Assets	<u>108,092</u>
1,457,104	<u>TOTAL ASSETS</u>	1,507,247
<u>CURRENT LIABILITIES</u>		
27,082	Holiday Pay Accrual	-
39,489	Creditors	13,639
-	Payroll Liabilities	(82)
196,640	Membership Fees Received in Advance	-
112,624	CPD Fees Received in Advance	-
62,295	Other Fees Received in Advance	-
(558)	GST	50,526
<u>437,572</u>	Total Current Liabilities	<u>64,083</u>
437,572	<u>TOTAL LIABILITIES</u>	<u>64,083</u>
<u>1,019,532</u>	<u>NET ASSETS</u>	<u>1,443,165</u>
<u>EQUITY</u>		
923,318	Retained earnings	1,019,532
96,214	Accumulated Funds	424,122
<u>1,019,532</u>	<u>TOTAL EQUITY</u>	<u>1,443,654</u>

**STATEMENT OF MOVEMENTS IN EQUITY**  
For the Quarter ending 31 December 2025

31 Mar 25		31 December 2025
\$		\$
923,318	Equity, Opening Balance	1,019,532
96,214	Net Surplus (Deficit) for the period	424,122
<b>1,019,532</b>	<b>Equity, Closing Balance</b>	<b>1,443,654</b>

**NZIMLS ANALYSIS OF INDIVIDUAL ACCOUNTS**  
For the Quarter ending 31 December 2025

31 Mar 25		31 December 2025
\$		\$
EXCESS INCOME OVER EXPENDITURE FROM:		
(27,958)	Council Account	110,005
(55,513)	Journal Account	(36,386)
131,916	CPD Programme Account	259,110
(9,074)	Examinations Account	4,021
1,249	NZIMLS 2024 Conference Account	-
(547)	NZIMLS 2025 Conference Account	32,962
	NZIMLS 2026 Conference Account	(4,411)
9,900	North Island Seminar Account	5,043
489	South Island Seminar Account	12,294
5,727	Anatomical Pathology Account	5,439
5,809	Biochemistry Account	128
0	Cytology Account	678
1,599	Haematology Account	(1,806)
2,583	Immunology Account	(267)
8,136	Microbiology Account	7,030
5,392	Molecular Diagnostics Account	4,838
(730)	Mortuary/Forensic Pathology Account	-
11,589	Pre-Analytical Services Account	15,143
5,647	Transfusion Science (NICE Weekend) Account	10,301
<b>96,214</b>	<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>424,122</b>

## NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

**COUNCIL**

For the Quarter ending 31 December 25

31 Mar 25 \$		31 December 2025 \$	
	<b><u>INCOME</u></b>		
41,164	Interest Income	6,729	
3,652	Registration - Mycology		
277,569	Membership Fees	458,284	
43	Other Income	-	
20,161	ACC Received		
870	Advertising	490	
1,810	Card Fee Surcharge	1,059	
<u>345,269</u>			466,562
	<b><u>LESS EXPENSES</u></b>		
11,236	Accommodation	11,836	
12,067	Meeting Expenses	10,186	
17,821	Travel	15,085	
2,522	Venue Hire	2,299	
5,300	Prizes/Awards	2,000	
6,000	Donations	8,000	
111	Exhibitions	-	
2,076	Promotion	8,253	
6,259	Other Expenses	6,067	
4,651	Scholarship expenses	4,729	
1,000	Research Grant Expenses	5,493	
21,361	Professional Advisor Fees	37,207	
326	Professional Development	859	
398	Printing	1,584	
5,273	Stationery	2,384	
1,634	Postage/Courier/Freight	718	
2,085	Telephone	2,700	
-	GST Expense	-	
1,000	Administration SIG's	-	
95	Bank Fees	119	
3,423	Visa Fees	2,136	
142,104	Salary – Administration	167,325	
10,000	Rental - Executive Office	22,500	
2,000	Recruitment Costs	-	
25,320	Secretarial Fees	-	
391	ACC Levies	387	
3,500	Accountancy Fees	-	
5,932	Audit Fees	530	
104	Refunds	-	
11,789	KIWISaver Contributions	5,635	
10,402	Software Licences	10,470	
746	IRD Interest/Penalties	753	
23	Loss on Disposal	-	
7,008	Website Development	2,480	
2,190	Computer Expenses	8,782	
1,979	Website Maintenance	15,068	
2,337	Subscriptions	973	
42,764	Depreciation	-	
<u>373,227</u>			<u>356,556</u>
<u>(27,958)</u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>		<u>110,005</u>

NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

**JOURNAL**  
**For the Quarter ending 31 December 2025**

31 Mar 25	Note	31 December 2025
\$		\$
	<b><u>INCOME</u></b>	
-	Subscriptions	-
310	Royalties	82
5,840	Advertising Revenue	8,597
<u>6,150</u>		<u>8,680</u>
	<b><u>LESS EXPENSES</u></b>	
-	Accommodation	-
-	Meeting Expenses	-
860	Travel	427
-	Venue Hire	-
1,500	Prizes/Awards	3,800
4,049	Other - Software	-
23,771	Printing	15,895
5,977	Courier/Freight	5,631
25,505	Editor Costs	19,312
<u>61,663</u>		<u>45,065</u>
<u>(55,513)</u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>	<u>(36,386)</u>

**CPD PROGRAMME**  
**For the Quarter ending 31 December 25**

31 Mar 25	Note	31 December 2025
\$		\$
	<b><u>INCOME</u></b>	
152,685	Enrolment Fees	260,593
695	Other Income	530
<u>153,380</u>		<u>261,123</u>
	<b><u>LESS EXPENSES</u></b>	
503	Accommodation	-
167	Meeting Expenses	-
1,912	Travel	769
-	Classroom/Questionnaire	-
681	Other Expenses	39
399	Printing	-
14	Stationery	15
1,565	Telephone	1,174
21	Visa Fees	16
-	Contractor - Classroom	-
16,000	CPD Secretarial Fees	-
139	Refunds	-
64	Computer Expenses	-
<u>21,464</u>		<u>2,013</u>
<u>131,916</u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>	<u>259,110</u>

NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

<b>EXAMINATIONS</b>			
<b>For the Quarter ending 31 December 25</b>			
31 Mar 25		Note	31 December 2025
\$			\$
	<b><u>INCOME</u></b>		
139	Other Income		-
52,844	Examination Fees		33,479
<u>52,983</u>			<u>33,479</u>
	<b><u>LESS EXPENSES</u></b>		
3,891	Accommodation		1,997
1,597	Catering		2,154
7,009	Travel		4,155
1,347	Venue Hire		609
1,200	Prizes		600
1,952	Other Expenses		3,282
10,041	Administration		-
1,636	Printing		735
132	Stationery		-
1,113	Courier/Freight		1,525
20,000	Secretarial		-
848	Refunds		1,130
-	QMLT Badges		-
11,290	Examiner/Moderator Fees		13,270
<u>62,057</u>			<u>29,457</u>
<u>(9,074)</u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>		<u><u>4,021</u></u>

<b>NZIMLS 2024 CONFERENCE</b>			
<b>For the Quarter ending 30 June 25</b>			
31 Mar 25		Note	30 June 2025
\$			\$
	<b><u>INCOME</u></b>		
139,410	Registration		-
28,200	Sponsorship		-
69,140	Exhibition		-
9,380	Functions		-
1,013	Advertising		-
22,718	Accommodation deposits		-
<u>269,861</u>			<u>-</u>
	<b><u>LESS EXPENSES</u></b>		
24,495	Accommodation		-
78,844	Catering		-
3,112	Travel		-
64,151	Venue Hire		-
37,569	Audio Visual		-
1,000	Prizes		-
7,470	Speaker Fee		-
3,680	Entertainment		-
2,040	Donations		-
12,783	Exhibition Hire		-
7,233	Other expenses		-
4,533	Functions		-
1,929	Printing		-
396	Stationery		-
75	Postage		-

NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

36	Courier/Freight	-
19,267	PCO Costs	-
268,613		-
<u>1,249</u>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<u>-</u>

**NZIMLS 2025 CONFERENCE**  
For the Quarter ending 31 December 25

31 Mar 25	Note	31 December 2025
\$		\$
	<b>INCOME</b>	
-	Registration	111,026
-	Sponsorship	35,000
-	Exhibition	90,500
-	Functions	<u>13,744</u>
		250,270
	<b>LESS EXPENSES</b>	
-	Accommodation	3,109
-	Daily Delegate Package- Catering\Venue Hire	48,153
547	Travel	1,980
-	Audio Visual	52,824
-	Prizes	1,000
-	Speaker Fee	6,728
-	Entertainment	4,500
-	Donations	-
-	Exhibition Hire	13,394
-	Other expenses	15,818
-	Functions	35,572
-	Printing	1,491
-	Courier/Freight	450
-	Stationery	1,120
-	PCO Costs	31,168
-		<u>217,308</u>
<u>(547)</u>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<u>32,962</u>

**NZIMLS 2026 CONFERENCE**  
For the Quarter ending 31 December 25

31 Mar 25	Note	31 December 2025
\$		\$
	<b>INCOME</b>	
-	Registration	-
-	Sponsorship	-
-	Exhibition	-
-	Functions	<u>-</u>
		-
	<b>LESS EXPENSES</b>	
-	Accommodation	-
-	Daily Delegate Package- Catering\Venue Hire	-
-	Travel	1,161
-	Venue Hire	-
-	Audio Visual	-
-	Prizes	-
-	Speaker Fee	-

NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

-	Entertainment	3,250	
-	Donations	-	
-	Exhibition Hire	-	
-	Other expenses	-	
-	Functions	-	
-	Printing	-	
-	Postage	-	
-	Courier/Freight	-	
-	Stationery	-	
-	PCO Costs	-	
-			4,411
	<b>EXCESS INCOME OVER EXPENDITURE</b>		<b>(4,411)</b>

NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

<b>NORTH ISLAND SEMINAR</b>			
<b>For the Quarter ending 31 December 25</b>			
31 Mar 25		Note	31 December 2025
\$			\$
	<b><u>INCOME</u></b>		
26,400	Registration		12,691
870	Sponsorship		435
<u>27,270</u>			<u>13,126</u>
	<b><u>LESS EXPENSES</u></b>		
14,749	Daily Delegate Package		3,667
609	Venue Hire		2,413
435	Audio Visual		765
1,000	Administration		
500	Prizes		500
77	Stationery		358
-	Other Expenses		381
<u>17,370</u>			<u>8,084</u>
<u><b>9,900</b></u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>		<u><b>5,043</b></u>

<b>SOUTH ISLAND SEMINAR</b>			
<b>For the Quarter ending 31 December 25</b>			
31 Mar 25		Note	31 December 2025
\$			\$
	<b><u>INCOME</u></b>		
(139)	Registration		20,622
1,130	Sponsorship		1,130
991			<u>21,752</u>
	<b><u>LESS EXPENSES</u></b>		
14	Catering		6,394
-	Venue Hire		1,100
200	Prizes		500
-	Other Expenses		506
-	Stationery		820
290	Courier		-
-	Refunds		139
<u>504</u>			<u>9,459</u>
<u><b>487</b></u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>		<u><b>12,294</b></u>



NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

	Audio Visual		
	Catering	1,460	
	Prizes		
	Stationery		
89	Travel	-	
-	Venue Hire	1,460	
48	Other Expenses	-	
	Administration		
137			2,919
<u>1,599</u>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<u>-</u>	<u>1,806</u>

**SPECIAL INTEREST GROUP - ANATOMICAL PATHOLOGY**

For the Quarter ending 31 December 25

31 Mar 25	Note	31 December 2025
\$		\$
<b>INCOME</b>		
14,383	Registration	9,309
1,620	Sponsorship	1,130
<u>16,002</u>		<u>10,439</u>
<b>LESS EXPENSES</b>		
-	Audio Visual	261
7,432	Catering	3,099
-	Courier/post	13
1,022	Venue Hire	679
500	Prizes	300
321	Stationery	236
-	Other Expenses	412
1,000	Administration	-
<u>10,275</u>		<u>5,000</u>
<u>5,727</u>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<u>5,439</u>

**SPECIAL INTEREST GROUP - IMMUNOLOGY**

For the Quarter ending 31 December 25

31 Mar 25	Note	31 December 2025
\$		\$
<b>INCOME</b>		
5,714	Registration	-
870	Sponsorship	696
<u>6,584</u>		<u>696</u>
<b>LESS EXPENSES</b>		
	Audio Visual	117
	Catering	845
1,832	Venue Hire	-
1,000	Prizes	-
12	Courier/post	-
157	Refunds	-
1,000	Administration	-
<u>4,001</u>		<u>963</u>
<u>2,583</u>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<u>(267)</u>

NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

**SPECIAL INTEREST GROUP - MICROBIOLOGY**

For the Quarter ending 31 December 25

31 Mar 25		31 December 2025
\$	Note	\$
	<b><u>INCOME</u></b>	
12,343	Registration	12,113
1,685	Sponsorship	1,130
<u>14,028</u>		<u>13,243</u>
	<b><u>LESS EXPENSES</u></b>	
-	Audio Visual	391
3,173	Catering	4,118
-	Venue Hire	565
350	Travel	-
500	Prizes	500
60	Courier	2
810	Other Expenses	637
1,000	Administration	-
<u>5,893</u>		<u>6,213</u>
<u><b>8,136</b></u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>	<u><b>7,030</b></u>

**SPECIAL INTEREST GROUP - MORTUARY**

For the Quarter ending 31 December 25

31 Mar 25		31 December 2025
\$	Note	\$
	<b><u>INCOME</u></b>	
3,922	Registration	-
<u>3,922</u>		<u>-</u>
	<b><u>LESS EXPENSES</u></b>	
1,790	Catering	-
700	Advertising	-
500	Prizes	-
650	Other Expenses	-
1,000	Administration	-
12	Courier/Post	-
<u>4,652</u>		<u>-</u>
<u><b>(730)</b></u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>	<u><b>-</b></u>

NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE INC.

**SPECIAL INTEREST GROUP - MOLECULAR DIAGNOSTICS**

For the Quarter ending 31 December 25

31 Mar 25 \$	Note	31 December 2025 \$
<b><u>INCOME</u></b>		
9,978	Registration	9,283
1,370	Sponsorship	1,130
<u>11,348</u>		<u>10,413</u>
<b><u>LESS EXPENSES</u></b>		
3,173	Catering	3,116
480	Travel	
350	Venue Hire	1,582
500	Prizes	500
394	Other Expenses	376
1,000	Administration	-
60	Courier/post	2
<u>5,956</u>		<u>5,575</u>
<u><b>5,392</b></u>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<u><b>4,838</b></u>

**SPECIAL INTEREST GROUP - PRE-ANALYTICAL SERVICES ACCOUNT**

For the Quarter ending 31 December 25

31 Mar 25 \$	Note	31 December 2025 \$
<b><u>INCOME</u></b>		
35,300	Registration	36,308
(174)	Sponsorship	-
<u>35,126</u>		<u>36,308</u>
<b><u>LESS EXPENSES</u></b>		
310	Accommodation	199
700	Advertising	
14,660	Catering	14,424
236	Travel	1,266
3,913	Venue Hire	3,913
990	Audio Visual	125
500	Prizes	500
352	Other Expenses	738
1,000	Administration	-
807	Stationery	-
70	Courier/post	-
<u>23,537</u>		<u>21,165</u>
<u><b>11,589</b></u>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<u><b>15,143</b></u>

**SPECIAL INTEREST GROUP - TRANSFUSION SCIENCE (NICE) ACCOUNT**  
**For the Quarter ending 31 December 25**

31 Mar 25	Note	31 December 2025
\$		\$
	<b><u>INCOME</u></b>	
30,122	Registration	28,344
3,217	Sponsorship	4,880
70	Other income	522
1,000	Accommodation Deposits	2,957
<u>34,409</u>		<u>.</u>
		36,702
	<b><u>LESS EXPENSES</u></b>	
20,323	Daily Delegate Package/Accommodation	18,330
640	Travel	-
1,652	Venue Hire	1,296
400	Audio Visual	2,655
300	Prizes	2,100
-	Stationery	485
3,457	Functions	-
-	Entertainment	600
990	Printing	937
1,000	Administration	-
<u>28,762</u>		<u>26,402</u>
<u><u>5,647</u></u>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>	<u><u>10,301</u></u>







	10 Dec 2025	IRD	\$37.77	Correct short PAYE payment Oct 2025	\$37.77													
	31 Dec 2025	Jillian Broadbent	\$150.00	Telephone Reimbursement		\$150.00												
	19 Dec 2025	LM Cambridge	\$2,467.70	Journal Editor			\$2,467.70											
	15 Dec 2025	Max Millar	\$300.00	QMLT Exam Prize Winner				\$300.00										
	15 Dec 2025	Melissa Couper	\$150.00	Dec Journal Quiz Winners			\$150.00											
	1 Dec 2025	Most Trusted Ltd	\$672.75	2025 Winners -Trophy and Certificates	\$672.75													
	1 Jan 2026	Yorb Limited	\$1,092.50	Prepaid Hours - Software	\$1,092.50													
	1 Jan 2026	Yorb Limited	\$495.45	Yorb App - Maintain	\$495.45													
	1 Jan 2026	Yorb Limited	\$131.78	Yorb App - Strategy	\$131.78													
	1 Jan 2026	Yorb Limited	\$829.15	Website Hosting and email	\$829.15													
		Payment Total:	\$6,797.10															
		Total Items:	10															
24/12/25	15 Dec 2025	Andrew Soepnel	\$500.00	Examiner/Moderator Payment				\$500.00										
	30 Nov 2025	BluePrint Ltd	\$3,137.81	November Journal Distribution and Freight			\$3,137.81											
	1 Dec 2025	BluePrint Ltd	\$63.25	Logo	\$63.25													
	19 Dec 2025	David Greer - PME Entertainment	\$747.50	Deposit for ASM26 Band					\$747.50									
	15 Dec 2025	Tessy George	\$500.00	Examiner/Moderator Payment				\$500.00										
	15 Dec 2025	Tina Lusher	\$300.00	Examiner/Moderator Payment				\$300.00										
		Payment Total:	\$5,248.56															
		Total Items:	5															
		<b>GRAND TOTAL</b>	<b>\$114,342.71</b>		<b>31,120.64</b>	<b>455.00</b>	<b>25,532.30</b>	<b>15,506.72</b>	<b>1,278.10</b>	<b>3,581.88</b>	<b>4,681.98</b>	<b>1,436.10</b>	<b>1,107.00</b>	<b>5,635.00</b>	<b>5,292.83</b>	<b>450.00</b>	<b>18,265.16</b>	



NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
BILLING ACCOUNT  
xxxx-xxxx-xxxx-4733

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Oct 25 to 03 Nov 25  
Statement Number: 235

Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

## Your Transaction Record

Page 1 of 2

Date	Particulars	Credit Card Number	Transaction
	Balance from previous statement		6,476.63 DR
01 Oct	EWAY AUCKLAND	xxxx-xxxx-xxxx-3870	28.90 DR
03 Oct	Paper Plus New Brighton New Brighton	xxxx-xxxx-xxxx-3870	20.18 DR
03 Oct	CUST SERVICE CENTER RANGIORA	xxxx-xxxx-xxxx-3870	114.27 DR
03 Oct	XERO NZ INV-10419345 WELLINGTON	xxxx-xxxx-xxxx-3870	126.50 DR
04 Oct	NORTON *AP1641532207 NORTON.COM/CC IE	xxxx-xxxx-xxxx-3870	154.99 DR
06 Oct	RANGIORA CENTRAL POST SHO RANGIORA	xxxx-xxxx-xxxx-3870	4.04 DR
06 Oct	FARMSIDE TIMARU	xxxx-xxxx-xxxx-3870	112.97 DR
10 Oct	UBER* TRIP UBER.COM	xxxx-xxxx-xxxx-8462	17.21 DR
11 Oct	NELSON AIRPORT LTD NELSON	xxxx-xxxx-xxxx-8462	18.00 DR
13 Oct	Payment by Direct Debit - Thankyou		6,476.63 CR
14 Oct	NZ POST WELLINGTON	xxxx-xxxx-xxxx-3870	14.80 DR
16 Oct	SP PEPPERMINTTWIST CHRISTCHURCH	xxxx-xxxx-xxxx-3870	28.00 DR
22 Oct	ONE NZ AUCKLAND	xxxx-xxxx-xxxx-3870	89.44 DR
25 Oct	NORTON *AP1646558773 NORTON.COM/CC IE	xxxx-xxxx-xxxx-3870	99.99 DR
27 Oct	UBER* TRIP UBER.COM	xxxx-xxxx-xxxx-8462	9.72 DR
27 Oct	UBER* TRIP UBER.COM	xxxx-xxxx-xxxx-8462	35.20 DR
27 Oct	AXBUSFARE GST039344939 WELLINGTON	xxxx-xxxx-xxxx-8462	11.50 DR
28 Oct	EXPEDIA 73286285705842 EXPEDIA.CO.NZ	xxxx-xxxx-xxxx-3870	354.17 DR
28 Oct	ADOBE *ADOBE DUBLIN IE	xxxx-xxxx-xxxx-3870	112.36 DR
29 Oct	CHRISTCHURCH AIRPORT PARK CHRISTCHURCH	xxxx-xxxx-xxxx-3870	33.20 DR
29 Oct	OVIEDO THORNDON WELLINGTON	xxxx-xxxx-xxxx-8462	16.60 DR
29 Oct	NELSON AIRPORT LTD NELSON	xxxx-xxxx-xxxx-8462	36.00 DR
29 Oct	UBER* TRIP UBER.COM	xxxx-xxxx-xxxx-8462	32.86 DR
29 Oct	CHRISTCHURCH AIRPORT PARK CHRISTCHURCH	xxxx-xxxx-xxxx-3870	88.50 DR
29 Oct	CHRISTCHURCH AIRPORT PARK CHRISTCHURCH	xxxx-xxxx-xxxx-3870	54.00 DR
30 Oct	PREZZY CARD ECOM AUCKLAND	xxxx-xxxx-xxxx-3870	305.29 DR
01 Nov	EWAY AUCKLAND	xxxx-xxxx-xxxx-3870	28.90 DR
03 Nov	ACCOUNT FEE	xxxx-xxxx-xxxx-9453	2.00 DR

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
BILLING ACCOUNT  
xxxx-xxxx-xxxx-4733

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Oct 25 to 03 Nov 25  
Statement Number: 235



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 2 of 2

Date	Particulars	Credit Card Number	Transaction
03 Nov	ACCOUNT FEE	xxxx-xxxx-xxxx-3870	2.00 DR
03 Nov	ACCOUNT FEE	xxxx-xxxx-xxxx-0076	2.00 DR
03 Nov	ACCOUNT FEE	xxxx-xxxx-xxxx-8462	2.00 DR

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

CURRENT BALANCE 1,955.59 DR

*Unless advice to the contrary is received from you by 11/11/25 the amount of \$1,955.59 will be directly charged to your bank account on 13/11/25.*

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
A J BARNETT  
xxxx-xxxx-xxxx-8462

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Oct 25 to 03 Nov 25  
Statement Number: 80  
Credit Limit: \$2,000.00  
Available Credit: \$1,820.91



