

SPECIAL INTEREST GROUPS GUIDELINES



Introduction

The New Zealand Institute of Medical Laboratory Science (NZIMLS) is the professional body representing Medical laboratory Scientists and Technicians as is the primary provider of Continuing Education in the field of Medical Laboratory Science in New Zealand. Ongoing continuing professional education helps members maintain competence and to develop as a medical laboratory professional.

The special interest groups were set up in 1989 and have a major role in the organisation of the NZIMLS continuing education programme and providing advice to council on matters pertaining to their discipline.

These are the agreed roles and guidelines governing the activities of the SIG's.

Objectives

1. Provide advice to the NZIMLS Council on matters pertaining to the medical laboratory science disciplines.
2. Provide members and associates of the NZIMLS with opportunities for continuing professional education through scientific meetings, seminars and workshops.
3. Nominate scientists, or appropriately qualified persons to act as examiners and moderators for NZIMLS examinations. The progression order is to first be an examiner before moving onto be a moderator.
4. Review QMLT syllabi and nominate person(s) to undertake reviews or moderations of University BMLS programmes as required.
5. Participate in the planning of the scientific programme at the Annual Scientific Meeting as requested by the scientific programme convener of the ASM.

Responsibilities

1. SIG's are accountable through the SIG convener to the NZIMLS Council via the designated council member co-coordinating SIG activities.
2. The SIG convener or council member shall produce an annual report on SIG activities for Council.
3. The NZIMLS Journal is available for advertising SIG activities and for SIG news. Material for the Journal **must** be with the Editor six weeks prior to each issue, ie by the 15th February (April issue), 15th June

(August issue), and 15th September (November issue). Material for publication must be provided in the appropriate form.

SIG Committees and Convenors

1. The SIG's are responsible for establishing the structure and composition of the SIG committee including the role of the convenor and should be ratified by the NZIMLS Council.
2. It is not mandatory for a SIG to have a committee.
3. Minutes of meetings of SIG committees shall be kept as a record and shall be available for auditing.
4. SIG convenors shall be current financial member of the NZIMLS.
5. The NZIMLS shall be notified of any changes of SIG convenors and/or committee members.

SIG Activities

1. The financial planning for all SIG events must go through the Executive Office of the NZIMLS.
2. Any continuing education programmes run by the SIGs shall be scheduled at least six weeks either side of the Annual Scientific Meeting. Written consent from council must be obtained if this is not possible
3. All activities conducted under the auspices of the SIGs shall be promoted and advertised as a NZIMLS Continuing Education activity.
4. Scientific meetings held by SIG's are eligible for CPD points and SIGs will issue NZIMLS CPD certificates to those attending CE activities. Approval of programmes and the provision of certificates of attendance must be processed through the Executive Office.
5. SIGs are encouraged to use the NZIMLS Journal and website for advertising activities.
6. Industry displays at SIG meetings are not considered appropriate and the industry should not be approached directly to support meetings in this way. The NZIMLS will coordinate any sponsorship offers.

Financial

SIG activities are supported by the NZIMLS in a number of ways. These are through the provision of financial support, the use of Executive Office facilities, and the provision of scientific meeting logistics. For meetings held under the auspices of the NZIMLS the Institute is financially liable and as such underwrites the activities of the SIG's. The Institute will continue to back SIG activities only if the following conditions are met:

1. Each SIG must provide a budget to cover anticipated expenditure. The budget shall be sent to the Executive Office in the early planning stages for ratification by Council.
2. The standard budget template for seminars is available from the NZIMLS executive office or the secretary / treasurer of the NZIMLS.

3. Other SIG activities not included in the annual budget must first be approved by the NZIMLS Council Executive.
4. Failure to provide detailed costings and obtain NZIMLS approval could result in the withdrawal of financial support by the NZIMLS of all outstanding debts, including GST payments.
5. The NZIMLS will not accept responsibility for any expenditure incurred without Council or Executive approval.
6. All financial activity of the SIGs must pass through an NZIMLS account so that the GST liabilities payable on the SIG activities can be met.
7. The annual statement of the financial activity of the SIG's will be published in the NZIMLS Annual Report.
8. All continuing education activities must recover costs from participants including a budgeted return of a minimum of a 20% to the NZIMLS to cover overheads. This does not include accommodation if included in the registration costs.
9. Organisers of SIG activities must discuss and reach agreement with speakers about expenses prior to any SIG activity. These must be costed and identified in any budget submitted to Council for approval.
10. The NZIMLS will fund the designated principle organizer to the SIG Seminar on the following conditions
 - The costs will include only registration, accommodation and travel.
 - Application needs to be made to the NZIMLS by the individual's employer in writing (email).
 - All bookings will be done by the NZIMLS if practical.
 - Only one person per SIG per year and only to the SIG seminar the individual is organising.
 - The costs are to be included in the SIG seminar budget.
 - Each application will be considered and approved by the executive on a case by case basis.
 - Does not include any SIG seminars associated with the annual NZIMLS ASM.
11. Non NZIMLS members attending SIG activities shall be charged an additional levy over and above that paid by members. It is recommended that this loading should be a minimum of 25%.
12. Standard registration fees for members and non-members should apply. Recommendation is \$120 per member and \$175 per non-member for a standard one day seminar.
13. In general SIG's should not solicit funds for SIG activities, however they may accept offers of financial support
14. Should sponsorship of awards for SIG seminars be offered, the awards are:
 - Best overall presentation at the amount of \$300
 - Best runner up presentation at the amount of \$200.