



**2008 Annual Report**

**COLLEGE OF  
MEDICAL  
LABORATORY  
TECHNOLOGISTS  
OF MANITOBA**



# Table of Contents

3	Vision, Mission, and Values
4	Code of Ethics
5	Council
6	Committees
8	Chair's Report
9	Registrar's Report
11	Board of Assessors Report
12	Canadian Institute for Health Information Report
13	Continuing Competency Program Report
14	Complaints Committee Inquiry Committee
15	Financial Statements and Auditor's Report

## **Vision**

Achieving excellence in the professional practice of Medical Laboratory Sciences.

## **Mission**

To protect the public by ensuring the practice of ethical and competent laboratory services by regulation of the profession.

## **Values**

- Professionalism
- Fairness
- Accountability
- Collaboration

(Used with permission of the College of Medical Laboratory Technologists of Ontario.)

## Code of Ethics

- Medical laboratory professionals are dedicated to serving the healthcare needs of the public. The welfare of the patient and respect for the dignity of the individual shall be paramount at all times.
- Medical laboratory professionals work with other health care professionals, to provide effective patient care.
- Medical laboratory professionals shall promote the image and status of their profession by maintaining high standards in their professional practice and through active support of their professional bodies.
- Medical laboratory professionals shall protect the confidentiality of all patient information.
- Medical laboratory professionals shall take responsibility for their professional acts.
- Medical laboratory professionals shall practise within the scope of their professional competence.
- Medical laboratory professionals shall endeavour to maintain and improve their skills and knowledge and keep current with scientific advances. They will uphold academic integrity in all matters of professional certification and continuing education.
- Medical laboratory professionals shall share their knowledge with colleagues and promote learning.
- Medical laboratory professionals shall be aware of the laws and regulations governing medical laboratory technology and shall apply them in the practice of their profession.
- Medical laboratory professionals shall practice safe work procedures at all times to ensure the safety of patients and co-workers and the protection of the environment.

(The College of Medical Laboratory Technologists of Manitoba adheres to the Canadian Society for Medical Laboratory Science Code of Professional Conduct as stated here. Used with permission of C.S.M.L.S)

## 2008 Council Members



Earl Slimmon  
Vice-Chair



Adam Chrobak  
Chair



Noelle Cater  
Secretary



Jocelyne Mabon  
Member at Large



Gerald Besyk  
Treasurer



Harvey Suski  
Member at Large



Kelly Moist  
Public Representative



Robert Harvey  
Public Representative



Robert Young  
Public Representative

## Registrar

Helmut Friesen

## Accountant

Robert J. Juniper  
RJ Accounting & Tax Service

## Board of Assessors

Dave Fotheringham, Chair	Winnipeg
Gloria Mactavish	Winnipeg
Tom Walus (Resigned October 2008)	Winnipeg
Theresa Wiwchar	Winnipeg

## Continuing Competency Committee

Linda Schroeder, Chair	Winnipeg
Joyce Agar	Brandon
Tammy Hardie (Resigned June 2008)	Winnipeg
Jocelyne Mabon	Portage la Prairie
Denise Sitter	Winnipeg
Danielle Bernier	Winnipeg
Nadine Sharpe	Winnipeg
Marijay Umali	Winnipeg
Corie Warkentin (As of September 2008)	Winnipeg

# Canadian Institute for Health Information

Gloria Mactavish

Winnipeg

## Complaints Committee

William Younger, Chair

Winnipeg

Guy Mullen

Altona

Donna Pacholok, Public Representative

Winnipeg

## Inquiry Committee

Darlene Dean, Chair

Winnipeg

Gloria Mactavish

Winnipeg

Leanne Matthes, Public Representative

Winnipeg





## Chair's Report

**Adam Chrobak, BSc MLT RT (Cytology)**

2008, has proven to be another year of challenges for the Council of the College of Medical Laboratory Technologists of Manitoba. The Council continues to develop and implement policies to build the foundations of the College, thereby meeting our legislative mandate.

In January 2008, the Council received the official list of Public Representative from the Manitoba government allowing the Council to appoint public representative to the Council, Complaints Committee and Inquiry Committee.

Early in the year the Council was requested to hear an appeal for registration. The Council upheld the decision of the Board of Assessors.

The Council developed and adopted Vision, Mission and Values statements to help guide the College. With permission of the Canadian Society of Medical Laboratory Sciences, the Council adopted a Code of Conduct to be followed by members of the College.