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
10 Oct	+UBER* TRIP UBER.COM	60142 - Taxi					17.21 DR
11 Oct	+NELSON AIRPORT LTD NELSON	60142 - Airport Parking					18.00 DR
27 Oct	+UBER* TRIP UBER.COM	60142 - Taxi					9.72 DR
27 Oct	+UBER* TRIP UBER.COM	60142 - Taxi					35.20 DR
27 Oct	+AXBUSFARE GST039344939 WELLINGTON	60142 - Bus					11.50 DR
29 Oct	+OVIEDO THORNDON WELLINGTON	60142 - Coffee					16.60 DR
29 Oct	+NELSON AIRPORT LTD NELSON	60142 - Airport Parking					36.00 DR
29 Oct	+UBER* TRIP UBER.COM	60142 - Taxi					32.86 DR
03 Nov	+ACCOUNT FEE	60172 - Account fee					2.00 DR
<b>TOTAL</b>							<b>179.09 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
J BROADBENT  
xxxx-xxxx-xxxx-9453

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Oct 25 to 03 Nov 25  
Statement Number: 208  
Credit Limit: \$2,000.00  
Available Credit: \$1,998.00



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
03 Nov	+ACCOUNT FEE	60372 - Account Fee					2.00 DR
TOTAL							2.00 DR

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
A JOSEPH NZIMLS  
xxxx-xxxx-xxxx-0076

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Oct 25 to 03 Nov 25  
Statement Number: 20  
Credit Limit: \$2,000.00  
Available Credit: \$1,998.00



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
03 Nov	+ACCOUNT FEE	60172 - Account Fee					2.00 DR
TOTAL							2.00 DR

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
 SHARON TOZER  
 xxxx-xxxx-xxxx-3870

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
 Statement Period: 02 Oct 25 to 03 Nov 25  
 Statement Number: 195  
 Credit Limit: \$10,000.00  
 Available Credit: \$8,227.50



Bank of New Zealand Credit Cards  
 P O Box 2842 , Wellington  
 Website www.bnz.co.nz  
 Freephone 0800 800 667

**Your Transaction Record**

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
01 Oct	+EWAY AUCKLAND	60188 - Monthly Subscription					28.90 DR
03 Oct	+Paper Plus New Brighton New Brighton	60164 - 2027 Diary					20.18 DR
03 Oct	+CUST SERVICE CENTER RANGIORA	60142 - Fuel AI Seminar					114.27 DR
03 Oct	+XERO NZ INV-10419345 WELLINGTON	60188 - Monthly Subscription					126.50 DR
04 Oct	+NORTON *AP1641532207 NORTON.COM/CC IE	60188 - Monthly Subscription					154.99 DR
06 Oct	+RANGIORA CENTRAL POST SH RANGIORA	63567/63767 Micro/Mold courier					4.04 DR
06 Oct	+FARMSIDE TIMARU	60169 - Telephone					112.97 DR
14 Oct	+NZ POST WELLINGTON	63367 - AP SIG Courier					14.80 DR
16 Oct	+SP PEPPERMINTTWIST CHRISTCHURCH	19980 -ST Personal - deducted from exp claim					28.00 DR
22 Oct	+ONE NZ AUCKLAND	60169 - Cellphone					89.44 DR
25 Oct	+NORTON *AP1646558773 NORTON.COM/CC IE	60188 - Monthly Subscription					99.99 DR
28 Oct	+EXPEDIA 73286285705842 EXPEDIA.CO.NZ	60160 - ML Accm					354.17 DR
28 Oct	+ADOBE *ADOBE DUBLIN IE	60188 - Monthly Subscription					112.36 DR
29 Oct	+CHRISTCHURCH AIRPORT PAR CHRISTCHURCH	63842 - Parking - Cathy PASSIG					33.20 DR
29 Oct	+CHRISTCHURCH AIRPORT PAR CHRISTCHURCH	19980 - ST personal deducted from exp claim					88.50 DR
29 Oct	+CHRISTCHURCH AIRPORT PAR CHRISTCHURCH	19980 - ST personal deducted from exp claim					54.00 DR
30 Oct	+PREZZY CARD ECOM AUCKLAND	63853 - PASSIG Prezzy Cards					305.29 DR
01 Nov	+EWAY AUCKLAND	60188 - Monthly Subscription					28.90 DR
03 Nov	+ACCOUNT FEE	60172 - Account fee					2.00 DR
<b>TOTAL</b>							<b>1,772.50 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
 BILLING ACCOUNT  
 xxxx-xxxx-xxxx-4733

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
 Statement Period: 04 Nov 25 to 01 Dec 25  
 Statement Number: 236



Bank of New Zealand Credit Cards  
 P O Box 2842 , Wellington  
 Website www.bnz.co.nz  
 Freephone 0800 800 667

**Your Transaction Record**

Date	Particulars	Credit Card Number	Transaction
	Balance from previous statement		1,955.59 DR
03 Nov	XERO NZ INV-10538396 WELLINGTON	xxxx-xxxx-xxxx-3870	126.50 DR
04 Nov	52 MAIN STREET OXFORD	xxxx-xxxx-xxxx-3870	240.00 DR
04 Nov	Cash Advance Fee		2.00 DR
04 Nov	PREZZY CARD ECOM AUCKLAND	xxxx-xxxx-xxxx-3870	348.98 DR
06 Nov	SURVEYMONK* T 47255052 DUBLIN 2 IE	xxxx-xxxx-xxxx-3870	1,260.00 DR
09 Nov	WHITCOULLS RANGIORA	xxxx-xxxx-xxxx-9453	16.99 DR
10 Nov	FARMSIDE TIMARU	xxxx-xxxx-xxxx-3870	110.09 DR
10 Nov	PARKVIEW ON HAGLEY CHRISTCHURCH	xxxx-xxxx-xxxx-3870	515.34 DR
13 Nov	Payment by Direct Debit - Thankyou		1,955.59 CR
15 Nov	UBER* TRIP UBER.COM	xxxx-xxxx-xxxx-8462	1.00 DR
15 Nov	UBER* TRIP UBER.COM	xxxx-xxxx-xxxx-8462	3.00 DR
15 Nov	UBER* TRIP UBER.COM	xxxx-xxxx-xxxx-8462	29.01 DR
15 Nov	UBER *TRIP HELP.UBER.COM Christchurch	xxxx-xxxx-xxxx-8462	50.25 DR
16 Nov	UBER *TRIP HELP.UBER.COM Christchurch	xxxx-xxxx-xxxx-8462	85.44 DR
21 Nov	U-GO Riccarton Riccarton	xxxx-xxxx-xxxx-9453	114.29 DR
21 Nov	DUX DINE CHRISTCHURCH	xxxx-xxxx-xxxx-9453	280.22 DR
21 Nov	CUST COUNTRY PUB CUST	xxxx-xxxx-xxxx-3870	174.50 DR
22 Nov	HAGLEY NIGHT N DAY CHRISTCHURCH	xxxx-xxxx-xxxx-9453	37.60 DR
22 Nov	THE MAYOR OF ALE RICCARTON	xxxx-xxxx-xxxx-8462	38.00 DR
22 Nov	THE MAYOR OF ALE RICCARTON	xxxx-xxxx-xxxx-8462	20.00 DR
22 Nov	PARK RANGER CHRISTCHURCH	xxxx-xxxx-xxxx-9453	32.38 DR
22 Nov	PARK RANGER CHRISTCHURCH	xxxx-xxxx-xxxx-9453	10.66 DR
22 Nov	ONE NZ AUCKLAND	xxxx-xxxx-xxxx-3870	51.31 DR
22 Nov	PARKVIEW ON HAGLEY CHRISTCHURCH	xxxx-xxxx-xxxx-8462	280.36 DR
22 Nov	THAI CHEF CHRISTCHURCH070 CHRISTCHURCH	xxxx-xxxx-xxxx-9453	138.72 DR
23 Nov	HAMILTON AIRPORT HAMILTON	xxxx-xxxx-xxxx-0076	35.20 DR
25 Nov	NZSAE ROTORUA	xxxx-xxxx-xxxx-3870	395.00 DR
28 Nov	SUSHI PLATTER CHRISTCHURCH	xxxx-xxxx-xxxx-8462	27.64 DR
28 Nov	NELSON AIRPORT LTD NELSON	xxxx-xxxx-xxxx-8462	36.00 DR
29 Nov	ADOBE *ADOBE DUBLIN IE	xxxx-xxxx-xxxx-3870	112.36 DR
01 Dec	ACCOUNT FEE	xxxx-xxxx-xxxx-9453	2.00 DR
01 Dec	ACCOUNT FEE	xxxx-xxxx-xxxx-3870	2.00 DR

60172 Account Fee

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
BILLING ACCOUNT  
xxxx-xxxx-xxxx-4733

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 04 Nov 25 to 01 Dec 25  
Statement Number: 236



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website www.bnz.co.nz  
Freephone 0800 800 667

**Your Transaction Record**

Page 2 of 2

Date	Particulars	Credit Card Number	Transaction
01 Dec	ACCOUNT FEE	xxxx-xxxx-xxxx-0076	2.00 DR
01 Dec	ACCOUNT FEE	xxxx-xxxx-xxxx-8462	2.00 DR
01 Dec	INTEREST CASH		3.52 DR

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

YOUR NET CASH ADVANCE BALANCE OF \$245.52 HAS AN ANNUAL DEBIT INTEREST OF 18.95% WITH INTEREST CALCULATED FROM THE DATE OF THE TRANSACTION.

CURRENT BALANCE 4,584.36 DR

*Unless advice to the contrary is received from you by 09/12/25 the amount of \$4,584.36 will be directly charged to your bank account on 11/12/25.*

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
A J BARNETT  
xxxx-xxxx-xxxx-8462

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 04 Nov 25 to 01 Dec 25  
Statement Number: 81  
Credit Limit: \$2,000.00  
Available Credit: \$1,427.30



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
15 Nov	+UBER* TRIP UBER.COM	63842 Taxi	PASSIG				1.00 DR
15 Nov	+UBER* TRIP UBER.COM	63842 Taxi	PASSIG				3.00 DR
15 Nov	+UBER* TRIP UBER.COM	63842 Taxi	PASSIG				29.01 DR
15 Nov	+UBER *TRIP HELP.UBER.COM Christchurch	63842 Taxi	PASSIG				50.25 DR
16 Nov	+UBER *TRIP HELP.UBER.COM Christchurch	63842 Taxi	PASSIG				85.44 DR
22 Nov	+THE MAYOR OF ALE RICCARTON	60441 BoE	drinks				38.00 DR
22 Nov	+THE MAYOR OF ALE RICCARTON	60441 BoE	drinks				20.00 DR
22 Nov	+PARKVIEW ON HAGLEY CHRISTCHURCH	60440 BoE	Meeting	Accommodation			280.36 DR
28 Nov	+NELSON AIRPORT LTD NELSON	60142 Parking	November	Council Meeting			36.00 DR
28 Nov	+SUSHI PLATTER CHRISTCHURCH	60142 Dinner	at Airport	Flight delayed			27.64 DR
01 Dec	+ACCOUNT FEE	60172 Account	Fee				2.00 DR
<b>TOTAL</b>							<b>572.70 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
J BROADBENT  
xxxx-xxxx-xxxx-9453

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 04 Nov 25 to 01 Dec 25  
Statement Number: 209  
Credit Limit: \$2,000.00  
Available Credit: \$1,367.14



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
09 Nov	+ WHITCOULLS RANGIORA	60364	2026 Diary				16.99 DR
21 Nov	+U-GO Riccarton Riccarton	60342	Fuel				114.29 DR
21 Nov	+DUX DINE CHRISTCHURCH	60441	BoE Dinner				280.22 DR
22 Nov	+HAGLEY NIGHT N DAY CHRISTCHURCH	60441	BoE lunch				37.60 DR
22 Nov	+PARK RANGER CHRISTCHURCH	60160	BoE B/fast ML				32.38 DR
22 Nov	+PARK RANGER CHRISTCHURCH	60441	BoE B/fast				10.66 DR
22 Nov	+THAI CHEF CHRISTCHURCH07 CHRISTCHURCH	60441	BoE Dinner				138.72 DR
01 Dec	+ACCOUNT FEE	60372	Account Fee				2.00 DR
<b>TOTAL</b>							<b>632.86 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
SHARON TOZER  
xxxx-xxxx-xxxx-3870

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 04 Nov 25 to 01 Dec 25  
Statement Number: 196  
Credit Limit: \$10,000.00  
Available Credit: \$6,663.92



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website www.bnz.co.nz  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
03 Nov	+XERO NZ INV-10538396 WELLINGTON	60188 Monthly Subscription					126.50 DR
04 Nov	+52 MAIN STREET OXFORD	Various - see attached Expense Claim					240.00 DR
04 Nov	+PREZZY CARD ECOM AUCKLAND	64453 CYTO Sig					348.98 DR
06 Nov	+SURVEYMONK* T 47255052 DUBLIN 2 IE	60188 - Annual Subscription					1,260.00 DR
10 Nov	+FARMSIDE TIMARU	60169 Telephone					110.09 DR
10 Nov	+PARKVIEW ON HAGLEY CHRISTCHURCH	60160 ML Accommodation BoE					515.34 DR
21 Nov	+CUST COUNTRY PUB CUST	60153 Staff lunch					174.50 DR
22 Nov	+ONE NZ AUCKLAND	60169 Cellphone					51.31 DR
25 Nov	+NZSAE ROTORUA	60196 Membership					395.00 DR
29 Nov	+ADOBE *ADOBE DUBLIN IE	60188 Monthly Subscription					112.36 DR
01 Dec	+ACCOUNT FEE	60172 Account fee					2.00 DR
<b>TOTAL</b>							<b>3,336.08 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
BILLING ACCOUNT  
xxxx-xxxx-xxxx-4733

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Dec 25 to 05 Jan 26  
Statement Number: 237



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

## Your Transaction Record

Page 1 of 2

Date	Particulars	Credit Card Number	Transaction
	Balance from previous statement		4,584.36 DR
01 Dec	EWAY AUCKLAND	xxxx-xxxx-xxxx-3870	24.85 DR
03 Dec	XERO NZ INV-10658088 WELLINGTON	xxxx-xxxx-xxxx-3870	126.50 DR
04 Dec	FARMSIDE TIMARU	xxxx-xxxx-xxxx-3870	111.19 DR
05 Dec	EWAY AUCKLAND	xxxx-xxxx-xxxx-3870	142.00 DR
07 Dec	NOEL LEEMING AUCKLAND	xxxx-xxxx-xxxx-3870	1,393.26 DR
09 Dec	ACCOR* NOVOTEL CHRISTC WWW.ACCOR.COM	xxxx-xxxx-xxxx-3870	446.20 DR
09 Dec	ACCOR* NOVOTEL CHRISTC WWW.ACCOR.COM	xxxx-xxxx-xxxx-3870	414.20 DR
10 Dec	PREZZYCARD NZ MOUNT WELLING	xxxx-xxxx-xxxx-3870	354.59 DR
10 Dec	PETALS NETWORK PTY LTD SYDNEY AU	xxxx-xxxx-xxxx-3870	132.95 DR
11 Dec	TORLESSE WINERY WAIPARA	xxxx-xxxx-xxxx-3870	35.70 DR
11 Dec	NELSON ELECTRONICS ( NELSON	xxxx-xxxx-xxxx-8462	64.90 DR
11 Dec	WAIPARA SPRINGS WINERY WAIPARA	xxxx-xxxx-xxxx-9453	132.22 DR
11 Dec	Payment by Direct Debit - Thankyou		4,584.36 CR
12 Dec	TWISTED CITRUS GISBORNE	xxxx-xxxx-xxxx-3870	100.00 DR
12 Dec	LIQUORLAND SOUTHBROOK RANGIORA	xxxx-xxxx-xxxx-3870	119.98 DR
14 Dec	CA ANZ WELLINGTON	xxxx-xxxx-xxxx-3870	80.00 DR
21 Dec	WAIMAKARIRI DISTRICT COUN RANGIORA	xxxx-xxxx-xxxx-3870	20.10 DR
22 Dec	ONE NZ AUCKLAND	xxxx-xxxx-xxxx-3870	72.71 DR
28 Dec	ADOBE *ADOBE DUBLIN IE	xxxx-xxxx-xxxx-3870	112.36 DR
03 Jan	XERO NZ INV-10777778 WELLINGTON	xxxx-xxxx-xxxx-3870	126.50 DR
05 Jan	ACCOUNT FEE	xxxx-xxxx-xxxx-9453	2.00 DR
05 Jan	ACCOUNT FEE	xxxx-xxxx-xxxx-3870	2.00 DR

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
BILLING ACCOUNT  
xxxx-xxxx-xxxx-4733

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Dec 25 to 05 Jan 26  
Statement Number: 237



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

## Your Transaction Record

Page 2 of 2

Date	Particulars	Credit Card Number	Transaction
05 Jan	ACCOUNT FEE	xxxx-xxxx-xxxx-0076	2.00 DR
05 Jan	ACCOUNT FEE	xxxx-xxxx-xxxx-8462	2.00 DR
05 Jan	INTEREST CASH		1.15 DR

60172 Interest

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

CURRENT BALANCE 4,019.36 DR

YOUR NET CASH ADVANCE BALANCE OF \$1.15 HAS AN ANNUAL DEBIT INTEREST OF 18.95% WITH INTEREST CALCULATED FROM THE DATE OF THE TRANSACTION.

*Unless advice to the contrary is received from you by 13/01/26 the amount of \$4,019.36 will be directly charged to your bank account on 15/01/26.*

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
A J BARNETT  
xxxx-xxxx-xxxx-8462

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Dec 25 to 05 Jan 26  
Statement Number: 82  
Credit Limit: \$2,000.00  
Available Credit: \$1,933.10



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
11 Dec	+NELSON ELECTRONICS ( NELSON	60153 ??					64.90 DR
05 Jan	+ACCOUNT FEE	60172 Account Fee					2.00 DR
<b>TOTAL</b>							<b>66.90 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
A JOSEPH NZIMLS  
xxxx-xxxx-xxxx-0076

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Dec 25 to 05 Jan 26  
Statement Number: 22  
Credit Limit: \$2,000.00  
Available Credit: \$1,998.00



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
05 Jan	+ACCOUNT FEE	60172 Account Fee					2.00 DR
TOTAL							2.00 DR

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
J BROADBENT  
xxxx-xxxx-xxxx-9453

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
Statement Period: 02 Dec 25 to 05 Jan 26  
Statement Number: 210  
Credit Limit: \$2,000.00  
Available Credit: \$1,865.78



Bank of New Zealand Credit Cards  
P O Box 2842 , Wellington  
Website [www.bnz.co.nz](http://www.bnz.co.nz)  
Freephone 0800 800 667

**Your Transaction Record**

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
11 Dec	+WAIPARA SPRINGS WINERY WAIPARA	60153 Staff Xmas Function					132.22 DR
05 Jan	+ACCOUNT FEE	60372 Account Fee					2.00 DR
<b>TOTAL</b>							<b>134.22 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

NZ INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC)  
 SHARON TOZER  
 xxxx-xxxx-xxxx-3870

**Bank of New Zealand Visa Business**

Company No: 150812-1-0000000  
 Statement Period: 02 Dec 25 to 05 Jan 26  
 Statement Number: 197  
 Credit Limit: \$10,000.00  
 Available Credit: \$6,184.91



Bank of New Zealand Credit Cards  
 P O Box 2842 , Wellington  
 Website www.bnz.co.nz  
 Freephone 0800 800 667

**Your Transaction Record**

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
01 Dec	+EWAY AUCKLAND	60188 Monthly Subscription					24.85 DR
03 Dec	+XERO NZ INV-10658088 WELLINGTON	60188 Monthly Subscription					126.50 DR
04 Dec	+FARMSIDE TIMARU	60169 Telephone					111.19 DR
05 Dec	+EWAY AUCKLAND	60188 Monthly Subscription					142.00 DR
07 Dec	+NOEL LEEMING AUCKLAND	60169 ST New Cell phone					1,393.26 DR
09 Dec	+ACCOR* NOVOTEL CHRISTC WWW.ACCOR.COM	60169 ML accommodation					446.20 DR
09 Dec	+ACCOR* NOVOTEL CHRISTC WWW.ACCOR.COM	60169 ML Accommodation					414.20 DR
10 Dec	+PREZZYCARD NZ MOUNT WELLING	SIGS - Convenor Prezzy cards MOLD/MICRO/ANAP/PREA/SIS/NIS \$59.09 each					354.59 DR
10 Dec	+PETALS NETWORK PTY LTD SYDNEY AU	60153 Flowers for H Perry					132.95 DR
11 Dec	+TORLESSE WINERY WAIPARA	60153 Staff Xmas Function					35.70 DR
12 Dec	+TWISTED CITRUS GISBORNE	60153 Gift Basket for A Joseph					100.00 DR
12 Dec	+LIQUORLAND SOUTHBROOK RANGIORA	60153 Xmas gift C Tozer					119.98 DR
14 Dec	+CA ANZ WELLINGTON	60161 Tickets for S Tozer & F Rae Womens SIG					80.00 DR
21 Dec	+WAIMAKARIRI DISTRICT COU RANGIORA	60153 Rubbish					20.10 DR
22 Dec	+ONE NZ AUCKLAND	60169 Telephone					72.71 DR
28 Dec	+ADOBE *ADOBE DUBLIN IE	60188 Monthly Subscription					112.36 DR
03 Jan	+XERO NZ INV-1077778 WELLINGTON	60188 Monthly Subscription					126.50 DR
05 Jan	+ACCOUNT FEE	60172 Account Fee					2.00 DR
<b>TOTAL</b>							<b>3,815.09 DR</b>

ANNUAL PURCHASE INTEREST RATE IS 18.95% AND ANNUAL CASH ADVANCE INTEREST RATE IS 18.95%.

## Chief Executive Officers report February 2026

### Office Activities

Another busy start this year with new member applications, catching up on emails that came in over the break, and booking in SIG meetings. Fran and Cathy both worked from home until the end of the school holidays which worked out very well; they were both grateful to be able to be at home for their children during the holidays and kept up to date with all their work.

### SIG Meetings

*Still no convenor for the Immunology SIG.*

The Cytology SIG was very well received, and the convenors were extremely pleased with the attendance. Initially this SIG was running at a loss, however a last-minute rush to register for the in-person event meant that a small profit of \$648 was received.

We have the following events booked for this year:

February	21	Haematology SIG, Waipuna Events Centre, Auckland
March	21	Immunology SIG, Auckland
April	11	South Island Seminar, Dunedin
May	TBC	NICE Weekend, Hamilton
	9	Examiner/Moderator Workshop, Auckland
June	6	Biochemistry SIG, Nelson
	13	North Island Seminar, Bay of Islands
	26	Molecular Diagnostics SIG, Tauranga
	27	Microbiology SIG, Tauranga
August	<b>19-21</b>	<b>NZIMLS 80<sup>th</sup> Annual Scientific Meeting, Tākina Events Centre, Wellington</b>
	<b>20</b>	<b>NZIMLS Annual General Meeting</b>
October	03	QMLT Examinations
	10	Anatomical Pathology SIG, Christchurch
November	7	Mortuary SIG, Christchurch
		Pre-Analytical SIG, Auckland (TBC)

### ASM26/80<sup>th</sup> Anniversary

The committee have met twice since my last report, and the programme is filling up nicely. We have set registration costs as below:

Early bird registration ( <i>valid until 20 July</i> )	700.00
Standard registration ( <i>valid from 21 July</i> )	770.00
Wednesday day registration incl Welcome Function	350.00
Wednesday HALF Day registration (incl lunch)	250.00
Thursday day registration only	320.00
Thursday HALF Day registration (incl lunch)	250.00
Friday HALF Day registration (incl lunch)	200.00

This year, the exhibition sites are slightly larger than usual, so we have also increased the price of a site to \$3,750.00 (incl. GST). We already have three sites on hold!

