

# QUALIFIED MEDICAL LABORATORY TECHNICIAN (QMLT)



## Qualified Technician Examination Regulations 2024 Qualified Technician Examination Application Form 2024 NZIMLS Membership Application Form

The New Zealand Institute of Medical Laboratory Science offers to medical laboratory technician trainees or approved equivalent in a medical / veterinary laboratory, the qualifications known as the Qualified Medical Laboratory Technician (QMLT).

All correspondence relating to the QMLT examinations should be addressed to:

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**PLEASE ENSURE YOU READ ALL THE INFORMATION BELOW BEFORE APPLYING**

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## EXAMINATION SUBJECTS

Anatomical Pathology  
General  
Microbiology  
Phlebotomy

Biochemistry  
Haematology  
Molecular Diagnostics  
Transfusion Medicine

Donor Services  
Immunology  
Mortuary Services  
Transfusion Science – Component  
Processing

Specimen Services

Note: Not all subjects are offered every year

## Candidate Prerequisites for Enrolment in QMLT

1. Candidates must be employed as a medical laboratory technician trainee, or a NZIMLS Examination Committee approved equivalent, in an IANZ accredited diagnostic laboratory in New Zealand.
2. Candidates must have worked continuously in the subject before the examination and must have accumulated at least six (6) calendar months practical experience in the examination subject in a New Zealand laboratory at the time of sitting the examination. Please note it is not compulsory to sit the QMLT examination after six (6) months of practical experience.

## QMLT Qualification Information and Conditions

1. **NZIMLS Membership** – to undertake a NZIMLS Qualified Technician examination the candidate must be a financial member of the NZIMLS (or have submitted a valid membership application form) at the time of application and continue to be a member at the time of the examination. Non-members of the NZIMLS are **not** eligible to sit any examinations offered by the NZIMLS.

Candidates must **remain a current financial member** of the NZIMLS until such time as they have been awarded the QMLT qualification certificate, completed practical assessment and the required number of hours.

2. **Curricula and Practical Assessments** – copies of relevant curricula and practical assessments are available on the NZIMLS website at <https://www.nzimls.org.nz/qmlt-qml-pat-syllabi.html> and <https://www.nzimls.org.nz/qmlt-qml-pat-logbooks.html> respectively.
3. **NZIMLS Qualified Technician examinations** – held annually, the date for 2024 is **Saturday 05 October** for all QMLT examinations. All written examinations for the NZIMLS Qualified Technician examinations are of three hours duration.
4. **Requirements to the achieve the NZIMLS Qualified Technician Certificate candidate must:**
  - a. Gain a minimum of a C grade (50%) in the common examination component **and** a minimum of a C grade (50%) in the discipline specific component of the written examination.
  - b. Complete the relevant practical assessment within 12 months of successfully passing the QMLT examination.
  - c. Accumulate not less than 2,000 hours practical experience in the relevant discipline.

Once the candidate has successfully fulfilled the above requirements of the QMLT qualification and the results ratified by the Board of Examiners, a QMLT certificate will be issued to the candidate.

5. **Enrolment in NZIMLS Qualified Technician examinations** – candidates must complete both the examination application **and** the NZIMLS membership application (as required) and forward them **together with the fees** (by direct credit or credit card) to [admin@nzimls.org.nz](mailto:admin@nzimls.org.nz) before **20 April** each year. **No late applications will be accepted.**
6. **Refund of fees** – a refund of examination fees will be granted only under “exceptional circumstances” and must be requested in writing **before 1 September** of the year of the examination. Exceptional circumstances are defined as “circumstances which are beyond the control of the applicant”. All applications for refunds must be supported by a statement from either a Medical Officer or Charge Scientist supporting sickness or the negative impact of other personal circumstances. Any refund of fees will incur an administration charge of \$25.00.
7. **Withdrawal** – a candidate is able to withdraw at any time following notification to the NZIMLS in writing. No refund will be made. However, depending upon circumstances, examination fees may be rolled over to the following year only and must be requested **before 1 September** of the year of the examination. Requests for a roll over must be accompanied by applicable documentation, including a letter of support from your Supervisor.

8. **Non-transferable Fee** – examination fees are unable to be transferred to another candidate.
9. **Results notification** – the candidate will be notified in writing of their examination result by the NZIMLS. Under normal circumstances, the grading and results release process should be completed before 31 December.
10. **NZIMLS Qualified Technician certificate issue** – a certificate will be issued to each successful candidate once the candidate has successfully completed all components of the QMLT qualification.
11. **Awards** – each year, the overall top candidate of the NZIMLS Qualified Technician examinations will receive an award. Should the examination discipline have more than 30 candidates, then this discipline will have its own top candidate award. To be eligible for the award, the top candidate must achieve a minimum of a B+ grade (70%). The award will be presented at Conference or at the North or South Island or SIG seminar.
12. **Reassessment of examination script** – any candidate who has failed to pass the examination may request a reassessment of their script. This request must be received in writing by the Executive Officer **within two weeks** following the release of the results to the candidate. There is a cost to the candidate of \$75.00 to reassess the examination script. This payment must be included with the request for the script to be reassessed. In the event of the reassessment resulting in the candidate achieving a pass grade, the reassessment fee will be reimbursed to the candidate. Once the script has been reassessed, this is deemed to be the final examination result and no further correspondence will be entered into.
13. **Return of examination scripts** – examination scripts will be returned to candidates upon receipt of a written request **before the end of December in the year of the examination**. Once the scripts have been released, candidates are no longer able to apply for a reassessment and no further correspondence relating to the marking of the script will be entered into. There is a cost to the candidate of \$25.00 for the script to be returned. This payment must be included with the request for the script to be returned.
14. **Disabilities and injuries** – candidates who have a disability or injury which they believe will significantly impair their performance in QMLT examinations may apply to the NZIMLS for special assessment conditions. Applications must be made on the approved Application form (link here) and must be received by the NZIMLS office in time to be approved prior to the examination. The reason for applying for special assessment conditions must be specified and evidence is required to support the application. If a reader/writer is required, they must have no personal or working relationship with the candidate. Details of the nominated reader/writer if required, must be included on the special assessment application form.

The names of all candidates who require special conditions and are successful in their examination, will be notified to the Medical Sciences Council. The type of special condition will be notified however the reasons for the application will not be included. Candidates are responsible to retain copies of the application and supporting evidence as it may be required by Medical Sciences Council.

15. **Aegrotat applications** – are not available (see details re: impaired performance below).
16. **Impaired performance** – if for some reason (such as illness, recent bereavement, or other personal circumstances), the candidate believes their performance in the examination was impaired, the candidate may apply for an impaired performance consideration. All applications for impaired performance must be submitted on the approved application form (link here) and must be received by the Executive Officer before the date of the examination. Applications after the examination date will only be considered in exceptional circumstances and must be submitted within ten days following the examination. All applications for impaired performance must be supported by a statement from a Medical Officer, or the Charge Scientist (or equivalent) of the Department/Laboratory stating reasons for the consideration. All applications for impaired performance will be considered before the release of the final grades. The NZIMLS reserves the right to verify any claims in this respect. The names of any candidates who request consideration for impaired performance and are successful in their examination, will be notified to the Medical Sciences Council for their records. The reason for the impaired performance will not be included.
17. **Examination resources** - other resources are available on our website at <https://www.nzimls.org.nz/examination-resources> Please make use of these as they contain useful information relevant to your examination.