The Board of Assessors worked hard to develop and present to the Council a number of proposed policies to guide the Board in carrying out its duties. These policies include, Internationally Educated Medical Laboratory Technologists, Prior Learning Assessment and Return to Practice. All were approved by the Council.

The Continuing Competency Committee continues to develop tools and guidelines to assist members in meeting their continuing competency requirements for registration. These are posted on the CMLTM website.

This brings me to the next exciting and ongoing project for the CMLTM. Our web site went live in June. Please check it out at [www.cmltm.ca](http://www.cmltm.ca) for CMLTM news, updates and all the forms that may be required. In conjunction with the website, the CMLTM designed and adopted a logo which has received very positive feedback.

There was a call for nominees for election to the CMLTM Council. This resulted in three candidates for the urban seats and one for the rural seats on Council. The resulting election provided two new members to the Council and one returning member.

The CMLTM continues to seek out membership on health related committees to promote our profession. In that spirit the CMLTM applied for and was granted membership to the Manitoba Institute for Public Safety.

Once again, the CMLTM was able to provide support to the Manitoba Society of Medical Laboratory Technologists at their fall congress. Attendees were able to visit the CMLTM booth for information and feedback.

There are some new and exciting things to look for in the future including: a newsletter, the possibility of on-line renewals, and to hold the Annual General Meeting outside of Winnipeg.



## Registrar's Report

Helmut Friesen, MLT

2008, the second year of operation for the College of Medical Laboratory Technologists of Manitoba, brought on new challenges as we continued to implement requirements of the Medical Laboratory Technologists Act, the Regulations, and the By-Laws.

The greatest challenge we faced in 2008 was a lack of understanding and appreciation by medical laboratory technologists that the profession is now regulated. This resulted in a number of instances where individuals practising had not yet applied for registration and others who did not consider it necessary to renew their registration by the due date. In each case every opportunity was afforded the individual to comply with the requirements of the Act.

Two pieces of legislation that will impact on us in the near future are the "Agreement on Internal Trade" and the "Health Professions Reform Initiative". The latter is a provincial initiative that will see all Manitoba's regulated health professions come under new "umbrella" legislation. The Manitoba Health Legislative Unit has been consulting with the regulated health professions on a regular basis as this proposed legislation moves through the drafting stages. The Agreement on Internal Trade is a Federal/Provincial initiative with the objective to see greater mobility for people moving from one province to another to work. The requirements of this Act are proving to be somewhat of a challenge for many of the regulated health professions. This Act comes into force April 1, 2009.

Another challenge was changing our data base design and registration application/renewal forms to comply with the data elements required by the Canadian Institute for Health Information. Registrants are required to provide information requested on an annual basis.

Our office space, located at 499 Provencher Boulevard in Winnipeg, continues to serve us well. Signage has been put in place, allowing both registrants and the public to easily identify our location.

I wish to take this opportunity to thank the many of you who have in so many different ways supported the office of the registrar. The registrar also serves in the capacity of Chief Executive Officer of the College. This means the registrar has to attend to all the day to day details of managing the organization. The Council and Committees have provided much valued guidance.

Nearly seventy individuals attended the second Annual General Meeting held on October 4, 2008 at the Holiday Inn Winnipeg Airport West. Upon completion of the business, a hot lunch was served during which a question and answer session was conducted. This was most productive.



The registry totals as of December 31, 2008 are:

Active: General	928
Active: Limited	103
Conditional	17
Inactive	23
Inactive - Retired	19
Student	44
Rejected	3
File Closed	16
Total	1153

Note: the “File Closed” category includes voluntary withdrawals/resignations, no response to renewal notification, and moved out of province.



## **Board of Assessors Report**    David Fotheringham, MLT

In accordance with the Medical Laboratory Technologists Act, Regulations, and By-Laws the mandate of the Board of Assessors is to consider and decide on applications for registration.

In 2008, the Board of Assessors reviewed 48 applications with the following results:

Active General Registration Granted	14
Conditional Registration Granted	26
Conditional Limited Registration Granted	2
Inactive Registration Granted	3
Registration Not Approved	3

At the direction of the CMLTM Council, the Board of Assessors developed Terms of Reference for the Board of Assessors Committee. They were subsequently approved and adopted by Council.

A Policy guiding Re-Entry to Practice covering former MLTs was developed and approved by Council. In addition, we have developed an arrangement with the College of Medical Laboratory Technologists of Ontario to utilize their refresher course listings.