The Plenary sessions will be based on 'Innovation Past' and 'Innovation Future' and the suggested Plenary programme is as follows:

- a. Wednesday 19 August 10.45-12.30: Innovation: PAST Two speakers 45min each

- b. Wednesday 19 August 13.30-15.00: Pacifica and Beyond Two speakers 40 min each
- c. Thursday 20 August 09.00-10.30: Cancer based topics Two speakers 40 min each
- d. Friday 21 August 09.00-10.30: Innovation: FUTURE as well Two speakers 40 min each
- e. Friday 21 August 11.00-12.00: Innovation: FUTURE One speaker for 1 hour:

There will also be the usual streams. We will be asking for Chairs for each session from Council, so if there is a particular stream you would like to Chair, please let me know a.s.a.p.

Roche have again offered to take up the Gold Sponsorship. I have been in discussions with Bronwyn Sheppard, and we are jointly investigating when Roche started supporting NZIMLS so we can share that information with our members and in return continue to support Roche.

Julie Creighton was both humbled and thrilled to be invited to give the TH Pullar address.

### **2027 South Pacific Congress**

Sarah Just (AIMS) has contacted Daniela for a quote to act as PCO for this event. No further updates at this stage.

### **FIMLS**

I have had another meeting with FIMLS and Aims Tropical Division re the Fiji Institute of Medical Science conference in June. They have asked that we confirm who we are sending to speak by the end of February so that they can update the programme.

Both Leah and Kirsten expressed interest in this at the last Council meeting; therefore, approval is sought to make the necessary arrangements for them to attend.

Approximate cost to send two people:

Flights	Accom (2-bed apartment)	Registration	Functions	Total
\$2,435.00	\$400.00	\$1,210.00	\$530.00	\$4,575.00

There is also the opportunity to have a trade stand, if this is something Council would like to consider. The prospectus, flyer and programme are available on our website, and later in the Agenda.

### **QMLT**

QMLT applications are now open on our website. This year I have created an entirely online application therefore we should no longer receive paper applications. Once received, the applications are processed then a copy filed on the applicants' account in our database. This is a much more streamlined process and should reduce processing time.

### **Website**

There is a need to update the storage accounts (due to the size of our website). Yorb are scoping out the work required to consolidate the storage accounts and will provide a quote in the next few days.

Work has commenced on updating the Exam Management System. The 2024 exams have been cleared out (since there was no data entered for them). All access for 2025 examiners and moderators has been removed and only the BoE and administrators have access to the current site.

Looking forward to another busy year!

*Sharon Tozer*  
**Chief Executive Officer**




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Date: 31 December 2025

Report to: Council

Report from: Cathy Hobson

Subject: Membership Report to 31 December 2025

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Following is the Membership Report:

	31/12/25	30/09/25	30/06/25	31/03/25	31/12/24	30/9/24	30/06/24	31/12/23
	<b>3353</b>	3296	3151	3409	3338	3291	3279	3283
Less Resignations	1	3	9	3	10	13	17	25
Less Unknown	33	-	-			20	235	38
Less Lapsed	-	-	-	319			-	2
Less Deceased	-	-	-	1	2	1	-	-
Plus Applications	55	32	85	65	53	53	264	60
Plus Reinstatements	-	25	69	-	30	26	-	-
Plus new Life Member	-	3	-	-	-	2	-	1
Plus new Honorary	-	-	-	-	-	-	-	-
<b>Total</b>	<b>3374</b>	<b>3353</b>	<b>3296</b>	<b>3151</b>	<b>3409</b>	<b>3338</b>	<b>3291</b>	<b>3279</b>
<i>Composition</i>								
Life Members	23	23	20	19	20	20	19	19
Fellow	14	14	14	13	16	15	16	15
Fellow (Honorary)	1	1	1	1	1	1	1	1
Fellow Life Member	6	6	6	6	6	6	5	5
Member	1893	1884	1861	1823	1904	1863	1848	1866
Associate	1416	1407	1380	1274	1433	1407	1381	1350
Student	11	11	6	4	11	15	9	3
Honorary	6	6	6	8	8	8	9	9
Maternity Leave	4	4	2	3	10	3	3	11
<b>Total</b>	<b>3374</b>	<b>3353</b>	<b>3296</b>	<b>3151</b>	<b>3409</b>	<b>3338</b>	<b>3291</b>	<b>3279</b>
<b>Member CPD</b>		<b>3096</b>	<b>3041</b>	<b>2936</b>	<b>3118</b>	<b>3040</b>	<b>2995</b>	<b>3014</b>
Scientist:	1900	1886	1863	1808	1906	1866	1855	1865
Technician:	1221	1210	1178	1128	1212	1174	1143	1149
<b>Non Member CPD</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>2</b>	<b>2</b>
Scientist:	2	2	2	2	5	2	2	2
Technician:	-	-	-	-	2	-	-	-

*New Membership for the Period:*

**Associate Member**

Lorraine	Anne-Marie	Awanui Labs - Otago Southland - Queenstown
Sophia	Barlow	Health New Zealand Te Whatu Ora Counties Manukau - Middlemore Hospital
Paris	Bly	Medlab Central
Jort Oliver	Cueto	PHF - NCBID
Sheena	Doyle	Health New Zealand Te Whatu Ora - Waitemata
Daniel	Eagar	Health New Zealand Te Whatu Ora - Waikato Hospital
Rosita	Garcia	Health New Zealand Te Whatu Ora - Hawke's Bay - Wairoa Health
Bianca	Gargiulo	Awanui Labs - Nelson
Deb	Goodman	Health New Zealand Te Whatu Ora - Taranaki
Emily	Griffin	Medlab Central
Luisa	Hincapie	Health New Zealand Te Whatu Ora - Waitemata
Helen	Jamieson	New Zealand Blood Service
Kulvinder	Kaur	New Zealand Blood Service
Chongyuan	Li	Health New Zealand Te Whatu Ora - Northland (Whangarei)
Jonathan	Martinez	New Zealand Blood Service
Rachel	Maxwell	Health New Zealand Te Whatu Ora - Taranaki
Navana	McLaughlin	Medlab Central
Xavierre Brenn	Menchavez	Awanui Labs - Northland Pathology Laboratory
Sarah	Mohammadi	Medlab Central
Rebecca	Murphy	New Zealand Blood Service
Aimable	Niyibizi	Health New Zealand Te Whatu Ora - Northland (Dargaville)
Rebecca	O'Byrne	New Zealand Blood Service
Queene	Ocampo	Health New Zealand Te Whatu Ora Counties Manukau - Middlemore Hospital
Pallvi	Pallvi	Health New Zealand Te Whatu Ora - Northland (Whangarei)
Temarama	Paris	LabPlus, Auckland ADHB
Natasha	Smith	Health New Zealand Te Whatu Ora - Waikato Hospital
Kwantae	Tengu	Health New Zealand Waikato Te Whatu Ora - Tokoroa
Hannah	Towgood	Medlab Central
Lauren	Woods	Canterbury Health Laboratories

**TOTAL: 29**

**Full Member**

Laurraine	Aperocho	New Zealand Blood Service
Alyssa	Bowers	Health New Zealand Te Whatu Ora - Waitemata
Georgia	Breckell	Liggins Institute
Carol	Casey	Awanui Labs - Otago Southland - Queenstown
Alice	Doney	Awanui Labs - Canterbury - Christchurch
Feby Mol	Francis	Awanui Labs Otago Southland - Invercargill
Ambryme	Guergoua	Canterbury Health Laboratories

Georgina	Harris	Health New Zealand Te Whatu Ora - Waikato Hospital
Jessica	Henderson	Pathlab Bay of Plenty
Rebecca	Krishna	TLab
Shweta	Kumar	Awanui Labs Otago Southland - Invercargill
Nicole	Larson	Pathlab Waikato Hamilton
Divita	Maisuria	Awanui Labs Otago Southland - Invercargill
Sangeetha	Majenu	Awanui Labs Otago Southland - Invercargill
Ryan	Muirhead	Pathlab Bay of Plenty
Rajeshree	Naido	Awanui Labs - Northland Pathology Laboratory
Aveshan	Naidoo	Health New Zealand Te Whatu Ora Counties Manukau - Middlemore Hospital
Amitesh	Nand	TLab
Hui Hui	Phua	The University of Auckland
Josephine	Salazar Shivalii	Canterbury Health Laboratories
Shyla	Narayan	Health New Zealand Te Whatu Ora - Northland (Whangarei)
Shayal	Singh	Pathlab Bay of Plenty
Katherine	Thambiran	Awanui Labs - Nelson
Fernalynn	Tiongko	Awanui Labs - Otago Southland - Dunedin
Ethan	Turnhout	Awanui Labs Otago Southland - Invercargill
Shelley	Willis Myers	LabPlus, Auckland ADHB

**TOTAL: 26**

***Students***

**TOTAL: 0**

***Resignations***

**TOTAL: 0**

1. It is proposed that the applications for membership be approved.
2. It is proposed that the applications for associate membership be approved.
3. It is proposed that the resignations be accepted.

Cathy Hobson  
Membership & CPD Administrator

**From:** [Sharon Tozer](#)  
**To:** ["Bhoo Gautam"](#)  
**Cc:** [NZIMLS President](#); [NZIMLS Vice President](#); [Ajesh Joseph](#)  
**Subject:** RE: Request for Consideration of Honorary Membership – George Bongiovanni  
**Date:** 14 January 2026 1:45:00 pm  
**Attachments:** [image003.png](#)  
[image004.png](#)

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Hi Bhoo

Happy New Year to you!

Thank you for your email and for your request regarding Honorary Membership for George. I will add this item to the agenda for our February Council meeting.

Support from our industry partners is extremely important to us, and George has indeed been a dedicated supporter who is very worthy of recognition. I would also like to note that we have introduced a new award this year—the [President's Award for Outstanding Service to the Profession](#)—for which George may be a strong contender. This will also be discussed at the February Council meeting.

Thank you again for your nomination, which is greatly appreciated.

With regards

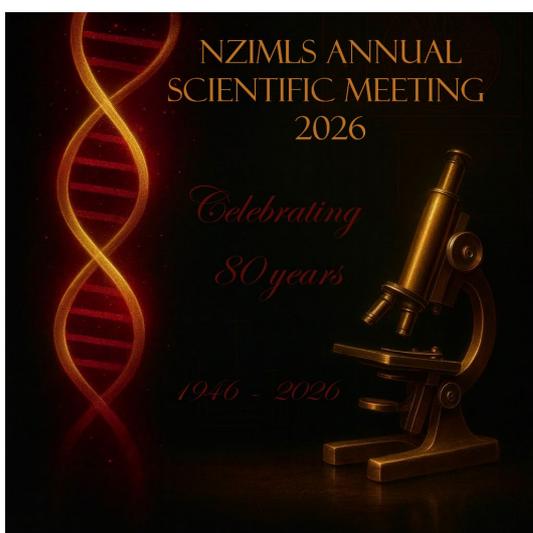
*Sharon*



Sharon Tozer AT, CAANZ  
 Chief Executive Officer  
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**New Zealand's Most Trusted Business Award Winner 2024 and 2025**



*Tākina Events Centre, Wellington, 19 – 21 August 2026*

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**From:** Bhoo Gautam <bhoo@mediscope.co.nz>

**Sent:** 14 January 2026 1:25 pm

**To:** Sharon Tozer <sharon@nzimls.org.nz>

**Subject:** Request for Consideration of Honorary Membership – George Bongiovanni

Hi Sharon

Happy New Year! I trust that you had a well-deserved break.

I am writing to respectfully submit the below request for the Council's consideration to confer Honorary Membership upon George Bongiovanni.

In 2025, George will have completed 40 years of continuous and dedicated support to the Institute. This significant personal milestone coincides with the Institute's 80th anniversary, providing a particularly appropriate occasion to recognise an individual whose longstanding association has been closely aligned with the Institute's history, development, and enduring success.

Throughout the past four decades, George has demonstrated unwavering commitment to the Institute and its objectives. His support has been provided consistently and generously and has included key contributions in the form of advisory involvement, advocacy, mentoring and sponsorship. At all times, his conduct has exemplified the highest standards of professionalism and integrity.

George's contribution has extended well beyond what might reasonably be expected, and his influence has had a lasting and positive impact on the Institute, its members, and its broader community. His dedication and service are widely respected and deeply appreciated. This was reflected with George being asked to speak at last year's annual conference Ice Breaker session.

In light of his exceptional and sustained contribution over a period of forty years, I respectfully submit this nomination for Honorary Membership. I am confident that the conferral of this honour would be both fitting and well deserved and would appropriately acknowledge his service during this milestone year in the Institute's history.

Thank you for your consideration of this nomination.

Regards

Bhoo Gautam | Director | **Mediscope International Ltd**



Empowering Healthcare and Science

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**p** +64 9 4210368 / 0800 840 010

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## Re: Honorary Fellowship

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**From** Mike Legge <mike.legge@nzimls.org.nz>

**Date** Wed 11-Feb-26 13:56

**To** Sharon Tozer <sharon@nzimls.org.nz>; NZIMLS CPD <cpd@nzimls.org.nz>; Rob Siebers <robsiebers1@gmail.com>

Hi Sharon,

Many thanks, I was waiting for your email 😊. I am unsure how Brett De La Hunt got his Honorary Fellow if the rules/regulations have not changed. I remember Rob and I discussing it and Rob proposed it and Council agreed. I agree with your thoughts on a procedural document and perhaps a look at the Fellowship regulations to see if they need a refresh.

If a precedent has been set and Council is willing to support the recommendation then I am OK with the award. I think this proposal should come from the Chair, if it proceeds.

Best wishes

Mike

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**From:** Sharon Tozer <sharon@nzimls.org.nz>

**Sent:** 11 February 2026 13:44

**To:** Mike Legge <mike.legge@nzimls.org.nz>; NZIMLS CPD <cpd@nzimls.org.nz>; Rob Siebers <robsiebers1@gmail.com>

**Subject:** Re: Honorary Fellowship

We have no regulations (as such) around types of memberships - only what is stated in the Constitution:

### 1. MEMBERSHIP CATEGORIES

**The Chief Executive Officer will keep a register of members.**

**The following shall be eligible for election by the Council as members of the Institute:**

- a) as Life Members - any member who Council considers has given outstanding service to the Institute of Medical Laboratory Science (typically but not exclusively) who notwithstanding anything to the contrary in this Constitution shall retain the privileges of his/her previous category of membership.
- b) as Members - any person registered as a Medical Laboratory Scientist by the Medical Sciences Council of New Zealand.
- c) as Associates - any person practicing as a Medical Laboratory Technician (or trainee) and any person who is not eligible for any other class of membership.
- d) as Students - any student enrolled in a third or fourth year bachelor's degree in medical laboratory science in New Zealand.
- e) as Honorary Members - any person who Council considers has given outstanding service to the Institute or the profession and would not normally be eligible as a Member (as defined above).
- f) Any other person whom the Council deems a fit and proper person may be admitted to any of the categories of membership.
- g) As a Fellow

**Any person who fulfills the requirements of the Council and the examining bodies or assessors approved by Council for a higher qualification than that required for Membership may call themselves a Fellow of the NZIMLS. Fellows may use the nominals FNZIMLS.**

I guess we need to look at creating a procedural document that explains the above in full.

With regards

*Sharon*

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**From:** Mike Legge <mike.legge@nzimls.org.nz>  
**Sent:** Wednesday, February 11, 2026 13:31  
**To:** NZIMLS CPD <cpd@nzimls.org.nz>; Rob Siebers <robsiebers1@gmail.com>  
**Cc:** Sharon Tozer <sharon@nzimls.org.nz>  
**Subject:** Re: Honorary Fellowship

Hi Jillian,

Many thanks and I would agree we need to be 'squeaky clean but granting Brett an Honorary Fellowship has created the precedent. Mary Nulsen is a firm no from me. She initiated the closure of the BMLSc and the PGDip at Massey by going to the Massey Senior administrators when she was due to retire and formally told them to close the programmes down. Which of course they did. She also 'held back' on developments in their MLS programmes.

There is no requirement for Heather to be registered with the MSC.

Best wishes  
Mike

Best wishes  
Mike

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**From:** NZIMLS CPD <cpd@nzimls.org.nz>  
**Sent:** 11 February 2026 13:12  
**To:** Mike Legge <mike.legge@nzimls.org.nz>; Rob Siebers <robsiebers1@gmail.com>  
**Cc:** Sharon Tozer <sharon@nzimls.org.nz>  
**Subject:** RE: Honorary Fellowship

Hiya

I guess we need to look closely at the regulations governing both Honorary membership and Life Membership (as you say Mike, there is no such thing as an Honorary Life Member – they are either an Honorary Member or a Life Member – A similar situation occurred when Fran was given Life Membership way back), and also look at the regulations governing (Honorary) Fellowship. – we may even need to write some regulations for Honorary Fellowship?

Heather was a (Associate) member in 2016 and then again in 2022 (which is when she was awarded Honorary Membership). As far as I can see she is not a Registered Scientist with MSC (but neither was Brett de la Hunt – he was awarded his for his service to our profession on the MLTB).

I'm happy, given Heather's contribution to MLS Education, with what you all decide, but we need to be squeaky clean and sorted with our regulations when awarding this. .

I guess we also need to be clear on setting the bottom line for the 'contribution to MLS education' so that we don't open the door to anyone with a history in MLS education (ie should we then look at Mary Nulsen who currently is an Associate member ?)

Kind regards | Ngā mihi

Jillian



Jillian Broadbent FNZIMLS  
CPD Coordinator

PO Box 505, Rangiora 7440, New Zealand  
M +64 27 242 4712

[cpd@nzimls.org.nz](mailto:cpd@nzimls.org.nz) • [www.nzimls.org.nz](http://www.nzimls.org.nz)

**New Zealand Most Trusted Business Award Winner 2024 & 2025**



NZIMLS Annual Scientific Meeting and 80th Anniversary; 19 - 21 August, 2026, Wellington

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**From:** Mike Legge <mike.legge@nzimls.org.nz>  
**Sent:** Wednesday, 11 February 2026 12:42 pm  
**To:** Rob Siebers <robsiebers1@gmail.com>; NZIMLS CPD <cpd@nzimls.org.nz>  
**Cc:** Sharon Tozer <sharon@nzimls.org.nz>  
**Subject:** Honorary Fellowship  
**Importance:** High

Hi Rob and Jillian,  
Heather Brooks is an Honorary Member but somewhere along the line this has become Honorary Life Member, which does not exist so it needs to be changed. Tony and I have considered this and think Heather should become an Honorary Fellow for her contribution to MLS education and long-term support of the profession. We have bestowed an Honorary Fellowship in the past to Brett Delahunt as you will recall for his contribution to the profession. I fully support this and if the Fellowship Committee is in agreement we can sort this out at the NZIMLS Council meeting next week.

Many thanks  
Best wishes  
Mike

## CPD Report, February 2026

### CPD Meeting Approvals

The following meetings have been assessed and approved since the last Council meeting

I	1720	NZIMLS	Sharon	NZIMLS Cytology SIG Meeting	LabPLUS Auckland	6 December 2025	13	6.5 hours, various presenters
D	1721	NZBS	Kirsty Imazu	Central Regional Blood Bank Meeting	NZBS Palmerston North	26 November 2025	6	4 hour meeting, 3 hours new learning
U	1722	Mediscope/NordiQC	Khoi Phan	Workshop in Diagnostic Immunohistochemistry	Pullman Hotel Auckland	15,16 May 2026	10	5 points each day, basic to medium level workshop, for medics also
U	1723	CHL	Lorraine van Renzberg	TSG and Peer Review Meeting Biochemistry	Manawa, Christchurch	9 December 2025	9	6.5 hour meeting, 4.5 hours new learning and networking
U	1724	Beckman Coulter	Emily Ellinger	Leukemia/MRD Diagnosis with Swiss Flow Cytometry Training School	Virtual	23,24 June 2025	5	2 x 3 hour case study demonstrations with Swiss Flow Cytometry School
I	1725	NZIMLS	Sharon	NZIMLS Haematology SIG Meeting	Waipuna Conference Centre Auckland	21 February 2026	15	7.5 hour meeting, various presenters

### CPD Classroom

Currently working with Mike on some phlebotomy questions where a member has queried the answers.

One member has written 10 questions for Histology classroom, they have been moderated, added to the classroom pool and the member has been sent a \$100 pressie card.

### Journal Questionnaire

November 2025 questionnaire have marked 992 to date (10/2/26), with only 4 more days to go – the mad rush is on this week. Only 85 members have gained 10/10 and 72 have failed. Questionnaire closes 13/2/26.

Multiple cases of copying each other, worst offenders were APS at LabPLUS where 5 members all sent me the same submission over a 2 day period.

Received complaint about the generic 'fail' email I send out.

### Website

Nothing new

18 Nov emb	Anne Jay CCDH	Somatic NGS variant curation	On line	Full course	Educational	SVIG-UK Training Resourc	18	Can also claim 2 points for each on-line cases completed
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### **Editing of CPD Points for 2024 and 2025**

Many members contacted me wanting their questionnaire and classroom sessions from January 2026 credited back to 2025 – they seem to think they have until January 31 to **earn** CPD points for the 2025 year!

February has seen an influx of members now having to pay for points to be put back into 2025 and even 2024 (now that they realise the biennium has ended). I'm expecting another rush at the beginning of March when the MSC open their site for APC renewal.

### **MSC**

Audit for 2024 and 2025 will be happening about the middle of this year – the MSC website still has the years for the biennium listed incorrectly, and their site still talks about using their template for submission of CPD points !

### **Courses**

The following courses have been microcredentialled for CPD following consultation with Mike

er 2025	B Genetics Lab					e		
20 November 2025	Ana Claase PHF Science (old ESR)	<a href="https://www.open.edu/openlearncreate/course/index.php?categoryid=1985">https://www.open.edu/openlearncreate/course/index.php?categoryid=1985</a>	Online	Webinars about 6 hours long	Basic	Fleming Fund and The Open University	2	Variety of 'courses' but mainly basic info
15 December	Paula Weeber	12 month Tikanga Maori course run by Te Wananga o Aotearoa		4 modules	Level 3		2 per module	Under Section 16
16 December 2025	Josh O'Brien Waitemata	Data Visualisation and Business Intelligence	Online	8 weeks (10 hr per week)	Basic	University of Auckland	5	Equivalent to an undergraduate university paper
5 January 2026	Aishwarya Sharma Waikato	NURSE578-25A (HAM) - Research in Healthcare Practice paper. In this paper, I did a Clinical audit proposal (Adherence to New Zealand Vancomycin-Resistant Enterococci (VRE) infection prevention and control guidelines among nursing staff in acute surgical settings) – attached		Project		University of Auckland	5	Nursing paper at level 7, but relates to Medical Laboratory Science
30 December 2025	Matthew Knock LabPLUS	<a href="#">Health Leadership Micro-credential   Develop Future-Focused Skills in NZ Healthcare</a>		10 weeks	NZQA Level 7	AcademyEX in conjunction with Health New Zealand	5	

		<a href="http://academyex.com">academyex.com</a> )						
29 December 2025	Chandani Chitrakar LabPLUS	BIOSCI 764 <a href="https://courseoutline.auckland.ac.nz/dco/course/BIOSCI/764/1243">https://courseoutline.auckland.ac.nz/dco/course/BIOSCI/764/1243</a>				Semester One 2025	5	Must complete reflective learning documents showing relevance to their lab work
		BIOSCI 704 <a href="https://courseoutline.auckland.ac.nz/dco/course/BIOSCI/704/1255">https://courseoutline.auckland.ac.nz/dco/course/BIOSCI/704/1255</a>				Semester Two 2025	each	
28 January 2026	Megon Schobel Waikato Hospital	4 day leadership course		4 days		Waikato DHB HR Department	5	Equivalent to Level 7 university paper
28 January 2026	Kamogelo Mogakabe Hawkes Bay Hospital	Introduction to Team Leadership in Business (Level 3)		18 weeks	NZQA Level 3	Te Wananga o Aotearoa	6	3 x Level 3 papers, 2 CPD points for each one
29 January 2026	Tim Aitken Hawkes Bay Hospital	Medical Terminology		4 assignments		<a href="https://www.aut.ac.nz/study/study-options/health-sciences/courses/short-course-in-medical-terminology">https://www.aut.ac.nz/study/study-options/health-sciences/courses/short-course-in-medical-terminology</a>	10	Basic course, to be used by their staff who are phlebotomists, ML-PATS and registered Technicians with a non- medical BSc
29 January 2026	Jessa Yap Waikato Hospital	Certified Handler		Several days		<a href="https://verticalhorizonz.com/courses/all-course/chemical-safety/knowledge-required-of-a-">https://verticalhorizonz.com/courses/all-course/chemical-safety/knowledge-required-of-a-</a>	5	

						<u>certified-handler/</u>			
4 February 2026	Rocel Mangaliman ADHB APS	Leadership Course <a href="https://www.myequals.net/badges/public/assertion/EGy1VISgRla4biElf3nc9g">https://www.myequals.net/badges/public/assertion/EGy1VISgRla4biElf3nc9g</a> .				NZQA Level 7	AcademyEX in conjunction with Health New Zealand	5	
5 February	Nain Alfante WDHB	IHMA ATLAS Antimicrobial Surveillance Programme.					Collection and coordination of clinically significant bacterial pathogen isolates for the IHMA ATLAS Antimicrobial Surveillance Programme.	2	Service to the Profession

**From:** NZIMLS CPD  
**Sent:** Tuesday, 6 January 2026 9:27 am  
**To:** Jackie Lynch <Jackie.Lynch@cdhb.health.nz>  
**Subject:** RE: Questionnaire Result

Hi Jackie

Thanks for your email, your comments have been noted.  
Sadly, the 'fail' email is automatically generated by the website and your submission was received the day before the questionnaire closed, so that didn't give you much chance to check your answers.  
Members have a three month window to submit their answers but there always seems to be a mad rush in the few days before the questionnaire closes, sometimes to the detriment of any members who may not have checked their answers.

Kind regards | Ngā mihi  
Jillian

**From:** Jackie Lynch <[Jackie.Lynch@cdhb.health.nz](mailto:Jackie.Lynch@cdhb.health.nz)>  
**Sent:** Tuesday, 6 January 2026 8:49 am  
**To:** NZIMLS CPD <[cpd@nzimls.org.nz](mailto:cpd@nzimls.org.nz)>  
**Subject:** Re: Questionnaire Result

Hi Jill,

I have just looked at my answers for the July Journal questionnaire and it seems there are duplicate answers for different questions. I wish this was properly explained in your email. I disregarded at the time, as with my work load I didn't have enough time to re-read and re-answer the journal questions, would of however had the time to copy and paste the correct answers from my word document that I had been writing my answers in.

Can my feedback please be noted. Simply saying something like "you have given the same answer for multiple questions" would have flagged my attention without giving me too much information in regard to the answers.

Regards  
Jackie

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**From:** Jillian Broadbent <[cpd@nzimls.org.nz](mailto:cpd@nzimls.org.nz)>  
**Sent:** Thursday, October 16, 2025 2:37 PM  
**To:** Jackie Lynch <[Jackie.Lynch@cdhb.health.nz](mailto:Jackie.Lynch@cdhb.health.nz)>  
**Subject:** Questionnaire Result

Hi Jackie,

Thank you for submitting answers to the July 2025 journal-based questionnaire.

You did not get the minimum of 8 questions correct in this questionnaire and thus cannot be awarded the 5 CPD points.

You have the opportunity to resubmit your answers before the closing date on Friday, October 17, 2025

Please read the questions carefully and the Journal carefully, many questions require more than one answer.



Regards  
Jillian Broadbent




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**Re: Embryology/Fertility Conferences**


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**From** Mike Legge <mike.legge@nzimls.org.nz>

**Date** Tue 10-Feb-26 15:12

**To** hollie.beall@waikatodhb.health.nz <hollie.beall@waikatodhb.health.nz>; NZIMLS President <president@nzimls.org.nz>; NZIMLS Vice President <v.president@nzimls.org.nz>

**Cc** Sharon Tozer <sharon@nzimls.org.nz>

Hi Hollie,

I agree if we can help. I am in contact with all three clinics fairly frequently so very happy to maintain that contact. They struggle to get to the NZIMLS ASM and they also have their own Australian/NZ conference and organisation: Scientists in Reproductive Technologies (SIRT). This meets in conjunction with the Fertility Society of Australasia (FSA).

I have discussed CPD points with them in the past and I think they are OK but appreciate other opportunities. The MSC has classified most of them as "Technicians" but it was pleasing to see that at last the MSC has acknowledged they exist in the new draft Scopes of Practice document.

Looking forward to the discussion next week.

Best wishes

Mike

---

**From:** Hollie Beall <Hollie.Beall@waikatodhb.health.nz>

**Sent:** 10 February 2026 13:48

**To:** NZIMLS President <president@nzimls.org.nz>; NZIMLS Vice President <v.president@nzimls.org.nz>

**Cc:** Sharon Tozer <sharon@nzimls.org.nz>; Mike Legge <mike.legge@nzimls.org.nz>

**Subject:** Embryology/Fertility Conferences

Good afternoon,

I was wondering if anyone felt there was more we could do to support embryology scientists in gaining their CPD? Such as advertising conferences/events or short courses/education?

I found these events coming up, but this isn't an area I know a lot about. Is this something worth discussing at the upcoming meeting?

<https://www.fertilitysociety.com.au/annual-conference/conference-overview/>

[https://waset.org/human-reproduction-and-embryology-conference-in-december-2026-in-auckland?utm\\_source=conferenceindex&utm\\_medium=referral&utm\\_campaign=listing](https://waset.org/human-reproduction-and-embryology-conference-in-december-2026-in-auckland?utm_source=conferenceindex&utm_medium=referral&utm_campaign=listing)

Kind regards,

**Hollie Beall** (She/Her)

**Medical Laboratory Scientist | Kaipūtaiao Taiwhanga Rongoā**

## Waikato

waea pūkoro: 07 839 8646 | Īmēra: [hollie.beall@waikatodhb.health.nz](mailto:hollie.beall@waikatodhb.health.nz)

Level 3 Waiora, Waikato Hospital, 183 Pembroke St, Hamilton | Private Bag 3200, Hamilton 3204



**Te Whatu Ora – Health New Zealand**

[TeWhatuOra.govt.nz](http://TeWhatuOra.govt.nz)

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# The New Zealand Institute of Medical Laboratory Science Inc

## Certificate of Attainment Qualified Medical Laboratory Technician

*This is to certify that*

*«First\_Name» «Surname»*

*has completed the required practical experience  
as a Medical Laboratory Technician and  
passed the Institute's examination in*

**«Examination»**

*This XX<sup>xx</sup> day of Xxxxxxx 2026*



\_\_\_\_\_  
President



\_\_\_\_\_  
Chief Executive Officer

# QMLT EXAMINATIONS

## Instructions for Examiners and Moderators

### NOTES TO THE EXAMINERS

1. It is compulsory for all Examiners and Moderators to have taken part in the Examiners and Moderators Workshop.
2. **Confidentiality**  
The names of the Examiners and Moderators are always kept strictly confidential. Examiners and Moderators are not to discuss any part of the examination with candidates or supervisors. If either a candidate or supervisor contacts you, please refer them to the NZIMLS Executive Officer.
3. **Curriculum and Previous Examination Paper Review**  
Read the discipline specific curriculum.  
Review the previous examination papers.
4. All question papers are independently moderated and the final sign-off is by the Board of Examiners.
5. All examinations must be prepared on a secure computer.

### EXAMINERS INSTRUCTIONS

#### Curriculum

The paper must reflect the relative importance of the topics within the discipline. Not all topics can be covered in any one year. However, over several years, the papers should show full coverage of the discipline curriculum.

The paper should not show bias towards a community or hospital-based laboratory, or favour methodologies performed in some laboratories and not others.

#### Timing

The QMLT examination consists of **one** paper of **three** hour's duration.

The examination will be of such a length that all candidates should be able to complete all questions. As a rough guide, the Examiner should be able to complete the examination in about a third (1 hour) of the time allocated to the candidates sitting the examination (3 hours).

#### Examination Paper Format

The one examination will cover both the common and discipline specific curriculum. The common curriculum portion of the examination will cover 30% of available marks and will be set by a separate Examiner. The remaining 70% of the examination will cover the discipline specific curriculum. The exact content of what the examination covers is at the discretion of the Examiner.

For consistency, the examination papers will follow the following format:

Total marks	Common	Discipline	
15%	6%	9%	30 Multi choice questions or fill in 30 gaps questions.
10%	5%	5%	Label diagram labels (e.g., anatomy, hazard identification, instrument).
10%	4%	6%	Fill in table, match columns or definitions.
5%	5%	0%	Calculations.
40%	10%	30%	Short answer questions (answers = one or more words, short sentences).
20%		20%	Essay type question/s to examine depth of knowledge. Can offer essay choice or multiple long answer questions on a theme/scenario under various headings.

Please complete Analysis of Examination Paper table attached. This is to be sent with the draft examination paper to the Moderator and then to NZIMLS Executive Officer.

### Questions

1. Questions must be free of errors. Check spelling and grammar.
2. Questions must be expressed in a clear, unambiguous, straight-forward style, leaving the candidates in no doubt as to the Examiner's intentions.
3. Abbreviations should not be used; terms and names should be spelt in full.
4. The types of questions asked are to be appropriate to the level of learning that is being examined.
5. The purpose of the QMLT examination is to evaluate each candidate's merit in achieving the standard that would be expected of a technician working in a laboratory as a QMLT.
6. A candidate who has the ability will be able to pass; a candidate that doesn't will not.
7. Remember that the candidates are predominantly new to the field, so will not be expected to have the skill level of an individual with 20 years' experience.
8. Questions should sample the candidate's knowledge, ensuring a broad coverage of the curriculum or discipline.
9. Ensure that questions differ from the previous years' questions.
10. The examination questions should vary in difficulty. Try and have the easier questions at the start of the examination paper.
11. Do not include any optional questions.
12. The allocation of marks to individual questions should be carefully considered in relation to other questions, to the time required to answer the question and to the relative importance of the topic in the curriculum.
13. Questions should be written in an impersonal mode - e.g. *What media should be used....* rather than *What media would you use....*
14. If a question required, say, four items to be listed, it should specify this - e.g., *List four media ....* (rather than *list the media...*)
15. Be careful not to use language that may be applicable to your laboratory but not others.

The questions should align with the level of mastery described in the curriculum. Note the action words using in the curriculum will describe the maximum level to which a topic can be examined. Use only action words from this list.

WORD DEFINITIONS	
Calculate	Perform a mathematical process to get the answer
Classify	Be able to designate to a group
Compare	Detail both the differences and the similarities
Complete	Finish, have all the necessary parts
Convert	Express in alternative units
Define	State meaning clearly and concisely
Describe	Give a complete account demonstrating a thorough practical knowledge in a logical sequence
Discuss	Give details, explaining both the positives and negatives
Distinguish	Briefly point out the main differences
Expand	Express at length or in a greater detail
Identify	Recognise according to established criteria
Indicate	Briefly point out
Interpret	Recognise according to established criteria
Label	Give a name to
List	Headings only
Match	Find one that closely resembles another
Name	A group or group of words used to describe or evaluate
Outline	Write brief notes incorporating the essential facts
State	Give the relevant points briefly

16. There are several ways of examining how well the candidate has retained and understood the knowledge that the curriculum requires. These can be split into six different levels.
17. It is expected the questions will cover levels 1 – 4 listed below:
- Level 1 Remembering – Recognition and recall of facts and specifics.  
This will include questions that use words like *define, list, label indicate and identify.*
  - Level 2 Understanding – Interprets, translates, summarises, or paraphrases given information. Requires knowledge in order to demonstrate comprehension.  
This will include questions that use the word *describe, classify, and distinguish.*
  - Level 3 Applying – Uses information in a situation different from original learning context. Requires comprehension of information in order to apply in a new situation.  
This will include questions that use the words such as *convert and calculate.*
  - Level 4 Analysing – Breaking information into parts to explore understanding and relationships. Uses words such as *discuss, outline, distinguish, and compare.*
18. Use only action words from the list on the front of the curriculum.

**For the multi choice questions only:**

1. Each question should be stated positively if possible (try to avoid negative terms).
2. Do not use indefinite terms (e.g., frequently, to a great extent).
3. All incorrect answers should be plausible possibilities.
4. Do not use choices that include either “all of the above” or “none of the above”.
5. There should be four possible answer options listed a. to d. with sufficient spacing for candidates to circle their option as the answer.

**Marks**

The total marks for the paper must be 100.

**Allocate ½ mark per fact:**

1. The mark allocation for each question must be shown in brackets at the right-hand side opposite the last line of the question. Similarly, mark allocations for each major part of a question must also be shown. When adding up final marks there is NO rounding up – half mark results stay as they are and will be graded as such.
2. A marking schedule should be produced for each question. This schedule should have a degree of leeway in case an unexpected (but still correct) answer is provided. Longer answer question marking schedule answers can have bullet points to cover the main items that are expected in answering the question. It is expected a Rubric will be developed for marking essay questions.
3. Marks for each question should tie into the length of each answer. For example, a question that asks the candidate to “describe” or “outline” their knowledge on a particular area, should receive more marks than a question that asks the candidate to “list” their knowledge.

**Units and Symbols**

Use the SI units and symbols approved in the NZ Standard 6501 “Units of Measurements” unless the curriculum specified otherwise.

**Drawings, Mathematical and Chemical Symbols, Special Graphs and Tables**

1. If there are any drawings or diagrams to be included in a paper, please provide originals on clean white paper. Please indicate on the examination paper the placement of the drawing.
2. Distinguish between 1 (digit) and I (letter) and 0 (digit) and O (letter)

**Numeration**

1. Use subordinate divisions, i.e., 1. for each whole question, then a. b. c. for parts then i. ii. iii. for sub-parts.
2. After the multi choice and/or fill in gaps section, questions should be numbered 31, 32, 33, etc consecutively through all sections, i.e., there should only be one question 1, etc in the paper.

**Materials provided and Materials Permitted in the Examination Room**

Please give details of any special materials that are required. The Executive Officer will inform candidates. Candidates may use electronic calculators.

## Marking Schedules

A marking schedule **must** be included. It is required for the following:

1. To assist Examiners in their marking and to provide consistency of marking over the range of scripts.
2. To help Moderators compare their interpretation with the Examiners.
3. To provide information on answers and marking to students and teachers, which they may request under the Official Information Act.
4. The marking schedule must give an indication of the principal points required in a candidate's answer, acceptable alternatives, and any related calculations.
5. It must also have a mark allocation scheme, showing how marks relate to the principal points and calculations. A Rubric will be provided for marking essay questions showing how marks will be distributed for various aspects of the answer e.g., facts covered, how relevant the answer was to the question, organisation and logic of the answer, mechanics of writing.
6. The marks should be written in the margin alongside each answer component.
7. It is acceptable for the marking schedule to be modified after the examination has been sat to account for changes that may be unavoidable.
8. Marking schedules will not be released to candidates.

## Analysis of Examination Paper

Please use the following checklist before submitting the examination paper to check for suitability and presence of any errors.

Please submit the completed Examiner Analysis of Examination checklist with the examination paper to the Moderator.

Analysis of Examination Paper by the Examiner(s)		Tick ✓ if OK
Are instructions on the cover page clear?		
Are the instructions on the cover page adequate?		
Do the marks add up to 100?		
Is the formatting good?		
Is the numbering satisfactory?		
Is the mark allocation for each question stated clearly?		
For questions with part a., b., etc – is the mark allocation for each part stated clearly?		
In the marking schedule, has each question been referenced to the item in the curriculum		
Do test items test at a variety of levels? (Refer to Examiners Instructions)		
Level 1 Remembering – e.g. define, list, label, indicate, identify	Total Marks = .....	
Level 2 Understanding – e.g. describe, classify, distinguish	Total Marks = .....	
Level 3 Applying – e.g. convert, calculate	Total Marks = .....	
Level 4 Analysing – e.g. discuss, outlined, distinguish, compare	Total Marks = .....	

### **Examination Papers**

The examination paper and marking schedule is to be forwarded by the due date electronically. Please ensure that the paper is in Microsoft Word format and emailed to the Executive Officer.

### **Marking of the Papers**

1. Examiners must not write comments on the candidate's paper including ticks, mark allocation, notating answers or use underlining etc.
2. A marking record sheet will be provided and must be used to record marks and comments.
3. The essay marking rubric must be completed for the marking of each essay question for each candidate and must be submitted to the Moderator and then to the BoE.
4. If the marks change, delete the mark with a line and initial it so that we know that it has been changed and who has changed it.
5. All marking to be written in ink on the record sheet.
6. Ensure that all marks allocated to the questions are clearly indicated.
7. When totalling the final marks check addition is correct before entering a total mark.
8. If a mark is changed include a note on the record sheet indicating the reason for the change in case the answers have to be reviewed as a result of an appeal.
9. This sheet must be submitted to the moderator securely attached to the inside back cover of the candidates answer book (e.g., stapled).

**The NZIMLS requires that either the Examiner or the Moderator does not notate the answer books in any way.**

## **Examination Report**

The Examiner is required to submit a report on the examination and the report must follow the guidelines provided.

1. Comment on the standard, e.g., the paper was answered well by the majority of the candidates. 8 out of the 10 sitting candidates passed with the top mark being 92%, the bottom mark 48%. Overall candidates that passed displayed an acceptable level of understanding.
2. Final comment including any difficulties that candidates may have had in the answering of the examination.
3. Examiners can make observations in the examination report. However, do not personalise these observations or give personal opinions.
4. A report template will be forwarded by the Executive Officer at the time of the marking process is undertaken and is to be submitted post the marking of the scripts. The template is to be completed showing a break down for each question, which includes a comment, the mean mark achieved out of marks available and the range of correct answers.

## NOTES TO MODERATORS

1. It is compulsory for all Examiners and Moderators to have taken part in the Examiners and Moderators Workshop.
2. The names of the Examiners and Moderators are always kept strictly confidential. Examiners and Moderators are not to discuss any part of the examination with candidates or supervisors, so if you are contacted by either a candidate or supervisor, please refer them to the NZIMLS Executive Officer.
3. The Moderator is referred to the “Examiners Instructions” for the requirements expected in the preparation of the paper. See also “Analysis of Examination Paper” checklist for Examiners.
4. The Moderator should read through the paper to gain an overview of it.

## MODERATORS SHOULD CAREFULLY CHECK

1. That the instructions expected or required of candidates are clear and unambiguous.
2. That the questions are of a standard appropriate to the level of the examination. For this examination, questions should examine a range of skills and processes and not just recall of knowledge.
3. The curriculum has been properly covered.
4. That questions are fair and reasonable.
5. Questions can be satisfactorily answered in the time allowed. A three-hour examination should take an expert only an hour to complete. This would be a good test as Moderator when you first receive the examination from the Examiner.
6. That optional questions are of the same difficulty level and take approximately the same time to complete.
7. That questions involving calculations can be answered correctly with the data supplied.
8. That all questions are expressed in clear, unambiguous language and are free of errors.
9. Ensure that questions differ from the previous year’s questions.
10. That the marks per question are clearly shown and that the allocation is fair in terms of the importance of the topic and the answer expected of candidates.
11. That the presentation of the paper is as requested and of a high standard.
12. Moderators should attempt to answer the questions before reviewing the marking schedule as a check on the clarity of the questions.

### Use of the Marking Schedule in the Moderation process

The Examiners will supply a marking schedule showing the significant points expected in the answers and the allocation of marks to them.

Answers must then be checked against the marking schedule and the checks made using the Moderator analysis of examination checklist. Complete the checklist and submit with the examination paper, marking schedule and Examiner analysis of examination checklist.

<b>Moderator analysis of examination paper checklist</b>		X/✓
<b>Examination Format and Directions</b>		
1	Is the question arrangement on the page easy to read and answer?	
2	Are questions of the same type (e.g. multi choice) placed together in the examination?	
3	Are questions arranged in order of difficulty within each section of the examination?	
4	Are questions numbered in consecutive order throughout the examination? Include to check subsections i.e. a., b. c.	
5	In multi choice – is there a balanced number of correct answers (i.e. A, B, C, D) and is the sequence free from patterning (i.e. A, B, A, B)?	
6	Are clear and concise directions provided for the examination as a whole and for each separate section?	
	Does the method of answering and location of the answer space contribute to efficient writing of answers for the candidate? (Important for matching and labelling type questions etc)	
7	Are the questions different from the previous year?	
8	Is the final copy of the examination satisfactory in terms of spacing, legibility, and freedom from errors?	
9	Is the marking schedule satisfactory? Are there alternative correct answers to questions which are not covered in the marking schedule?	

<b>Examination Questions</b>		X/✓
1	Has the curriculum been covered appropriately?	
2	Has the curriculum been appropriately referenced for all questions? Is each item type appropriate for the particular learning outcome to be mastered.	
3	Is each question relevant to testing the candidate's knowledge in terms of functioning as a MLT? i.e do they align with the level of mastery described in the curriculum? (Check the action words)	
4	Is each question appropriate for the level of mastery that is to be expected from a MLT/MLPAT?	
5	Does each question present a clearly formulated task?	
6	Are appropriate action words used as per the list of action words under the section above "Analysis of Examination Paper" on page 3 of this document.	
7	Is each question stated in simple, clear language?	
8	Is the answer to the question one that would be agreed upon by experts?	
9	Do the answers match the question?	
10	Are the calculations correct?	
11	Are the questions sufficiently independent that one item does not aid in the answering of another?	
12	Are the questions free from race, ethnic and sex bias?	
13	Does each question have the appropriate number of marks allocated (1/2 mark per fact)?	
14	Has an appropriate Rubric been developed for marking the essay questions?	