The Canadian Society for Medical Laboratory Science (CSMLS) has developed a new 2 stage process for Language Proficiency testing for Internationally Trained Medical Laboratory Technologist applicants. This 2 stage process has been incorporated into the CMLTM Internationally Trained Medical Laboratory Technologist policy.

As Chair, I wish to express my appreciation to the other members of the Board of Assessors; Gloria Mactavish, Tom Walus, and Theresa Wiwchar for their assistance and commitment.



# Canadian Institute for Health Information Report

**Gloria Mactavish, MLT**

The Canadian Institute for Health Information (CIHI) serves as a national coordination mechanism for health information in Canada. The databases it establishes in health care capture the current status of Canada's health system, health status of Canadians, and contributes to public dialogue on health and health care. These databases support human health resources monitoring, evaluation, planning, research, and policy activities.

CIHI has been working on a project to establish a database for Medical Laboratory Technology (MLT) in Canada since 2006. The stakeholders for this project, funded by Health Canada, are Health Canada, Statistics Canada, Research Advocates, Professional Associations, Public and Private Sector Organizations, Health Facilities, Regional Health Authorities and Ministries of Health. CIHI has been identified as the data custodian and the Provincial Colleges or Societies as the data providers.

The issues, privacy policy, practices, and collection of information for the Medical Laboratory Technology Database have been resolved and agreed to in principle. The data information will be stored in Canada and will not be shared with any other country.

A workshop, using a Data Dictionary, Data Submission Specification Manual and workshop workbook, was held to review the requirements, method and format for data submission. A Form Mapping Document that will serve as a guide for the design for the 2009 CMLTM Registration/Renewal Forms was devised and a Letter of Agreement (LOA) to be signed by the Data Providers and CIHI was finalized.

A meeting was held in Ottawa in May 2009 to review the process for form mapping and the collection of data for the database. Each jurisdiction was provided with a bound copy of the Medical Laboratory Technologists data Dictionary, the MLT Database HHR DDP Production Cycle Workshop Manual, a Data Submissions Specification Manual and an example of an HHR Report produced by CIHI. CIHI requested volunteers for the testing of the submission of reports for the database. The College of Medical Laboratory Technologists of Manitoba (CMLTM) participated.

The LOA was signed and returned to CIHI in July 2005. CMLTM received a one-time funding of \$10,000 from CIHI to be used toward establishing the MLT Database.

Manitoba's data file was completed and submitted to CIHI in August, 2008. CIHI will review all of the data files and provide each jurisdiction with a Data File Summary and Exception and Anomaly Reports in January 2009.



## **Continuing Competency Program**

**Linda Schroeder, MLT**

The mandate of the Continuing Competency Committee's is to develop the College's continuing competence program as required by the Medical Laboratory Technologists Act and Regulations. The committee reports and makes recommendations to the CMLTM council. The council has final decision making power.

In June of 2008 Tammy Hardie resigned after dedicating over two years to the committee. We thank Tammy for her contributions and insights. In September of 2008 Corie Warkentin joined the committee. Corie is the Clinical Instructor for Hematology at Health Science Center and St. Boniface Hospital.

### **2008 Committee Activities**

In 2008 committee released a document outlining the frame work of the Continuing Competence Program and the Continuing Competence Activity credit guide. These documents give members the information necessary to start work on compliance with the program and the first audit slated for June 2012. The documents were posted to the College website and are included as an appendix to this report. In addition presentations on the program are available on request to interested groups of technologists. Presentations given in 2008 include:

- Manitoba Congress for Medical Laboratory Technologists
- St. Boniface General Hospital (2)
- Central Medical Laboratory

During the year the committee reviewed and responded to member's questions, suggestions and concerns received by emails, and calls to the College as well as those raised at information sessions. Thank you to the members who contributed their thoughts and questions. The consideration of members' input was a favourite part of our meetings and greatly assisted us in forming our documents, processes and communications.

The Committee's main focus during the year was to complete work to develop the processes and documents that will form members Professional Portfolios. These include:

- Self Assessment Tool
- Continuing Competence Activity log sheets
- Resume/Career Summary templates
- Process to assess courses for CMLTM credit hours
- Process to Assess other Program credit hours for equivalence to CMLTM hours



## **Complaints Committee**

**William Younger, MLT MA BSc ART CAE**

There were no matters referred to the Complaints Committee for consideration during 2008.



## **Inquiry Committee**

**Darlene Dean, MLT BSc**

There were no matters referred to the Inquiry Committee for consideration during 2008.