## **Post Examination Moderation**

After the examination has been marked:

**Note: The NZIMLS requires that the answer books are not notated in anyway by either the Examiner or the Moderator as candidates can request their answer books to be returned.**

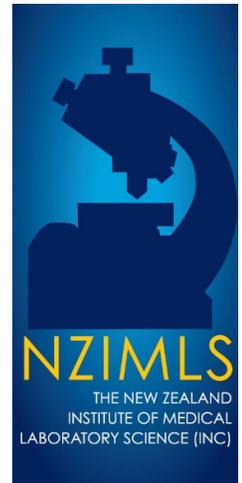
1. If there are five (5) or less candidates, check all examination papers.
2. If there are more than five (5) candidates:
  - a. Moderate the top five (5) papers to check the marks and confirm the top candidate.
  - b. Moderate all papers within two (2) marks of a pass or fail (48-52%) for each of common and discipline. These papers must be remarked, and marks confirmed.
3. Where possible these must include the top, bottom and median marks. The Moderator should ensure that the papers have been marked fairly and to the marking schedule.
4. Moderation must be carried out "blind". Use a fresh marking record sheet so examiners marks cannot be seen. Refer back to the examiner's marking after blind marking is complete.
5. If the moderation mark differs from that of the Examiner, do not write it on the answer book.
6. Write the differences between the marks and total on the candidate's marking record sheet.
7. A note indicating the reason would be helpful if a result is appealed.
8. The Examiner and Moderator are to discuss any mark discrepancies before being considered by the Board of Examiners. Should a consensus not be reached by the Examiner and Moderator, to be referred to the Board of Examiners for resolution.
9. All comments must be recorded on the marking record sheet for each candidate.
10. The moderator's marking record sheet must be submitted to the NZIMLS Executive Officer securely attached to the inside back cover of the candidates answer book along with the examiners marking record sheet (e.g., stapled)
11. The Board of Examiners resolves disputes relating to marks or grades.

## **Examiner / Moderator Reports**

1. The Moderator is to read the Examiner's report and add any comments.
2. Examiners and Moderators can make observations in the examination report. However, do not personalise these observations or give personal opinions.

# NZIMLS Examiners and Moderators

## Position Description



**POSITION TITLE:** NZIMLS QMLT Examiner or Moderator  
**REPORTS TO:** Board of Examiners, Chief Executive Officer

### PRINCIPAL OBJECTIVES

- To set, mark and moderate the QMLT Examination paper in accordance with the NZIMLS Instructions to Examiners and Moderators.
- To provide written report back to the NZIMLS on analysis of the examination.

### Examiner Key Responsibilities:

Task	<b>The Examiner is responsible for setting the QMLT examination on an annual basis as required by the NZIMLS.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The examination paper is set in accordance with the format and detailed in the Examiners Instruction guidelines.</li> <li>• A marking scheme is prepared and submitted with the examination paper.</li> <li>• The <b>examination paper</b> along with the <b>Analysis of Examination Paper</b> is sent to the Moderator for the moderation process.</li> <li>• The examiner will confer with the moderator regarding any changes required.</li> <li>• Following the moderation process, the examination papers, marking schedule, completed Examiner analysis of examination checklist and completed Moderator analysis of the examination paper checklist must all be submitted to the NZIMLS Executive Officer for review by the Board of Examiners.</li> <li>• Feedback and any suggested changes to be reviewed and the revised paper resubmitted to Board of Examiners via the Executive Officer.</li> </ul>
Task	<b>The Examiner is responsible for marking the examination candidate answer books for the examination.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Examination answer books are marked against the submitted marking scheme.</li> <li>• Marks are recorded on a provided marking record sheet.</li> <li>• No comments or notations are to be written on the answer books.</li> <li>• Completed marked answer books are sent for moderation.</li> </ul>
Task	<b>The Examiner is responsible for providing a written report to the NZIMLS on the examination.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The examiner will review the candidate answer books post marking and submit a report to the NZIMLS Board of Examiners in accordance with the provided guidelines template.</li> </ul>

<b>Moderator Key Responsibilities:</b>	
Task	<b>The Moderator is responsible for moderating the QMLT examination on an annual basis as required by the NZIMLS</b>
Expected Result	<ul style="list-style-type: none"> <li>• The moderator shall check the examination paper and marking scheme against the curriculum and learning objectives ensuring:               <ul style="list-style-type: none"> <li>- the curriculum is adequately covered.</li> <li>- The examination format is within NZIMLS guidelines</li> <li>- questions are fair and unambiguous.</li> <li>- questions can be answered in allotted time.</li> <li>- marks allocated and marking scheme is fair.</li> <li>- The moderator will complete the Moderator analysis of examination paper checklist</li> </ul> </li> <li>• The moderator will confer with the examiner regarding any proposed changes required.</li> <li>• Following the moderation process, the <b>examination paper, marking schedule, completed Examiner analysis of examination checklist and completed Moderator analysis of the examination paper checklist</b> are all submitted to the NZIMLS Executive Officer for review by the Board of Examiners.</li> <li>• The examination moderation process will be completed within the timeline provided by the NZIMLS.</li> </ul>
Task	<b>The Moderator is responsible for checking marked examination papers.</b>
Expected Result	<ul style="list-style-type: none"> <li>• <b>Note</b> moderators are <b>not</b> to undertake the role of primary marker for any examination paper.</li> <li>• A sample of candidate answer books are required to be moderated “blind” as specified in the examiners and moderator’s guidelines, and marks recorded on moderation marking sheet, ensuring:               <ul style="list-style-type: none"> <li>- all answers marked fairly.</li> <li>- marked added correctly.</li> <li>- check there is evidence of difficulty in answering paper.</li> <li>- noting any particularly easy or hard questions.</li> </ul> </li> <li>• A written report commenting on above points will be sent to examiner for reporting.</li> <li>• No marks or comments are to be written on the answer books.</li> <li>• If the moderation mark differs, a consensus mark is to be agreed with the examiner and reason recorded. However, if no consensus is reached, the moderator must refer the matter to the Board of Examiners for resolution.</li> </ul>
Task	<b>The Moderator is responsible for providing written comments on the examination for the Examination Report.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The moderator will read the examiner’s report and add any comments prior to submission to the NZIMLS Executive Officer for review by the Board of Examiners.</li> </ul>

<b>Examiner and Moderator General Responsibilities:</b>	
Task	<b>The Examiner and Moderator will complete all tasks in timely manner.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator will ensure papers are set, marked and reported upon according to set NZIMLS timelines.</li> </ul>
Task	<b>The Examiner and Moderator will maintain confidentiality regarding the examination questions and candidate information.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator must not discuss or divulge information on the examination paper content or candidate information with any person other than the moderator and NZIMLS contacts.</li> <li>The examiner and moderator identities should remain confidential.</li> </ul>
Task	<b>The Examiner and Moderator will report any conflict or dispute regarding the process to the NZIMLS Board of Examiners for resolution.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner must report any disputes to the Board of Examiners.</li> <li>The Board of Examiners will make decisions on any dispute which will be ratified by Council.</li> </ul>
Task	<b>The Examiner and Moderator will comply with Health and Safety Regulations</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator will observe all appropriate Health and Safety procedures.</li> </ul>

**QUALIFICATIONS & EXPERIENCE:**

- Essential
- Must be a financial member of the NZIMLS.
  - Must be registered as a Medical Laboratory Scientist or Technician with the NZ Medical Sciences Council and hold a current Annual Practising Certificate (APC).
  - Required to attend NZIMLS Examiners and Moderators Workshop.
  - Must have training experience in the examination subject.
  - Must be able to demonstrate current and relevant skills and knowledge in the examination subject including best practice and latest developments.
- Preferred
- Minimum of two years' experience in examination subject.

**COMPETENCY/JOB SKILL ATTRIBUTES:**

<b>Examiner and Moderator</b>	
Competency	<b>Excellent communication skills, in particular written.</b>
Expected Result	Writes effectively utilising correct English grammar and sentence structure.
Competency	<b>Excellent planning, organising and time management capabilities.</b>
Expected Result	<ul style="list-style-type: none"> <li>Takes action to achieve results, is proactive.</li> <li>Ability to work to set time deadlines.</li> </ul>
Competency	<b>Analytical and critical thinking skills.</b>
Expected Result	<ul style="list-style-type: none"> <li>Develops logical ideas and approaches.</li> <li>Ability to analyse results and report on findings.</li> </ul>

<b>Moderator</b>	
Competency	<b>Excellent attention to details.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Accomplishes task with concern for all areas involved, no matter how small.</li> <li>• Monitors and checks work or information.</li> <li>• High degree of accuracy in work.</li> </ul>
Competency	<b>Ability to lead others.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Develops others.</li> <li>• Builds and maintains relationships.</li> </ul>

# QMLT EXAMINATIONS 2025

## Contract for Services - Examiner

QMLT-



### Parties:

New Zealand Institute of Medical Laboratory Science Incorporated (NZIMLS)

And

Name (You)

### Agreement as to Services:

- Services:** Preparation of examination questions, marking and reporting.
- Key Responsibilities:** Examination services in relation to NZIMLS qualifications throughout the <<year>> year between May and December <<year>>.
- Purpose:** To set out the services required of Examiners engaged by NZIMLS on a yearly Independent Contractor basis.
- Fees:** \$500.00 for the first candidate, and \$10.00 for every candidate thereafter annually.
- In the case of two examiners being used for the same examination, this fee shall be shared.
  - In the event that there are no candidates as a result of withdrawal, the provisions of Schedule Item 2.2 shall apply.

**Note: All taxes are your own care.**

**Amount of Services:** Variable depending upon the nature of NZIMLS qualifications.

**Commencement Date:** 1 May <<year>>

**Expiry Date:** 31 December <<year>>

Signed:   
 Sharon Tozer, Chief Executive Officer  
 For and on behalf of NZIMLS

Date: <<date>>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Examination Contractor

# Schedule



The parties agree as follows in relation to the Examination or Moderation Services:

## 1. Service Obligations

- 1.1 You shall in relation to your completion of the Services set out on the first page of this Contract (“the Services”) provide Examination or Moderation Services for the NZIMLS Professional Course Programme:
- a. Carry out the Services in a timely, careful, professional, diligent and competent manner.
  - b. Exercise due care and skill in the handling of NZIMLS records, papers and information.
  - c. Not without the prior consent of NZIMLS engage a subcontractor to carry out the Services.
  - d. Supply all laboratory equipment, materials and other resources which are necessary to ensure the Services are performed efficiently.
  - e. Not do anything to prejudice the good name of NZIMLS when dealing with third parties and actively promote NZIMLS when dealing with candidates.
  - f. Comply with health and safety requirements and legislation in relation to your completion of the Services including at any laboratories utilised by You.

## 2. Fees

- 2.1 Your fees for completion of the Services shall be as set out on the first page of this contract. Payment by NZIMLS shall be made in December and once the final report has been received.
- 2.2 In the event that there is only one candidate in a given year and that candidate withdraws, any completed examination paper will be carried forward to the next examination cycle in which a candidate sits, with payment to be finalised in that year.

## 3. Your Status

- 3.1 The relationship between You and NZIMLS is that of Independent Contractor and Principal. Nothing in this contract will be taken as constituting a relationship of an employee and employer. You shall accordingly be solely responsible for your own tax liability and Accident Compensation premiums including any debts, losses, expenses and taxation of your income without limitation regardless of whether withholding tax is deducted from your fees by NZIMLS or not.

## 4. Term

- 4.1 This contract shall commence on the Commencement Date referred to on the first page of this contract and expire on the Expiry Date referred to on that page. There shall be no expectation by You that You shall be offered a similar contract to this for any future year. NZIMLS engages Examiners and Moderators on an annual basis. Early termination of this contract by NZIMLS shall be possible where there is a serious breach of the obligations in this contract by You, or You have failed to remedy any less serious breach on 10 working days written notice by NZIMLS, or you die or become insolvent.

## 5. Confidentiality

- 5.1 All information that You may acquire during the course of and for this contract concerning the affairs (including candidate information), property or other activities of NZIMLS is confidential information. As such, it is NZIMLS' property and must not be disclosed unless you have express written authority from NZIMLS to do so, or unless it is required of you as part of the proper completion of the Services. You must therefore take all possible steps to protect such confidential information and to prevent its unauthorised acquisition or use.
- 5.2 You may not disclose any examination information to candidates prior to the examination particularly any items relating to the common syllabus or discipline specific questions and answers.

## 6. Intellectual Property

- 6.1 All ideas, inventions patent rights, trademarks and other processes developed or created by You arising from and developed during this contract shall be the sole property of NZIMLS whether claimed or not. This will continue to apply after the termination or expiry of this contract.
- 6.2 You shall return to NZIMLS any document, record, report or other material supplied to you in whatever format upon termination or expiry of this contract, or upon any earlier direction by NZIMLS.
- 6.3 ALL examination papers remain the property of NZIMLS and are to remain confidential and not shared.

## 7. Conflicts

- 7.1 You shall not be employed, or engaged by, or concerned or interested in, any other business or professional activity which may compete in any material respects with NZIMLS or that leads to a conflict of interest in relation to this contract, except with NZIMLS' written consent.

## 8. Authority

- 8.1 You shall not at any time enter into any contract with any third party that shall bind NZIMLS in any manner without the express written consent of NZIMLS.

## 9. Dispute Resolution

- 9.1 Where any dispute arises between the parties in relation to this contract, they will make a genuine effort to resolve the dispute without resorting to litigation. This shall include discussion, mediation and arbitration of a single arbitrator agreed on by the parties or in default to be nominated by the President of the Canterbury Branch of the New Zealand Law Society in that order.

## 10. General

- 10.1 This contract represents the entire agreement between NZIMLS and You and replaces any and all previous contracts.
- 10.2 No variation to this contract will be effective unless it is in writing and signed by both of the parties.
- 10.3 Neither party may assign their rights under this contract without the prior written consent of the other.

# NZIMLS Examiners and Moderators

## Position Description

**POSITION TITLE:** NZIMLS QMLT Examiner or Moderator  
**REPORTS TO:** Board of Examiners, Executive Officer



### PRINCIPAL OBJECTIVES

- To set, mark and moderate the QMLT Examination paper in accordance with the NZIMLS Instructions to Examiners and Moderators.
- To provide written report back to the NZIMLS on analysis of the examination.

### Examiner Key Responsibilities:

Task	<b>The Examiner is responsible for setting the QMLT examination on an annual basis as required by the NZIMLS.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The examination paper is set in accordance with the format and detailed in the Examiners Instruction guidelines.</li> <li>• A marking scheme completed and submitted prior to the examination papers being sent to the Executive Office.</li> <li>• The <b>examination paper</b> along with the <b>Analysis of Examination Paper</b> is sent to the Moderator for the moderation process.</li> <li>• The examiner will confer with the moderator regarding any changes required.</li> <li>• Following the moderation process, the examination papers, completed Examiner analysis of examination checklist and completed Moderator analysis of the examination paper checklist must all be submitted to the NZIMLS Executive Officer for review by the Board of Examiners.</li> <li>• Feedback and any suggested changes to be reviewed and the revised paper resubmitted to Board of Examiners via the Executive Officer.</li> </ul>
Task	<b>The Examiner is responsible for marking the examinations using the Electronic Exam Management System answer books for the examination.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Examinations are marked against the submitted marking scheme.</li> <li>• Marks are recorded in the Electronic Exam Management System.</li> <li>• Completed marked papers are sent for moderation.</li> </ul>
Task	<b>The Examiner is responsible for providing a written report to the NZIMLS on the examination.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The examiner will review the candidates results post marking and submit a report to the NZIMLS Board of Examiners in accordance with the provided guidelines template.</li> </ul>

**Moderator Key Responsibilities:**

Task	<b>The Moderator is responsible for moderating the QMLT examination on an annual basis as required by the NZIMLS</b>
Expected Result	<ul style="list-style-type: none"><li>• The moderator shall check the examination paper and marking scheme against the curriculum and learning objectives ensuring:<ul style="list-style-type: none"><li>- the curriculum is adequately covered.</li><li>- the examination format is within NZIMLS guidelines</li><li>- questions are fair and unambiguous.</li><li>- questions can be answered in allotted time.</li><li>- marks allocated and marking scheme is fair.</li><li>- the moderator will complete the Moderator analysis of examination paper checklist</li></ul></li><li>• The moderator will confer with the examiner regarding any proposed changes required.</li><li>• Following the moderation process, the <b>examination paper, completed Examiner analysis of examination checklist and completed Moderator analysis of the examination paper checklist</b> are all submitted to the NZIMLS Executive Officer for review by the Board of Examiners.</li><li>• Moderated marks are to be entered directly into the electronic Exam Management System</li><li>• The examination moderation process will be completed within the timeline provided by the NZIMLS.</li></ul>
Task	<b>The Moderator is responsible for checking marked examination papers.</b>
Expected Result	<ul style="list-style-type: none"><li>• <b>Note</b> moderators are <b>not</b> to undertake the role of primary marker for any examination paper.</li><li>• A sample of candidate examination papers are required to be moderated “blind” as specified in the examiners and moderator's guidelines, and marks recorded on moderation marking sheet, ensuring:<ul style="list-style-type: none"><li>- all answers marked fairly.</li><li>- marked added correctly.</li><li>- check there is evidence of difficulty in answering paper.</li><li>- noting any particularly easy or hard questions.</li></ul></li><li>• A written report commenting on above points will be sent to examiner for reporting.</li><li>• No marks or comments are to be written on the question papers.</li><li>• If the moderation mark differs, a consensus mark is to be agreed with the examiner and reason recorded. However, if no consensus is reached, the moderator must refer the matter to the Board of Examiners for resolution.</li></ul>
Task	<b>The Moderator is responsible for providing written comments on the examination for the Examination Report.</b>
Expected Result	<ul style="list-style-type: none"><li>• The moderator will read the examiner's report and add any comments prior to submission to the NZIMLS Executive Officer for review by the Board of Examiners.</li></ul>

**Examiner and Moderator General Responsibilities:**

Task	<b>The Examiner and Moderator will complete all tasks in timely manner.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator will ensure papers are set, marked and reported upon according to set NZIMLS timelines.</li> </ul>
Task	<b>The Examiner and Moderator will maintain confidentiality regarding the examination questions and candidate information.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator must not discuss or divulge information on the examination paper content or candidate information with any person other than the moderator and NZIMLS contacts.</li> <li>The examiner and moderator identities should remain confidential.</li> </ul>
Task	<b>The Examiner and Moderator will report any conflict or dispute regarding the process to the NZIMLS Board of Examiners for resolution.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner must report any disputes to the Board of Examiners.</li> <li>The Board of Examiners will make decisions on any dispute which will be ratified by Council.</li> </ul>
Task	<b>The Examiner and Moderator will comply with Health and Safety Regulations</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator will observe all appropriate Health and Safety procedures.</li> </ul>

**QUALIFICATIONS & EXPERIENCE:**

## Essential

- Must be a financial member of the NZIMLS.
- Must be registered as a Medical Laboratory Scientist or Technician with the NZ Medical Sciences Council and hold a current Annual Practising Certificate (APC).
- Required to attend NZIMLS Examiners and Moderators Workshop.
- Must have training experience in the examination subject.
- Must be able to demonstrate current and relevant skills and knowledge in the examination subject including best practice and latest developments.

## Preferred

- Minimum of two years' experience in examination subject.

**COMPETENCY/JOB SKILL ATTRIBUTES:****Examiner and Moderator**

Competency	<b>Excellent communication skills, in particular written.</b>
Expected Result	Writes effectively utilising correct English grammar and sentence structure.
Competency	<b>Excellent planning, organising and time management capabilities.</b>
Expected Result	<ul style="list-style-type: none"> <li>Takes action to achieve results, is proactive.</li> <li>Ability to work to set time deadlines.</li> </ul>
Competency	<b>Analytical and critical thinking skills.</b>
Expected Result	<ul style="list-style-type: none"> <li>Develops logical ideas and approaches.</li> <li>Ability to analyse results and report on findings.</li> </ul>

**Moderator**

Competency	<b>Excellent attention to details.</b>
Expected Result	<ul style="list-style-type: none"><li>• Accomplishes task with concern for all areas involved, no matter how small.</li><li>• Monitors and checks work or information.</li><li>• High degree of accuracy in work.</li></ul>
Competency	<b>Ability to lead others.</b>
Expected Result	<ul style="list-style-type: none"><li>• Develops others.</li><li>• Builds and maintains relationships.</li></ul>



# QMLT EXAMINATIONS

## Contract for Services - Moderator

QMLT – «Discipline»

**Parties:**

New Zealand Institute of Medical Laboratory Science Incorporated (NZIMLS)

And

«Name» (You)

**Agreement as to Services:**

<b>Services:</b>	Moderation of examination questions, marking and reporting.
<b>Key Responsibilities:</b>	Moderation services in relation to NZIMLS qualifications throughout the <<year>> year between May and December <<year>>.
<b>Purpose:</b>	To set out the services required of Moderators engaged by NZIMLS on a yearly Independent Contractor basis.
<b>Fees:</b>	1 - 10 Candidates: \$300.00 in total annually. 11 + Candidates: \$500.00 in total annually. In the event that there are no candidates as a result of withdrawal, the provisions of Schedule Item 2.2 shall apply.
	<b>Note: All taxes are your own care.</b>
<b>Amount of Services:</b>	Variable depending upon the nature of NZIMLS qualifications.
<b>Commencement Date:</b>	<<date>>
<b>Expiry Date:</b>	31 December <<year>>

Signed:

Date: <<date>>

Sharon Tozer For and on behalf of NZIMLS

Signed: \_\_\_\_\_  
«Name» The Moderation Contractor

Date: \_\_\_\_\_

# SCHEDULE

The parties agree as follows in relation to the Examination or Moderation Services:



## 1. Service Obligations

- 1.1 You shall in relation to your completion of the Services set out on the first page of this Contract (“the Services”) provide Examination or Moderation Services for the NZIMLS Professional Course Programme:
- (a) Carry out the Services in a timely, careful, professional, diligent and competent manner.
  - (b) Exercise due care and skill in the handling of NZIMLS records, papers and information.
  - (c) Not without the prior consent of NZIMLS engage a subcontractor to carry out the Services.
  - (d) Supply all laboratory equipment, materials and other resources which are necessary to ensure the Services are performed efficiently.
  - (e) Not do anything to prejudice the good name of NZIMLS when dealing with third parties and actively promote NZIMLS when dealing with candidates.
  - (f) Comply with health and safety requirements and legislation in relation to your completion of the Services including at any laboratories utilised by You.
  - (g) Be consistent with all instructions provided by the NZIMLS relating to both the Examiners and Moderators.

## 2. Fees

- 2.1 Your fees for completion of the Services shall be as set out on the first page of this contract. Payment by NZIMLS shall be made in December once the final report has been received.
- 2.2 In the event that there is only one candidate in a given year and that candidate withdraws, any completed examination paper will be carried forward to the next examination cycle in which a candidate sits, with payment to be finalised in that year.

## 3. Your Status

- 3.1 The relationship between You and NZIMLS is that of Independent Contractor and Principal. Nothing in this contract will be taken as constituting a relationship of an employee and employer. You shall accordingly be solely responsible for your own tax liability and Accident Compensation premiums including any debts, losses, expenses and taxation of your income without limitation regardless of whether withholding tax is deducted from your fees by NZIMLS or not.

## 4. Term

- 4.1 This contract shall commence on the Commencement Date referred to on the first page of this contract and expire on the Expiry Date referred to on that page. There shall be no expectation by You that You shall be offered a similar contract to this for any future year. NZIMLS engages Examiners and Moderators on an annual basis. Early termination of this contract by NZIMLS shall be possible where there is a serious breach of the obligations in this contract by You, or You have failed to remedy any less serious breach on 10 working days written notice by NZIMLS, or you die or become insolvent.

## 5. Confidentiality

- 5.1 All information that You may acquire during the course of and for this contract concerning the affairs (including candidate information), property or other activities of NZIMLS is confidential information. As such, it is NZIMLS’ property and must not be disclosed unless you have express

written authority from NZIMLS to do so, or unless it is required of you as part of the proper completion of the Services. You must therefore take all possible steps to protect such confidential information and to prevent its unauthorised acquisition or use.

- 5.2 You may not disclose any examination information to candidates prior to the examination particularly any items relating to the common syllabus or discipline specific questions and answers.

## 6. **Intellectual Property**

- 6.1 All ideas, inventions patent rights, trademarks and other processes developed or created by You arising from and developed during this contract shall be the sole property of NZIMLS whether claimed or not. This will continue to apply after the termination or expiry of this contract.
- 6.2 You shall return to NZIMLS any document, record, report or other material supplied to you in whatever format upon termination or expiry of this contract, or upon any earlier direction by NZIMLS.
- 6.3 ALL examination papers remain the property of NZIMLS and are to remain confidential and not shared.

## 7. **Conflicts**

- 7.1 You shall not be employed, or engaged by, or concerned or interested in, any other business or professional activity which may compete in any material respects with NZIMLS or that leads to a conflict of interest in relation to this contract, except with NZIMLS' written consent.

## 8. **Authority**

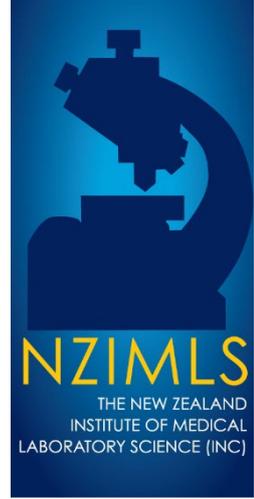
- 8.1 You shall not at any time enter into any contract with any third party that shall bind NZIMLS in any manner without the express written consent of NZIMLS.

## 9. **Dispute Resolution**

- 9.1 Where any dispute arises between the parties in relation to this contract, they will make a genuine effort to resolve the dispute without resorting to litigation. This shall include discussion, mediation and arbitration of a single arbitrator agreed on by the parties or in default to be nominated by the President of the Canterbury Branch of the New Zealand Law Society in that order.

## 10. **General**

- 10.1 This contract represents the entire agreement between NZIMLS and You and replaces any and all previous contracts.
- 10.2 No variation to this contract will be effective unless it is in writing and signed by both of the parties.
- 10.3 Neither party may assign their rights under this contract without the prior written consent of the other.



# NZIMLS Examiners and Moderators

## Position Description

<b>POSITION TITLE:</b>	NZIMLS QMLT Examiner or Moderator
<b>REPORTS TO:</b>	Board of Examiners, Executive Officer

### PRINCIPAL OBJECTIVES

- To set, mark and moderate the QMLT Examination paper in accordance with the NZIMLS Instructions to Examiners and Moderators.
- To provide written report back to the NZIMLS on analysis of the examination.

### Examiner Key Responsibilities:

Task	<b>The Examiner is responsible for setting the QMLT examination on an annual basis as required by the NZIMLS.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The examination paper is set in accordance with the format and detailed in the Examiners Instruction guidelines.</li> <li>• A marking scheme completed and submitted prior to the examination papers being sent to the Executive Office.</li> <li>• The <b>examination paper</b> along with the <b>Analysis of Examination Paper</b> is sent to the Moderator for the moderation process.</li> <li>• The examiner will confer with the moderator regarding any changes required.</li> <li>• Following the moderation process, the examination papers, completed Examiner analysis of examination checklist and completed Moderator analysis of the examination paper checklist must all be submitted to the NZIMLS Executive Officer for review by the Board of Examiners.</li> <li>• Feedback and any suggested changes to be reviewed and the revised paper resubmitted to Board of Examiners via the Executive Officer.</li> </ul>
Task	<b>The Examiner is responsible for marking the examinations using the Electronic Exam Management System answer books for the examination.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Examinations are marked against the submitted marking scheme.</li> <li>• Marks are recorded in the Electronic Exam Management System.</li> <li>• Completed marked papers are sent for moderation.</li> </ul>
Task	<b>The Examiner is responsible for providing a written report to the NZIMLS on the examination.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The examiner will review the candidates results post marking and submit a report to the NZIMLS Board of Examiners in accordance with the provided guidelines template.</li> </ul>

### Moderator Key Responsibilities:

Task	<b>The Moderator is responsible for moderating the QMLT examination on an annual basis as required by the NZIMLS</b>
Expected Result	<ul style="list-style-type: none"> <li>• The moderator shall check the examination paper and marking scheme against the curriculum and learning objectives ensuring: <ul style="list-style-type: none"> <li>- the curriculum is adequately covered.</li> <li>- the examination format is within NZIMLS guidelines</li> <li>- questions are fair and unambiguous.</li> <li>- questions can be answered in allotted time.</li> <li>- marks allocated and marking scheme is fair.</li> <li>- the moderator will complete the Moderator analysis of examination paper checklist</li> </ul> </li> <li>• The moderator will confer with the examiner regarding any proposed changes required.</li> <li>• Following the moderation process, the <b>examination paper, completed Examiner analysis of examination checklist and completed Moderator analysis of the examination paper checklist</b> are all submitted to the NZIMLS Executive Officer for review by the Board of Examiners.</li> <li>• Moderated marks are to be entered directly into the electronic Exam Management System</li> <li>• The examination moderation process will be completed within the timeline provided by the NZIMLS.</li> </ul>
Task	<b>The Moderator is responsible for checking marked examination papers.</b>
Expected Result	<ul style="list-style-type: none"> <li>• <b>Note</b> moderators are <b>not</b> to undertake the role of primary marker for any examination paper.</li> <li>• A sample of candidate examination papers are required to be moderated “blind” as specified in the examiners and moderator's guidelines, and marks recorded on moderation marking sheet, ensuring: <ul style="list-style-type: none"> <li>- all answers marked fairly.</li> <li>- marked added correctly.</li> <li>- check there is evidence of difficulty in answering paper.</li> <li>- noting any particularly easy or hard questions.</li> </ul> </li> <li>• A written report commenting on above points will be sent to examiner for reporting.</li> <li>• No marks or comments are to be written on the question papers.</li> <li>• If the moderation mark differs, a consensus mark is to be agreed with the examiner and reason recorded. However, if no consensus is reached, the moderator must refer the matter to the Board of Examiners for resolution.</li> </ul>
Task	<b>The Moderator is responsible for providing written comments on the examination for the Examination Report.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The moderator will read the examiner's report and add any comments prior to submission to the NZIMLS Executive Officer for review by the Board of Examiners.</li> </ul>

**Examiner and Moderator General Responsibilities:**

Task	<b>The Examiner and Moderator will complete all tasks in timely manner.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator will ensure papers are set, marked and reported upon according to set NZIMLS timelines.</li> </ul>
Task	<b>The Examiner and Moderator will maintain confidentiality regarding the examination questions and candidate information.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator must not discuss or divulge information on the examination paper content or candidate information with any person other than the moderator and NZIMLS contacts.</li> <li>The examiner and moderator identities should remain confidential.</li> </ul>
Task	<b>The Examiner and Moderator will report any conflict or dispute regarding the process to the NZIMLS Board of Examiners for resolution.</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner must report any disputes to the Board of Examiners.</li> <li>The Board of Examiners will make decisions on any dispute which will be ratified by Council.</li> </ul>
Task	<b>The Examiner and Moderator will comply with Health and Safety Regulations</b>
Expected Result	<ul style="list-style-type: none"> <li>The examiner and moderator will observe all appropriate Health and Safety procedures.</li> </ul>

**QUALIFICATIONS & EXPERIENCE:**

## Essential

- Must be a financial member of the NZIMLS.
- Must be registered as a Medical Laboratory Scientist or Technician with the NZ Medical Sciences Council and hold a current Annual Practising Certificate (APC).
- Required to attend NZIMLS Examiners and Moderators Workshop.
- Must have training experience in the examination subject.
- Must be able to demonstrate current and relevant skills and knowledge in the examination subject including best practice and latest developments.

## Preferred

- Minimum of two years' experience in examination subject.

**COMPETENCY/JOB SKILL ATTRIBUTES:****Examiner and Moderator**

Competency	<b>Excellent communication skills, in particular written.</b>
Expected Result	Writes effectively utilising correct English grammar and sentence structure.
Competency	<b>Excellent planning, organising and time management capabilities.</b>
Expected Result	<ul style="list-style-type: none"> <li>Takes action to achieve results, is proactive.</li> <li>Ability to work to set time deadlines.</li> </ul>
Competency	<b>Analytical and critical thinking skills.</b>

Expected Result	<ul style="list-style-type: none"> <li>• Develops logical ideas and approaches.</li> <li>• Ability to analyse results and report on findings.</li> </ul>
<b>Moderator</b>	
Competency	<b>Excellent attention to details.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Accomplishes task with concern for all areas involved, no matter how small.</li> <li>• Monitors and checks work or information.</li> <li>• High degree of accuracy in work.</li> </ul>
Competency	<b>Ability to lead others.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Develops others.</li> <li>• Builds and maintains relationships.</li> </ul>

**From:** [Mike Legge](#)  
**To:** [NZIMLS President](#); [Sharon Tozer](#)  
**Cc:** [NZIMLS CPD](#)  
**Subject:** Re: Dariyat Pshigotyzheva - Completion of Hours for QMLT  
**Date:** 26 January 2026 9:47:24 pm  
**Attachments:** [image003.png](#)

---

Hi All,

Sorry for the delay and I would agree with Tony's thoughts. Agree we should discuss this at the next Council meeting.

Best wishes

Mike

---

**From:** NZIMLS President <president@nzimls.org.nz>  
**Sent:** 26 January 2026 16:52  
**To:** Sharon Tozer <sharon@nzimls.org.nz>; Mike Legge <mike.legge@nzimls.org.nz>  
**Cc:** NZIMLS CPD <cpd@nzimls.org.nz>  
**Subject:** RE: Dariyat Pshigotyzheva - Completion of Hours for QMLT

Hi, this is an interesting question, my thoughts are, she has completed 2000 hours in a discipline she didn't sit an exam in, then changed to another discipline but sat and passed in that discipline then completes the appropriate practical assessment and another 1000+ hours experience. She should be signed off having enough experience for the qualification.

In the prerequisites we state "hours in the discipline of choice" but if you already have a QMLT and sit another paper and practical assessment do you need to do the hours in that specific discipline. (I wouldn't have thought so because you are already a registered QMLT)

In many labs these days the "Core lab" comprises of Chem / Haem and Bbank and we could have candidates working in a Core lab but doing the Haem paper and their time is spent across those 3 departments. We wouldn't expect the candidate to 6000 hours just to get their 2000 hours Haem component.

This should be added to the agenda for discussion.

Ngā mihi nui,

---



Tony Barnett  
 President  
 PO Box 505, Rangiora 7440, New Zealand  
 P +64 3 313 4761 • M +64 21 183 3361  
[president@nzimls.org.nz](mailto:president@nzimls.org.nz) • [www.nzimls.org.nz](http://www.nzimls.org.nz)



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**From:** Sharon Tozer <sharon@nzimls.org.nz>  
**Sent:** Monday, 26 January 2026 10:00 am  
**To:** Mike Legge <mike.legge@nzimls.org.nz>; NZIMLS President <president@nzimls.org.nz>  
**Cc:** NZIMLS CPD <cpd@nzimls.org.nz>  
**Subject:** FW: Dariyat Pshigotyzheva - Completion of Hours for QMLT

Thoughts please?

With regards

Sharon



Sharon Tozer AT, CAANZ  
Chief Executive Officer  
PO Box 505, Rangiora 7440, New Zealand  
+64 3 313 4761 • M +64 21 229 5454  
sharon@nzimls.org.nz • www.nzimls.org.nz



**New Zealand's Most Trusted Business Award Winner 2024 and 2025**

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**From:** Ilise Crockett <[Ilise.Crockett@awanuilabs.co.nz](mailto:Ilise.Crockett@awanuilabs.co.nz)>  
**Sent:** 26 January 2026 9:58 am  
**To:** Sharon Tozer <sharon@nzimls.org.nz>  
**Cc:** Nishaleni Devi <[Nishaleni.Devi@awanuilabs.co.nz](mailto:Nishaleni.Devi@awanuilabs.co.nz)>; Dariyat Pshigotyzheva <[dariyat.pshigotyzheva@awanuilabs.co.nz](mailto:dariyat.pshigotyzheva@awanuilabs.co.nz)>  
**Subject:** Dariyat Pshigotyzheva - Completion of Hours for QMLT

Hi Sharon

Dariyat moved from Phlebotomy to Specimen Services during the QMLT period last year, and we moved her to sitting the Specimen Services exam.

Her manager and I are just working through the requirements for the Completion of Hours form - Dariyat has completed only 1200 hours in Specimen Reception, but had completed over 2000 hours in Phlebotomy prior to that.

Does the 2000 hours on the Completion of Hours need to be done in Specimen Reception, and therefore we need to wait before signing her off, or could we sign her off based off her total hours worked?

Many thanks



---

Ilise Crockett

**Training & Education Coordinator – Patient Services**  
**Awanui Labs – Wellington Region**

Phone: +64 4 5868569

Email: [ilise.crockett@awanuilabs.co.nz](mailto:ilise.crockett@awanuilabs.co.nz)

Website: [awanuilabs.co.nz](http://awanuilabs.co.nz)

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**Re: Actions from previous Minutes and report reminder**


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**From** NZIMLS Vice President <v.president@nzimls.org.nz>

**Date** Tue 10-Feb-26 07:52

**To** Sharon Tozer <sharon@nzimls.org.nz>

Hi Sharon,

I can't quite remember whether Council has already made a decision on how many times a candidate can attempt the QMLT exam. Do we have an existing policy that limits this to a maximum of three attempts? If not, would it be okay to table this for discussion at next week's meeting?

Regards,  
Sujata



Sujata Hemmady

Vice-President

PO Box 505, Rangiora 7440, New Zealand

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**From:** Sharon Tozer <sharon@nzimls.org.nz>

**Sent:** Thursday, February 5, 2026 2:51 PM

**To:** NZIMLS Council 2025-2026 <nzimlscouncil2025-2026@nzimls.org.nz>

**Subject:** Actions from previous Minutes and report reminder

Hi team

Just a quick reminder that I need your Council reports and any other Agenda items to me by 10 February please. Thank you Carolyn for sending your Technician report already!

Also attached is the action points from the last meeting.

Looking forward to catching up with you all in a couple of weeks.

With regards

*Sharon*

## Member Flexibility in the Exam Management System | Essential Items

Prepared by:	Prepared for:	Quote Information:
Yorb Limited Sarah Stradling +64 0800 600 606 sarah.stradling@yorb.tech	NZIMLS Sharon Tozer PO Box 505 - RANGIORA 7440 New Zealand	Quote #: SS-205747 Version: 3 Delivery Date: 23-Jan-2026 Expiration Date: 13-Feb-2026

Product	Price Each	Quantity	Total Price
Implement auto-save functionality <i>Enable the exam marking data to save at regular intervals during the marking process to ensure data is preserved even if the session expires or the user navigates away unintentionally.</i>	\$190.00	5	\$950.00
Add a session expiry warning popup <i>Display a popup to let users know their session is about to expire, giving them a chance to save or refresh</i>	\$190.00	6	\$1,140.00
Push Exams to Moderation/Auditing <i>Add buttons within the exam management interface to allow admins to push exams to the Moderation or Auditing stage</i>	\$190.00	5	\$950.00
Examiner and Moderator Changes <i>Update the system to handle examiner and moderator changes after an exam is marked as Ready for Marking.</i> <b>Examiner Change Flow</b> <ul style="list-style-type: none"> <li><i>Marking Completed: Examiner cannot be changed</i></li> <li><i>Marking In Progress:</i> <ol style="list-style-type: none"> <li><i>No Marks Entered: Examiner can be swapped easily.</i></li> <li><i>Marks Entered (Draft): Remove draft marks before swap.</i></li> <li><i>Marks Entered (Finalised): Previous examiner marks remain in the system</i></li> <li><i>New examiner can only view/edit unmarked candidates</i></li> </ol> </li> </ul> <b>Moderator Change Flow</b> <ul style="list-style-type: none"> <li><i><b>Moderation Completed:</b> Moderator cannot be changed</i></li> <li><i>Moderation In Progress:</i> <ol style="list-style-type: none"> <li><i><b>No Marks Entered:</b> Moderator can be swapped easily</i></li> <li><i><b>Marks Entered (Draft):</b> Remove draft marks before swap</i></li> <li><i><b>Marks Entered (Finalised):</b> Previous moderator marks remain in the system</i></li> </ol> </li> <li><i>New moderator can only view/edit unmoderated candidates</i></li> </ul>	\$190.00	16	\$3,040.00
Handling Late Candidate Addition/Modification <i>Update the system to handle candidate additions or modifications after exams are marked as Ready for Marking</i> <b>Technical Flow:</b> <ul style="list-style-type: none"> <li><i><b>Marking In Progress:</b> Add candidate to the "To Be Marked" list.</i></li> <li><i><b>Marking Complete / Moderation in Progress:</b> Modified candidates bypass examiner and go straight to Board of Examiners (BOE)</i></li> <li><i><b>Moderation Complete:</b> Candidate goes directly to BOE for auditing/mark entry</i></li> </ul>	\$190.00	16	\$3,040.00

Product	Price Each	Quantity	Total Price
		<b>Total Ex</b>	<b>\$9,120.00</b>
		<b>Total Ex</b>	<b>\$9,120.00</b>
		<b>GST</b>	<b>\$1,368.00</b>
		<b>Total Inc</b>	<b>\$10,488.00</b>

***Please note that the labour quoted is an estimate only based upon our engineers knowledge of the requirements for this work. During the course of the agreed work if, due to unforeseen issues, the engineer finds this time is insufficient to complete the work Yorb will endeavour to notify you and seek your approval for any additional time required.***

### Summary of Terms of Business

The applicable onsite fees, travel charges, cables and other incidentals are additional to the amount quoted above.

Due to the volatile nature of our currency, quoted prices are only valid for 5 days from the date of this confidential quotation and must be confirmed on placement of order.

A 20% deposit payable within seven days of signing may be required for quotations with a value in excess of \$50,000. Orders for quoted items will not be placed until the deposit is received.

Changes to your order after the quote has been accepted may result in restocking and freight fees, and an administration fee for modifications.

Please note that any hardware or software orders placed with us will be invoiced to you immediately on arrival at Yorb Ltd.

Please note that it is a condition that the Consumer Guarantees Act 1993 will not apply to any goods or services acquired for business purposes.

Payment Terms are cash on delivery unless you are an approved account holder.

In the event of non-payment, all costs associated with debt collection are payable by the purchaser.

For approved Account Holders payments terms are 7 days from receipt or part receipt of Hardware and Software at Yorb Ltd if the total purchase is over \$10,000 (excluding GST), and 20th of the following month if the total purchase is under \$10,000 (excluding GST).

Jobs including labour may be delivered and charged using overtime rates however the total labour charge will not exceed the total labour quoted without prior approval by the client.

This proposal is subject to, and should be read in conjunction with the Yorb Terms of Engagement which are available for review at [www.yorb.tech/terms-of-engagement](http://www.yorb.tech/terms-of-engagement). Where there is a discrepancy between this proposal and the Yorb Terms of Engagement, the terms within this proposal take precedence.

Errors and Omissions exempt.

We appreciate your continued business and strive to provide you with the best possible customer experience. If you have any questions or concerns about your invoice or billing, please do not hesitate to contact us.

Thank you for choosing us as your technology provider.

Hi all,

Cat Ronayne has found this attached Facebook page from Ara which I think is very misleading as does Tania Slatter. Perhaps this is another item for the Council Agenda?

Best wishes

Mike

Get [Outlook for Mac](#)

**From:** Tania Slatter <[tania.slatter@otago.ac.nz](mailto:tania.slatter@otago.ac.nz)>

**Date:** Thursday, 15 January 2026 at 3:44 AM

**To:** Michael Legge <[michael.legge@otago.ac.nz](mailto:michael.legge@otago.ac.nz)>

**Subject:** FW: Laboratory science at ara

Hi Mike

I hope you are enjoying the start to the New Year. I had a great break, three weeks doing lots of other things. Not sure what you would think of what Cat has brought to my attention below. I do think this is misleading, although in the fine print Ara do say this is to be a Medical Laboratory Technician. My issue is we struggle with trying to sell Medical Laboratory Science and it is seen as the Polytech degree at the University (even though it is not the same thing).

Cat and Remeny also ran for the first time a Hands-on Science block for Medical Laboratory Science for secondary school students (again only one student in 20 new about Medical Laboratory Science).

Always more work to do

Tania

**From:** Catherine Ronayne <[cat.ronayne@otago.ac.nz](mailto:cat.ronayne@otago.ac.nz)>

**Date:** Thursday, 15 January 2026 at 8:30 AM

**To:** Tania Slatter <[tania.slatter@otago.ac.nz](mailto:tania.slatter@otago.ac.nz)>

**Subject:** Laboratory science at ara

This popped up on Facebook. Perhaps a bit misleading?

[https://www.ara.ac.nz/study-interest-areas/animal-and-laboratory-science/laboratory-science/?utm\\_source=Meta&utm\\_medium=paid-social&utm\\_campaign=action-canterbury&hsa\\_acc=104763076916177&hsa\\_cam=120234175948390636&hsa\\_grp=120237883698110636&hsa\\_ad=120237883698120636&hsa\\_src=fb&hsa\\_net=facebook&hsa\\_ver=3&fbclid=IwY2xjawPUzP1leHRuA2FlbQEwAGFkaWQBqy0zHSWGbHNydGMGYXBwX2lkDzQwOTk2MjYyMzA4NTYwOQABHozYaSqaRKP3Ap2yfyn2Zw2wa8DONgYtVGpROyWDyJx57-v3A5Y\\_-TbBrn7k\\_aem\\_zGbuYJoNJE0t0Uy4wwBACQ&utm\\_id=120234175948390636&utm\\_content=120237883698120636&utm\\_term=120237883698110636](https://www.ara.ac.nz/study-interest-areas/animal-and-laboratory-science/laboratory-science/?utm_source=Meta&utm_medium=paid-social&utm_campaign=action-canterbury&hsa_acc=104763076916177&hsa_cam=120234175948390636&hsa_grp=120237883698110636&hsa_ad=120237883698120636&hsa_src=fb&hsa_net=facebook&hsa_ver=3&fbclid=IwY2xjawPUzP1leHRuA2FlbQEwAGFkaWQBqy0zHSWGbHNydGMGYXBwX2lkDzQwOTk2MjYyMzA4NTYwOQABHozYaSqaRKP3Ap2yfyn2Zw2wa8DONgYtVGpROyWDyJx57-v3A5Y_-TbBrn7k_aem_zGbuYJoNJE0t0Uy4wwBACQ&utm_id=120234175948390636&utm_content=120237883698120636&utm_term=120237883698110636)

Cat Ronayne

Department of Medical Laboratory Science

Otago University

## Journal Report

This report covers the period 14<sup>th</sup> November 2025 – 9<sup>th</sup> February 2026

We have received 10 submissions during this period. Of these, 4 articles have been accepted for publication, two will be published in the March issue and two in the later July issue.

There are 10 papers currently in progress; 3 are out for peer review, 2 are yet to be assigned a reviewer, 4 papers have undergone author revision and are back with reviewers for final comments and 1 is with authors for major revision.

When sending reviews back to authors requesting revision, now I ask them to confirm author intent to resubmit with the editorial office. A requested 1 month from email deadline is requested to help ensure articles are not left languishing in the submission process. The average number of working days for review is currently 29.

Five accepted papers are scheduled for publication in March 2026.

### Current activities:

1. Digital Object Identifier (DOI) will be included in the 2026 articles with the project white paper submitted and approved by to Council in November.
  - Currently working through the registration process for CrossRef and expect submission in March - any follow up needs will be communicated to the Council/CEO, if required
  - *NOTE: March 2026 articles are expected have doi's retrospectively assigned after publication, due to registration and metadata process time and data entry requirements.*
2. The Editorial Team (ET) met virtually on the 8<sup>th</sup> of December; this was a constructive meeting with some great ideas and actions as follows.:
  - Compile a shared Journal calendar in Teams for Journal planning and deadlines – *LC - completed*
  - Guest editorials for the 80<sup>th</sup> Anniversary – *ST requested contributions from Council and life members - completed*
  - Using shared documents apps to “drop files” e.g. for guest access and online submission – *ST to investigate options.*
  - Update Journal guidance information on website and policy– *ST and LC to review*
  - Update contact information for reviewers/editorial board – *ST to contact current and notice for new reviewers*
  - Author and reviewer mentoring plan for NZIMLS members – *LC to create a reviewer template, ET to consider other opportunities, e.g. linking learning resources to website.*
  - Publication of future ASM abstracts – *discussed publishing as an issue supplement, format TBD.*
  - Online submission – *ST updated and released electronic pdf version on website*
3. Sharon has added the Editor NZIMLS Council only webpage access for general information and updates.

Thank you to the Council members for continuing to source and advocate for these stories.

Kind regards

Lisa Cambridge, Editor



# Medical Laboratory Science scope of practice review - consultation document

16 January 2025

## Executive summary

1. The Medical Sciences Council (MSC/the Council) is proposing to update the scopes of practice for the practice of Medical Laboratory Science (MLS). The scopes describe the practice of MLS and the specific activities and roles that practitioners registered in each scope may undertake.
2. The Council has been progressing this work in conjunction with an expert advisory group of practitioners who have provided advice to the Council when considering several options.
3. The Council is proposing several changes to the current scopes to ensure they remain relevant to the practice of medical laboratory science and support effective service delivery. The proposed changes are summarised in Table 1 below, with more detail about the changes detailed in the relevant sections.

*Table 1: Summary of proposed scope changes*

Proposed change	Current state	Future state
Removal of the provisional scopes.	All new practitioners are registered into the provisional scope, regardless of their education pathway or experience.	Practitioners are registered into the scope, with a requirement for supervision applied for particular practitioner groups (eg, new graduates).

Proposed change	Current state	Future state
Amalgamation of the medical laboratory technician (MLT) and medical laboratory pre-analytical technician (ML-PAT) scopes.	Practitioners wanting to move into another area of practice must apply for a new scope to do this.	Practitioners wanting to move into a new area of practice/ discipline must have the required education and competence to do so.
Remove the working under direction requirement for MLT and ML-PAT practitioners.	All MLT and ML-PAT practitioners must work under direction for the entirety of their career.	All registered practitioners are responsible for their own practice, within the limits of their competence and scope.
List of disciplines reviewed and moved to policy level.	The list of disciplines appears as part of the scope.	The list of disciplines is moved to policy level. Additions and rewording to the list are proposed.
Revision of scope.	Six scopes are described.	Two scopes are described with revised wording.
Rewording of prescribed qualification pathways.	Specific qualifications are recognised as individual pathways.	Pathways are divided into accredited and non-accredited .

4. The Council is proposing to retain:
  - a. Practitioner titles that may be used, for example Phlebotomist.
  - b. The current accredited qualifications required for registration.
  - c. Support for practitioners beginning or returning to work in Aotearoa New Zealand to ensure competence and safe practice.
  - d. Recognition of the various disciplines and areas in which practitioners may practise.
  
5. The Council is also considering what (if any) additional regulatory action is required to ensure safe expanded and advanced practice, including the safe adoption of novel and evolving technologies. To inform its work in this area, the Council is providing an opportunity for practitioners and stakeholders to share their view about the risks and benefits of expanded practice. This is early engagement to collect information and is not a formal consultation. The information will be used by the Council when considering options for the appropriate regulatory response. Any proposed changes would undergo public consultation prior to being adopted.

## Scope of practice review

6. Under the Health Practitioner’s Competence Assurance Act 2003 (HPCA/the Act) the Council is required to set the scopes of practice for the profession of Medical Laboratory Science (MLS). The scope describes the activities that registered practitioners in the profession may undertake. The scope is a legal document which is considered secondary legislation and is tabled in Parliament for approval by the House.
7. Defining the scopes of practice is fundamental to the practice of MLS as all other standards and policies give effect to the scope.

## Review process

8. The Council has undertaken this work over a period of several years. Consultation on proposed changes to the scope of practice occurred in late 2022, however, this consultation was withdrawn after concerns were raised about the process and timing of the consultation. The Council recommenced work on the scopes of practice in 2024 and is now consulting with the profession with an updated proposal.
9. To support the Council in the review process, an expert advisory group (EAG) was appointed. The purpose of the EAG was to provide the Council with insights and recommendations about several proposed options.
10. The EAG consisted of members of each of the three full scopes, and a layperson. The New Zealand Institute of Medical Laboratory Science (NZIMLS) and House Scientific Officers Association (HSOA) also nominated a member of the group. The Council has also engaged with education providers, Te Ama Tōtika (Māori Practitioner Advisory Committee), and the Ministry of Health (MOH).
11. While the EAG provided advice about the proposals, the Council is ultimately responsible for setting the scopes of practice.
12. The Council is also reviewing the competence standards to give effect to the scopes of practice. These will be consulted on later with the profession once feedback from this consultation has been reviewed and the scopes developed.

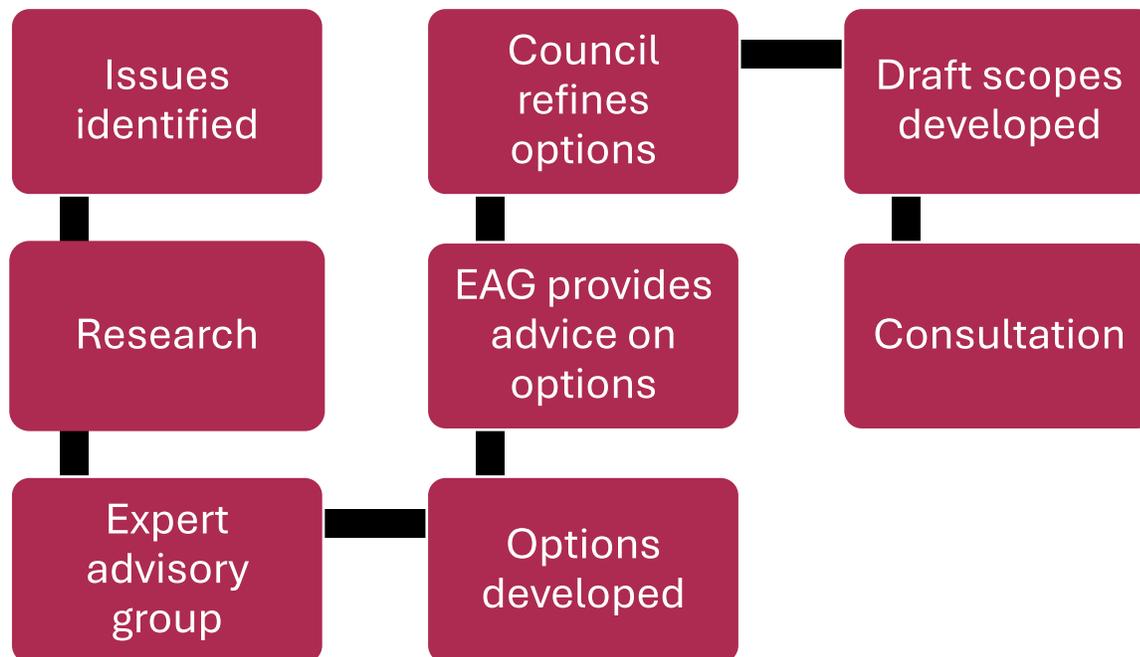


Figure 1: Overview of the 2024-25 scope development process

## Proposed changes

13. The Council is proposing several changes to the scope structure and content, described in more detail below.

### Proposal 1: Remove the provisional scopes

14. The provisional scopes are removed with supervision being applied using alternate mechanism/s under the Act. The expectations for supervision are reviewed, as well as the groups of practitioners that supervision is applied to.

Current scopes	Proposed scopes
Medical Laboratory Scientist (Provisional)	Medical Laboratory Scientist
Medical Laboratory Scientist (Full)	
Medical Laboratory Technician (Provisional)	Medical Laboratory Technician
Medical Laboratory Technician (Full)	
Medical Laboratory Pre-Analytical Technician (Provisional)	
Medical Laboratory Pre-Analytical Technician (Full)	

### Background

15. All practitioners are currently registered into a provisional scope of practice. The qualifications and competence standards are the same as for the full scope, but with the requirement of supervision. Supervision of practitioners in the provisional scopes ensures that the public is protected, while the practitioner gains the necessary New Zealand work-

based knowledge and experience to be able to practise without supervision.

16. The Council has reviewed the use of provisional scopes of practice and is proposing to remove the provisional scopes for the following reasons:

- a. The Act does not provide for people to be provisionally registered.
- b. Other mechanisms under the Act allow the Council to require supervision which may be more appropriate for the purposes outlined above.
- c. Practitioners in the provisional scope are held to the same standards as those within the full scope of practice.
- d. Some practitioner types have operated under supervision during their education and have already demonstrated competent and safe practice as part of their qualification (eg, Qualified Medical Laboratory Technician (QMLT) graduates). Applying further supervision requirements to protect the public for these practitioners may be unnecessary.

## Proposal

17. The Council is proposing to remove provisional registration scopes and to require supervision using other mechanisms available under the Act, such as a recertification programme. As a part of this work, the need for a minimum period of supervised practice for those new to the register and beginning practice in Aotearoa New Zealand for the first time in their respective scope, is being reviewed. Also being considered is whether some registration pathways may not require supervision due to the nature of the supervision provided during their education (for example, QMLT qualified practitioners).

18. In all cases, the primary consideration will be to ensure practitioners beginning work in Aotearoa New Zealand for the first time have appropriate monitoring and support in place to ensure protection of the health and safety of the public.

19. If the proposal is approved the Council will develop a change process to ensure all practitioners receive appropriate supervision.

## Proposal 2: Amalgamate the current Medical Laboratory Technician scope with Medical Laboratory Pre-Analytical Technician scope

20. Amalgamate the current MLT and ML-PAT scopes under a single MLT scope that includes the collection, receipt, preparation, testing and/or analysis of human biological material.

Current scopes	Proposed scope
Medical Laboratory Technician	Medical Laboratory Technician
Medical Laboratory Pre-Analytical Technician	

## Background

21. Currently the technician scopes of practice are divided into MTL and ML-PAT. Applicants may choose to register in either scope with specific qualifications required for each.
22. Approximately five percent (5%) of practitioners on the register are registered in both the MLT and ML-PAT scopes. As they may only practise in one scope at a time, they must contact the Council to change their practising certificate when performing an activity that is not included in the scope with their current practising certificate. This is onerous for practitioners and may act as a barrier to service flexibility.
23. The costs and complexity of applying for an additional scope may be a barrier to practitioners currently registered in either scope expanding their skills into a related area.

## Proposal

24. The Council is proposing to amalgamate the current MLT and ML-PAT scopes under a single MLT scope that includes the collection, receipt, preparation, testing and/or analysis of human biological material. Titles protected within the scope would be retained (eg, Phlebotomist).
25. The scope would allow appropriately qualified and competent practitioners to perform tasks within their area of education and competence. All practitioners providing services must ensure they practise safely and effectively within their area(s) of competence and do not practise in areas where they are not proficient to do so.
26. Some practitioners new to the scope may be required to complete a minimum period of supervised practice to demonstrate they are competent and safe to practise (eg, those new to the New Zealand health system).
27. If this proposal were adopted by the Council, a transition plan for amalgamation for those who are already on the register, in either of the Technician scopes, would be developed.

## Proposal 3: Review the list of disciplines and move to policy level

28. Move the list of disciplines to a policy level and review the list to include precision medicine. Reword blood transfusion services to transfusion science.

## Background

29. The disciplines list contains the traditional fundamental areas of MLS. While practitioners traditionally may work in one or two disciplines, many techniques may now involve more than one discipline, and evolving areas of practise in laboratory science may not be

adequately covered in the current list.

30. The Council does not routinely record or require practitioners to advise which disciplines they are practising in, and practitioners may begin working in another discipline if they have the required education and competence to do so. Some practitioners with non-accredited qualifications in specific discipline/s may have a condition applied to their scope limiting their practice to these discipline/s. The Council is considering what requirements should apply to practitioners who wish to have this limitation removed.
31. The disciplines of embryology and mortuary technology have specific legislative requirements and skills, and this is currently recognised in the scope of practice for embryology, and a policy for practitioners who are mortuary technicians. [2021-May-Mortuary-Practice-Policy.pdf](#).

## Proposal

32. The Council is proposing to move the list of disciplines to a policy level. This allows the Council to be more responsive in the recognition of emerging disciplines, now and into the future. The settings in which practitioners may work has been retained in the scope of practice. This is to acknowledge that those working in teaching, management and/or research that directly affects the provision of medical laboratory services to the public, are also considered to be practising.
33. The Council is also proposing including 'Precision health' as a discipline in the practice of Medical Laboratory Science. Precision health is defined by the Ministry of Health in its precision health long term insights briefing as: *"...a growing field that aims to use current and emerging technologies and all available information (such as an individual's genome, current biophysical measures, and environment) to predict, prevent, diagnose and treat health needs more precisely for the benefit of individuals and their whānau<sup>1</sup>".* The inclusion of precision health as a discipline recognises the role that the medical laboratory science workforce plays in the safe and effective adoption of this technology.
34. The Council is also proposing to update 'Blood transfusion services' to 'Transfusion science'. This change reflects the terminology used in teaching and practice and includes all aspects relating to the transfusion of blood and blood products.
35. The Council is also developing a formal process for applicants wishing to have a discipline-specific restriction lifted. The requirements for this will include considering what educational and competence are required and how these are assessed.

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<sup>1</sup> [Precision health: exploring opportunities and challenges to predict, prevent, diagnose, and treat health needs more precisely in Aotearoa New Zealand \(P5\)](#)

36. Due to the specialised area of practice, the draft scope retains the statement that scientists working in embryology with a non-accredited qualification may have a limitation applied to their practice. This has also been extended to mortuary practice in the technician scope.

## Proposal 4: Remove the working under direction requirement

37. Remove the requirement for technicians to be working under the direction of a scientist.

### Current situation

38. A requirement of the current iteration of the MLT and ML-PAT scopes is for these practitioners to work under the direction of a “registered medical laboratory scientist or other appropriately qualified and registered health practitioner who holds a current practising certificate and has expertise and knowledge in the relevant discipline”<sup>2</sup>.

39. The requirements for working under direction are often confused with those of supervision. The requisites for each are listed in the Council’s supervision policy, available on the Council website.

*Table 2: Differences between direction and supervision requirements*

	Direction	Supervision applied by the Council
Timeframe	Applied for an indefinite period.	Usually applied for a fixed period.
Application criteria	Applied to all MLT and ML-PAT practitioners regardless of experience.	Applied for a specific purpose eg, beginning work in Aotearoa New Zealand.
Reporting to the Council	Annual APC sign off.	Scheduled reporting required during the supervision period.

40. Council records currently show that several practitioners have up to 70 MLT or ML-PAT practitioners working under their direction.

### Proposal

41. The Council proposes to remove from the scope of practice, the requirement to work under direction for medical laboratory technicians and medical pre-analytical technicians.

42. Registration under the Act means that practitioners in all scopes have responsibility for their own practice. The requirement for direction is at odds with this and may be seen as reinforcing the traditional hierarchical structure of the laboratory, which has evolved over time.

<sup>2</sup> [2021-Apr-MSc-Scope-and-Qualifications-MLS.pdf](#)

43. The role of establishing reporting and accountability lines is more appropriately situated within a workplace setting, and not for the Council to determine.
44. It is the responsibility of all practitioners to ensure they maintain their competence and fitness to practise. Where a practitioner or employer is concerned about a practitioner this should be notified to the Council at any stage during the year, not just on an annual basis.
45. The Council will continue to require practitioners who are new, or returning to the workforce, to be supervised by an appropriate registered health professional with reporting requirements to the Council.

## Proposal 5: Revision of scope description

46. Update the scope description to reflect the proposed changes and revise wording.

### Current situation

47. Wording of the current scope has been largely unchanged since 2015. The description of the scopes has been revised to ensure it reflects current and future medical laboratory science practice.

### Proposal

48. Both proposed scopes have been revised to reflect the changes discussed in proposals 1-4 above.
49. The proposed medical laboratory scientist scope includes the role that scientists play in the interpretation and reporting of laboratory results. The proposed scope also reflects the various employment roles that scientists may play.
50. The proposed medical laboratory technician scope recognises the breadth of areas that technicians may work in, and the protected titles that may be used by practitioners working in this scope.
51. Both scopes require that practitioners must ensure they have the required level of education and competence to work in their selected discipline or area.

## Proposal 6: Revision of qualifications for registration

### Current situation

52. The Council is required to prescribe qualifications for registration in each of the scopes. The Council has developed a number of pathways for registration in the current Gazette notice. Some of these pathways are historical and are no longer fit for purpose.

53. Some current pathways refer to ‘appropriate experience’ which may limit the Council in using other tools to measure a practitioner’s competence.

## **Proposal**

54. Qualifications for registration are proposed to be aligned along pathways.

55. **Accredited pathways** apply to qualifications that are accredited and monitored by the Council. Graduates from these programmes are recognised as having a qualification suitable for registration. References to specific educational providers and programmes have been updated to refer to the accredited programmes. Current accredited programmes are listed on the Council’s website and published in the New Zealand Gazette.

56. **Non-accredited pathways** apply to applicants with a qualification other than those accredited by the Council. The qualification(s) are compared to the accredited qualification to determine if it is suitable for registration. Non-accredited qualifications are considered under the same pathways, regardless of country of origin:

- a. Where the qualification is deemed to be substantially equivalent to the accredited qualification, then the applicant will be considered for registration.
- b. Where the qualification is deemed to be relevant to the accredited qualification the applicant may be offered the Council examination to provide assurance that the qualification is suitable for registration.
- c. Applicants with qualifications that are assessed as not relevant to the scope being applied for are declined registration.

57. All applicants must meet the Council’s fitness to practise requirements.

58. Applicants with an accredited qualification are deemed to meet the competence standards at graduation.

59. Applicants with a non-accredited qualification must meet the Council’s competence requirements. The Council may use a number of methods for measuring an applicant’s competence, which include considering their relevant experience in the scope being applied for.

## Proposed medical laboratory science qualifications

	Proposed Gazette qualification pathway	Applies to
1	Hold an undergraduate qualification in Medical Laboratory Science issued by an education provider, accredited and monitored by the Council.	NZ BMLS/BMLSc graduates.
2	Hold a graduate Medical Laboratory Science qualification issued by an education provider, accredited and monitored by the Council.	NZ Medical Laboratory Science Postgraduate diploma
3	Hold a biological science undergraduate or post-graduate degree that has been assessed by the Council as being <i>substantially equivalent</i> to the accredited qualification, and meet the Council's competence requirements.	International and New Zealand non-accredited applicants whose qualification is assessed as <i>substantially equivalent</i> , and meet the Council's competence requirements.
4	Hold an undergraduate or post-graduate science degree that has been assessed as <i>relevant</i> to the accredited qualification and pass in a Council examination, and meets the Council's competence requirements.	International and New Zealand non-accredited applicants whose qualification is assessed as <i>relevant</i> , passes the exam, and meets the Council's competence requirements.

## Proposed Medical Laboratory Technician qualifications

	Proposed Gazette qualification pathway	Applies to
1	Hold a medical laboratory technician qualification from an education provider accredited and monitored by the Council.	Accredited (New Zealand) qualifications: QMLT and Diploma in Applied Science.
2	Hold a qualification with a major in a relevant biological science assessed by the Council as being <i>substantially equivalent</i> to the accredited New Zealand qualification, and meet the Council's competence standards.	International and New Zealand non-accredited applicants whose qualification is assessed as <i>substantially equivalent</i> and meets the Council's competence requirements.

# Frequently Asked Questions

**1. What effect will the changes have on practitioners who are already registered?**

Practitioners who are already registered will continue to be registered. Where they are affected by any changes the Council will advise them of this, and what this means. If proposals around removal of provisional scopes are approved, then a transition plan for those on the Register will be developed.

**2. How are non-accredited qualifications assessed?**

The Council determines if a qualification is *substantially equivalent* or *relevant* to the accredited qualification by comparing the course level, content, and quality of the qualification with the equivalent New Zealand qualification. More information about this process can be found in the Council's qualification policy available on the Council's website.

**3. What about supervision?**

Supervision will continue to be required by the Council for practitioners entering or returning to the workplace.

**4. What is the role of the exam?**

The examination has a role in determining if practitioners with qualifications assessed as *relevant* have the required foundational knowledge to be registered with the Council. This provides assurance to the Council that those with relevant qualifications meet the entry level registration requirements for registration.

**5. How do I know what discipline a MLT can work in?**

Practitioners work in their area of qualification and competence. For example, a practitioner with a QMLT qualification in phlebotomy may work as a phlebotomist. They will need to undertake further education to work in another area or discipline.

**6. Will the qualifications for registration change?**

The currently accredited qualifications will continue to lead to registration in the appropriate scope.

**7. What about the Annual Practising Certificate sign-off process for MLT and ML-PATs?**

The Council is undertaking education with practitioners about the requirement under the Act to notify the Council when there are concerns about a practitioner, regardless of the practitioner's scope, or the time of year.

# Consultation survey questions

These questions relate to the draft scope of practice for Medical Laboratory Science.

## Remove the provisional scopes

1. Do you agree with the proposal to remove the provisional scopes? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?

## Combining the current Medical Laboratory Technician (MLT) scope with Medical Laboratory Pre-Analytical Technician (ML-PAT) scope

2. Do you agree with the proposal to amalgamate the current MLT and ML-PAT scopes? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?

## Review the list of disciplines and move to policy level

3. Do you agree with the proposal to move the disciplines list to policy level? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?
4. Do you agree with the proposal to update Blood Transfusion services to Transfusion science? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?
5. Do you agree with the proposal to add precision health to the list of disciplines? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?
6. Do you agree that the embryology and mortuary technology disciplines should have specific requirements? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?

## Remove the working under direction requirement

7. Do you agree with the proposal to remove the requirement for MLTs and Medical Laboratory Pre-Analytical Technicians to work under the direction of another health practitioner? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?

## Revision of qualifications for registration

8. Do you agree with the proposed qualification pathways for registration as a Medical Laboratory Scientist? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?

9. Do you agree with the proposed qualification pathways for registration as a Medical Laboratory Technician? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?

### Revision of scope wording

10. Do you agree with the proposed common area in the scopes of practice, “The Practice of Medical Laboratory Science”? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?
11. Do you agree with the proposed scope for Medical Laboratory Scientists? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?
12. Do you agree with the proposed scope for Medical Laboratory Technicians? (agree/disagree/neither agree nor disagree)
  - a. Why or why not?
13. Are there any other comments about the proposed changes you would like the Council to consider?

**From:** [Mike Legge](#)  
**To:** [NZIMLS President](#); [NZIMLS Vice President](#); [Ajesh Joseph](#)  
**Cc:** [Sharon Tozer](#)  
**Subject:** Diagnostic Improvement programme  
**Date:** 26 December 2025 2:55:31 pm

---

Hi All,

I hope you all had a good Christmas Day.

I thought you might like to see the response relating to funding of Pathology with the “Diagnostic Improvement” programme.

*Health New Zealand has reviewed the impacts on pathology services across the country because of the Diagnostic Improvement programme.*

*We have considered your impact assessment and compared it to the work we had completed. We have recognised we had underestimated the impacts. For many of the services the impacts are minor. However, we have identified several pathology services where the impacts are more than minor. Thus, we have for these pathology services set aside and allocated budget to support these services to respond to the impacts.*

*Health New Zealand will work with the impacted pathology services with respect to getting the budget to them.*

*A formal request for a confirmatory letter from the Minister’s Office has been made.*

*Best wishes,*

*Mike*

SPONSORSHIP &  
EXHIBITION PROSPECTUS

# FIMLS/AIMS TROPICAL DIVISION

COMBINED CONFERENCE

INNOVATION | COLLABORATION

19<sup>TH</sup> - 21<sup>ST</sup> JUNE 2026  
NASINU CAMPUS, FNU





# YOU ARE INVITED!

The Institute of Medical Laboratory Science & AIMS Tropical Division are holding a combined conference in collaboration with the Fiji National University in Fiji at the Nasinu Campus, FNU from 19<sup>th</sup> - 21<sup>st</sup> June 2026.

This marks the start of a journey to connect a triad institution with our fellow Pacific Island countries. The event is a beginning of these efforts and as such promises to be an exciting event with rekindling of collaborations, friendships and partnerships between the delegates, speakers and the industry.

It is our great pleasure to invite you to partner with FIMLS & AIMS Tropical Division to showcase your company as a sponsor and exhibitor.

The conference, Exhibition and associated social events provide a range of opportunities for networking, building relationships and marketing your brand.

Packages have been designed to meet the needs of you, our sponsors, and provide you with maximum exposure prior to, during, and after the conference.

The event is expected to attract delegates from across Australia, New Zealand and the Asia-Pacific Region, Islands & Territories and will provide an excellent opportunity to market your company and its services.

We look forward to discussing these opportunities further with you.

## ORGANISING COMMITTEE



**Dr. Donna  
Rudd**



**Ailie  
Ross**



**Dr. Aruna  
Devi**



**Jignesh  
Sharma**



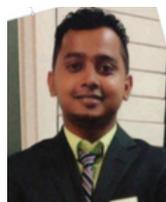
**Mustaqim  
Khan**



**Keshvi  
Sukul**



**Premika  
Charan**



**Shamal  
Chand**



**Nishal  
Murthi**

## SUSTAINABILITY MATTERS

**WE ARE VERY PLEASED AND EXCITED TO MAKE THIS EVENT AS SUSTAINABLE AS POSSIBLE TO REDUCE THE CARBON FOOTPRINTS ASSOCIATED WITH ATTENDING THE MEETING.**

**HERE ARE SOME OF MANY WAYS WE WILL BE PRACTISING SUSTAINABILITY:**

- **RECYCLING OF PACKAGING,**
- **REDUCE WASTE AS A WHOLE.**

**CLICK ON THIS LINK FOR FURTHER INFORMATION ON THE WAYS THE VENUE ARE HELPING TOWARDS A TRULY SUSTAINABLE EVENT.**

**ASK US HOW YOU CAN HELP.**





Hosted in collaboration with the Fiji National University at the Nasinu Campus based in Valelevu, Nasinu.



# WHY SPONSOR & EXHIBIT



Maximum exposure at a premier international industry Conference



Time to network with industry colleagues and key decision makers



The opportunity to demonstrate your company's commitment to the industry



An opportunity to build and reinforce strategic relationships



Stay connected to trends and issues



Access to a broad network of industry partners from the public and private sectors from Fiji & The Pacific Islands



Opportunity to present latest Innovations and new products or services to a pertinent audience



Showcase your expertise and capabilities, and educate the industry



Increased marketing opportunities including visibility on the Conference website and marketing materials



The chance to affiliate your brand with unique and dynamic Conference packages



**SPONSORING  
OPPORTUNITY**

Commitment levels vary and can be tailored to meet your marketing strategies.

Please contact us to find out more information:  
events@fimls.org.fj  
Jignesh Sharma  
Event Logistics Lead

## PROGRAM AT A GLANCE

1

FRIDAY 19<sup>th</sup> June  
9am - 4pm Lab Expo

3

SUNDAY 21<sup>st</sup> June  
8am - 9am Conference Registration  
9am - 4pm Conference Program  
9am - 4pm Lab Expo

2

SATURDAY 20<sup>th</sup> June  
8am - 9am Conference Registration  
9am - 5pm Conference Program  
9am - 4pm Lab Expo  
7pm - 9pm Cocktail & Dinner Event



# SPONSORSHIP AT A GLANCE



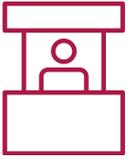
FIJI NATIONAL  
UNIVERSITY

<b>BENEFITS</b>	<b>GOLD \$15,000 FJD</b>	<b>SILVER \$10,000 FJD</b>	<b>BRONZE \$5,000 FJD</b>	<b>Event Partners</b>	<b>Media Partners</b>	<b>Social Events</b>	<b>Booth Cost</b>
Exhibitions Only	3m x 3m & 1 Table	2 Tables only	1 Table only			Available at a cost	Available at a cost
Booth Signage with Brand Logo and all walls to have company advertising and product feature information	✓						
Exhibitor Registration	3	2	1	1	1		
Dinner Ticket	3	1	Available at a cost	Available at a cost			
Welcome Cocktail Tickets	3	1	Available at a cost	Available at a cost			
Feature page for the 2026 event program booklet	Full page feature	Half page feature	Quarter page feature	Acknowledgment on Back Cover			
Branding integration merchandise related to event.	✓	✓	✓	✓			
Logo Placement and Acknowledgement in Supplementary Post event coverage in FT/Fiji Sun	✓	✓	✓	✓			
Naming rights to the event Cocktail & Dinner Night	✓						

BENEFITS	GOLD \$15,000 FJD	SILVER \$10,000 FJD	BRONZE \$5,000 FJD	Event Partners	Media Partners	Social Events	Booth Cost
Session/Function naming rights	✓						
Acknowledgement of sponsorship	✓	✓					
Banners at all events	✓	✓					
Promotional TV advert in mainstream media, Fiji TV, FBC, Walesi Screens and mentions on talk back shows	✓	✓	✓	✓			
One Advertisement on Derrick Samabula Campus, LED Large Screen	✓	✓	✓	✓			

**\$15,000 FJD**

# **GOLD SPONSORSHIP**



## **EXHIBITION**

- 3m x 3m booth with 1 Table, inclusive of Fascia printing of company name only.



## **REGISTRATION & SOCIAL EVENTS**

- Includes, 2 registrations for dinner event, 3 registrations for the exhibition and 1 registration for the welcome cocktail.

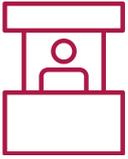


## **MARKETING & PROMOTION**

- Acknowledgement of sponsor in all sessions and side events
- Standup/Flag Banners at every event
- Promotional TV advert in mainstream media, Fiji TV, FBC, Walesi Screens
- Promotional branding on all event related media coverage
- Branding integration merchandise eg. Tote Bags, Hats, Umbrellas and other event related material.
- Featured acknowledgment during the weeklong events
- Logo placement on event brochures/flyers, digital posters, and promotional signage
- Feature page for the 2026 event program booklet (Full Page)

**\$10,000 FJD**

# SILVER SPONSORSHIP



## EXHIBITION

- 2 Tables, inclusive of Booth Signage with Brand Name



## REGISTRATION & SOCIAL EVENTS

- Includes, 1 registration for dinner event, 2 registrations for the exhibition and 1 registration for the welcome cocktail.

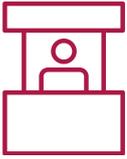


## MARKETING & PROMOTION

- Acknowledgement of sponsor in all sessions and side events
- Standup/Flag Banners at every event
- Promotional TV advert in mainstream media, Fiji TV, FBC, Walesi Screens
- Promotional branding on all event related media coverage
- Branding integration merchandise eg. Tote Bags, Hats, Umbrellas and other event related material.
- Featured acknowledgment during the weeklong events
- Logo placement on event brochures/flyers, digital posters, and promotional signage
- Feature page for the 2026 event program booklet (Half Page)

# BRONZE SPONSORSHIP

\$5,000 FJD



## EXHIBITION

- 1 Tables, inclusive of Booth Signage with Brand Name



## REGISTRATION & SOCIAL EVENTS

- Includes, 1 registration for the exhibition only. The social events are available at a reduced cost



## MARKETING & PROMOTION

- Acknowledgement of sponsor in all sessions and side events
- Standup/Flag Banners at every event
- Promotional TV advert in mainstream media, Fiji TV, FBC, Walesi Screens
- Promotional branding on all event related media coverage
- Branding integration merchandise eg. Tote Bags, Hats, Umbrellas and other event related material.
- Featured acknowledgment during the weeklong events
- Logo placement on event brochures/flyers, digital posters, and promotional signage
- Feature page for the 2026 event program booklet (Quarter page)

# EVENT PARTNERS



## REGISTRATION & SOCIAL EVENTS

- Includes, 1 registration for the exhibition only. The social events are available at a reduced cost



## MARKETING & PROMOTION

- Featured acknowledgment during the weeklong events
- Logo placement on event brochures/flyers, digital posters, and promotional signage
- Feature page for the 2026 event program booklet (Acknowledgment on back cover)

# MEDIA PARTNERS



## REGISTRATION & SOCIAL EVENTS

- Includes, 1 registration for the exhibition only. The social events are available at a reduced cost



# ADDITIONAL SPONSORSHIP OPPORTUNITIES



## LABORATORY STUDENT/ SPEAKER SPONSOR

\$2,000 FJD

Sponsor a speaker, keynote speaker or student to present during the two-day conference.



## WORKSHOP/BREAK OUT ROOM SESSION SPONSORS

\$3,000 FJD

Naming rights of the dedicated sponsored session. Limited opportunities with approval from committee. **(Exclusive Opportunity)**



## SPONSORING OUR SUSTAINABLE EVENT EFFORTS

\$4,000 FJD

Keeping to the goal of having a sustainable event we wish to have establish recycling stations and minimize the use of plastic bottles and decrease paper waste. **(Exclusive Opportunity)**



## TEA BREAK SPONSORS

\$2,000 FJD

Exclusive session sponsorship to your dedicated tea breaks during the 4 days of the event. **(Exclusive Opportunity)**



## EVENT MERCHANDISE & EVENT APPRECIATION PLAQUE SPONSOR

\$4,000 FJD

We would like to give this opportunity to sponsors to sponsor our event merchandise & Appreciation plaques which align to our aim to host a sustainable event. **(Exclusive Sponsorship)**



In the consideration for the environment, we will not be accepting flyers for inclusion of the delegate satchel. You are welcome to bring to the meeting to have available on your booth however downloadable brochure is preferred and can be accessed by delegates in attendance.

**MULTIPLE  
OPPORTUNITES  
\$5,000 FJD**

# EXHIBITION BOOTH ONLY



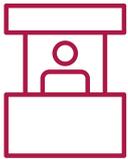
**3m x 3m Exhibition Booth with 2.8m white wall paneling. Inclusive of two tables and two chairs.**

## EXHIBITION



**2 x Exhibitor Registration (Inclusive of tea breaks during the two days Expo and welcome cocktail)**

## REGISTRATION



**Fascia sign with company name**

## COMPANY NAME



**One standard power feed (Max 4 amps loading) with one 2m extension cord.**



## MARKETING & PROMOTION

- Logo displayed on Meeting Holding Slides
- Delegate List supplied one (1) week before event (inc. First Name, Last Name and Organization (who provide consent)
- Opportunity to market your brands to participants from Fiji and the Pacific.



# ADDITIONAL EXHIBITOR REGISTRATIONS & SOCIAL FUNCTIONS



**\$800 FJD**

**1 x Exhibitor Registration (Includes all sessions, Morning and Afternoon tea breaks, lunches, access to the Exhibition, Welcome Reception and Dinner)**

**REGISTRATION**



**\$200 FJD**

**1 x Dinner Ticket Only**

**DINNER REGISTRATION**



**\$150 FJD**

**1 x Welcome Cocktail Ticket Only**

**WELCOME COCKTAIL REGISTRATION**



**CONTACT DETAILS**

Full Name:

Organisation:

Position:

Address:

Phone Contact:  Email:

**SPONSORSHIP PACKAGE** (please tick preference)

- Platinum \$50,000 FJD     Bronze \$5,000 FJD     Social Events Only
- Premium \$30,000 FJD     Event Partner     Dinner Tickets \_\_\_\_\_ (Number of tickets)
- Gold \$15,000 FJD     Media Partner     Cocktail Only
- Silver \$10,000 FJD     Exhibitor Only     Extra Registrations \_\_\_\_\_ (Number of registrations needed)

**ADDITIONAL SPONSORSHIP PACKAGE** (please tick preference)

- Laboratory Student Sponsors     Tea Break Sponsors
- Workshop/Breakout Room Session Sponsors     Event Merchandise Sponsor
- Sponsoring our Sustainable Event Efforts     Event Appreciation Plaque Sponsors

**EXHIBITION PACKAGE** (please tick preference)

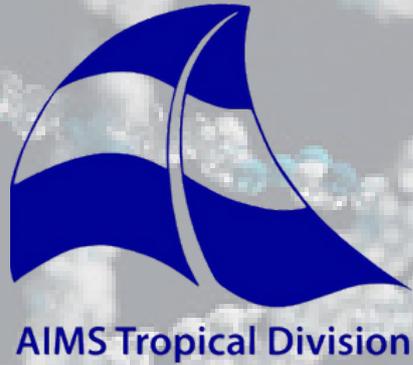
- Exhibition Only     Exhibition & Social Events Only

Name:  Sign:  Date:

Please email your completed form and Company Logo (PNG High Resolution) to [events@fimls.org.fj](mailto:events@fimls.org.fj)



# SPONSORSHIP & EXHIBITION PROSPECTUS



## Contact Us

For any sponsorship & Exhibition enquires please contact:

Email: [events@fimls.org.fj](mailto:events@fimls.org.fj)

Workshops Friday 19th June 2026					
Date	Time	Place	Topic	Cost	Sponsor
Saturday 20th June	8:30 - 17:00	The Ville - Coral sea Roo	Pre analytical	\$240(M) - \$320 (NM) - Includes day registration	
Saturday 20th June	8:30 - 17:00	The Ville - Ballroom	Point of Care	\$240(M) - \$320 (NM) - Includes day registration	
Friday 19th June	8:00 - 10:00	JCU	Parasitology	\$50.00	
Friday 19th June	8:00 - 10:00	JCU	Coagulation	\$50.00	
Friday 19th June	08:30 - 10:30	Jupiter's Ballroom 3	Blood banking	\$50.00	
Friday 19th June	8:30 - 10:30	Jupiter's Ballroom 1	Biochemistry Case Studies	N/C	
Friday 19th June	8:00 - 10:00	JCU	Haematology Morphology	\$50.00	

JCU - James Cook University situated at Douglas approximately 20 minutes from the conference venue.

Buses will be provided for workshops held on the Saturday morning to ferry delegates to and from workshops.

## Social Events

Date	Time	Place	Topic	Cost	Sponsor
Friday 19th June	18:30 - 21:30	The Ville - Pavilion 3 and	Cocktails	\$85.00	
Saturday 20th June	18:00 - 22:00	Ballroom 1&2	Conference Dinner	\$150.00	

**From:** [Philip Wakem](#)  
**To:** [Sharon Tozer](#)  
**Cc:** [Philip Wakem](#)  
**Subject:** RE: NZIMLS Donation  
**Date:** 2 December 2025 12:40:24 pm

---

Hi Sharon, You have absolutely nothing to apologise for. I know how busy it is for you, especially as the year is now coming to a close. I am just so grateful that the NZIMLS Council has generously been able to offer this donation, and as soon as the PPTC's activity plan is finalised for 2026, I will let you know which Pacific Island Country will benefit from an EQA assessment which the NZIMLS has once again sponsored.

Look after yourself, have a joyous Christmas and New Year and most of all a fantastically restful holiday.

God bless,

Cheers

Phil

**Phil Wakem** *NZCSc, Dip MLSc, MMLSc (Otago,NZ), LMNZIMLS, RNZMLS*  
**Chief Executive Officer**  
**Registered Medical Laboratory Scientist – Haematology Specialist**  
**Pacific Pathology Training Centre**  
**WHO Collaborating Centre for External Quality Assessment in Health Laboratory Services**  
**P.O.Box 7013**  
**Wellington**  
**New Zealand**  
**E-mail : [pptc@pptc.org.nz](mailto:pptc@pptc.org.nz)**  
**: [phil@pptc.org.nz](mailto:phil@pptc.org.nz)**  
**Tel: 64-4-389 6294 or 0272305483**



*Kia hora te marino, kia whakapapa pounamu te moana, kia tere karohirohi i mua i tou huarahi.  
May calm be spread around you, may the sea glisten like greenstone and the shimmer of summer  
dance across your path.*



---

***Promoting the advancement of Diagnostic  
Pathology knowledge and practice  
throughout the Asia-Pacific region***

---

**From:** [Pauline Downie](#)  
**To:** [Sharon Tozer](#)  
**Subject:** AHANZ Membership Renewal  
**Date:** 26 January 2026 11:52:53 am  
**Attachments:** [image001.png](#)

---

Hello Sharon,

I hope this message finds you well.

My name is Pauline Downie, and I am writing to introduce myself as the new AHANZ Administrator, having recently taken over the role from Nikky Winchester.

As part of my current work reviewing membership renewals for 2026, I noted that the New Zealand Institute of Laboratory Science was previously a member in 2022 but has not renewed since.

I wanted to make contact to see whether renewing your membership with AHANZ might be something you would consider. I would be very happy to provide an update on our recent work and discuss the benefits of membership.

Kind regards,

Pauline Downie  
Executive Admin



Collaboration, Cohesion, Coordination

**From:** [Melinda Paterson](#)  
**To:** [Sharon Tozer](#)  
**Subject:** NCPTS Final Newsletter  
**Date:** 18 December 2025 4:36:36 pm

---

Dear friends,

It is with a mix of gratitude tinged with the sadness that can come with moving on, that I write this final brief NCPTS newsletter. Melinda and I have been busy for over a year bringing the NCPTS as it has been to date to a close. The current contract with Awanui laboratories to run the NCPTS is coming to an end on 31 December 2025.

I look back with a lot of gratitude – for the opportunity to run ongoing training for laboratory scientists, technicians, pathologists and pathology registrars. Like you, I am truly committed to the value of the work we do every day we come to work. Assisting the pathology sector through to HPV primary screening has been particularly gratifying, but I am also very grateful to have been able to support and upskill cytology screeners, to training the stream of registrars qualifying as pathologists, and to support histopathologists through overseas expert workshops. I do believe that education makes a difference.

I have been greatly supported in this work. By Melinda, our NCPTS administrator who has kept me sane and kept the show on the road while I have been juggling a lot of balls in recent years, and Diane Kenwright, chair of our National Training Committee, who has been a steadfast enthusiastic supporter and innovative advocate for the training work. I am very grateful too, to the members of the National Training Committee over the years who have given their time and attention to advise and support our work, to the NCPTS cytoscientists who worked on the NCPTS Training team, to Wendy McBurnie for running the registrar training for several years, to those who have contributed talks and multiheader teaching sessions at our National Training Days and workshops and to all the people who have come as participants and engaged with the training programmes. Thanks also to the NCSP for the funding which made this all possible and to Awanui laboratories for their efficient and able administrative support as holders of the NCPTS contract. The future of the NCPTS training is changing but is not at all bleak! The NCSP are taking the training work inhouse, at least for the short term. Gwen Lawrence has been working with the NCSP for the past year and will be the training lead for laboratory staff next year. She will be in touch about future plans and new contact details regarding training matters shortly.

The RCPA are also stepping in to take over some aspects of registrar training. Because of the large number of registrar training sites across Australasia where cervical cytology is no longer reported, the College is developing education modules specifically in cervical cytology for the RCPA website. Diane Kenwright and I have been working closely with the RCPA this year to assist with devising the modules, some of which were shared at the Year 1-2 registrar workshops through the NCPTS website earlier this year. The RCPA will be providing information to current registrars next year.

The current NCPTS website is closing down in January. Email addresses for Melinda ([NCPTS@MedlabSouth.co.nz](mailto:NCPTS@MedlabSouth.co.nz) and [Melinda.Paterson@awanuilabs.co.nz](mailto:Melinda.Paterson@awanuilabs.co.nz)) and my [margaret.sage@medlabsouth.co.nz](mailto:margaret.sage@medlabsouth.co.nz) address will not be current after Christmas so please delete them from your contacts address books. We moved out of the NCPTS office at 93 Main South Road in Christchurch in December 2024.

I can still be contacted at 0226975159 and [margaret.sage@tewhatauora.govt.nz](mailto:margaret.sage@tewhatauora.govt.nz) next year, as I will still be working for the NCSP.

So finally, a huge thanks to everyone for participating, contributing and being part of the NCPTS.

With very best wishes,  
Margaret Sage,  
NCPTS Training Team Coordinator

Kind Regards,  
Melinda Paterson.