

2011 Annual Report

**COLLEGE OF
MEDICAL
LABORATORY
TECHNOLOGISTS
OF MANITOBA**



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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 Professional Conduct

- 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.)



2011 Council Members



Noelle Cater, MLT
Vice Chair



Earl Slimmon, MLT
Chair



Harvey Suski, MLT
Secretary



Jackie Tower, MLT
Member at Large



Gerald Besyk, MLT
Treasurer



Barbara Lyons, MLT
Member at Large



Robert Harvey
Public Representative

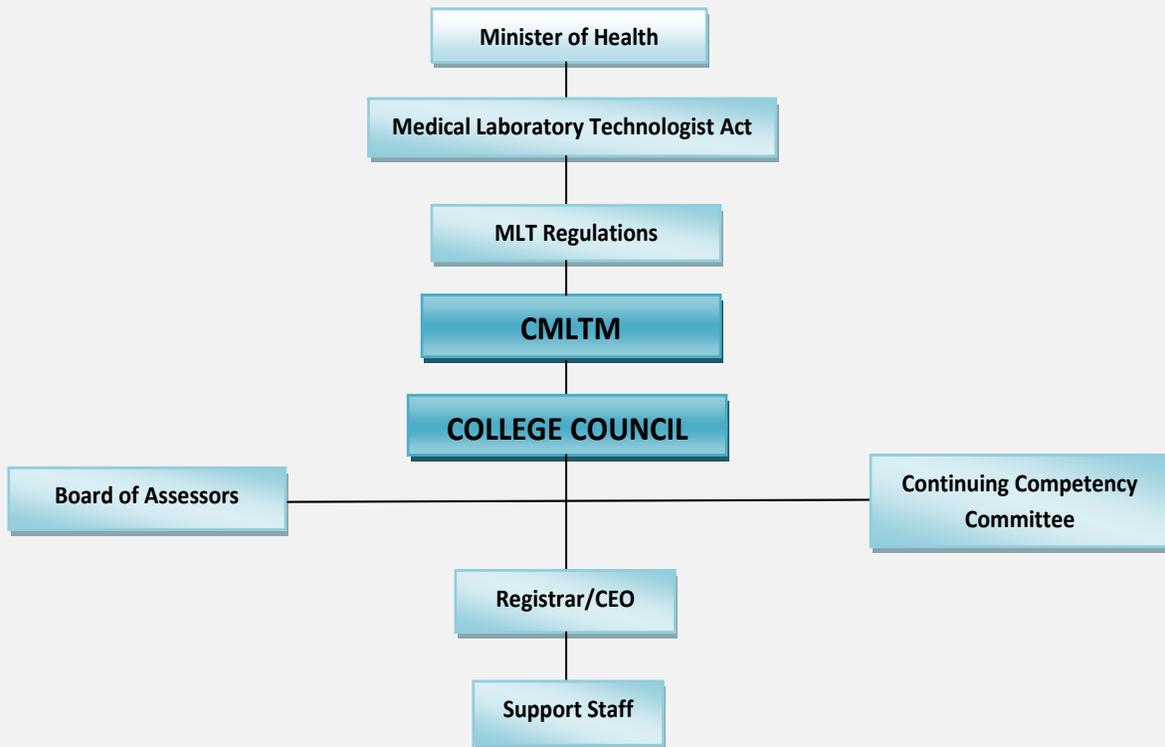


Robert Young
Public Representative

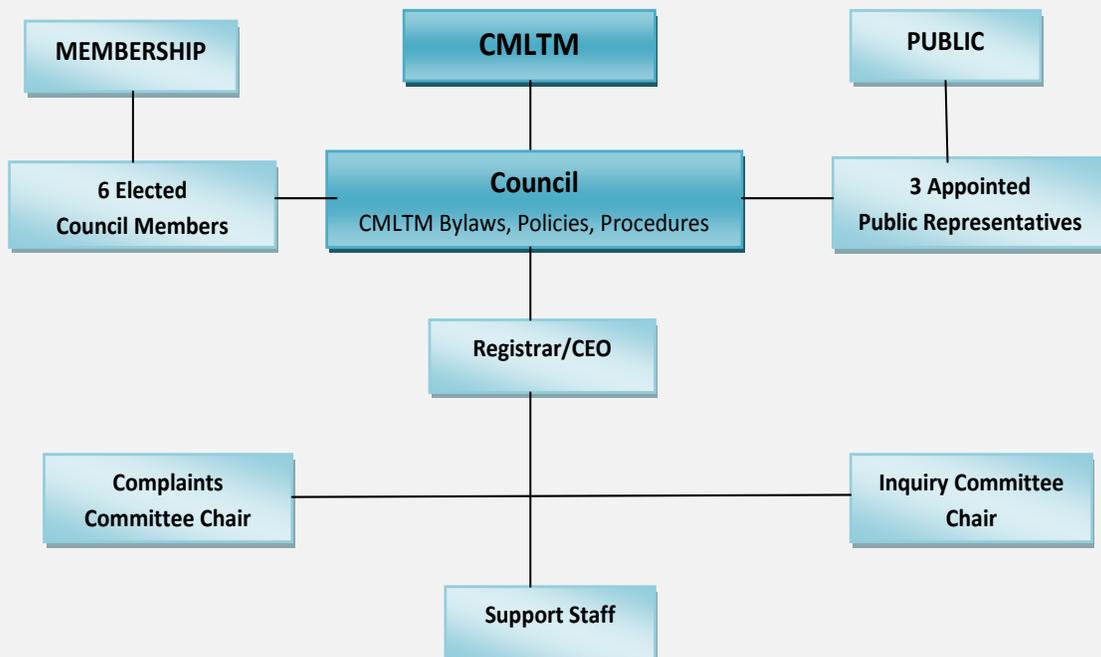


Kelly Moist
Public Representative

(Structural Organizational Chart)



(Functional Organizational Chart)



Registrar/CEO

Adam Chrobak, BSc, MLT

Accountant

F.H. Black & Company

Auditor

Alex Yaworski, B. Comm. (Hons.), CMA, CMC
PKBW Group Chartered Accountants & Business Advisors Inc.

Board of Assessors

Gloria Mactavish, MLT, Chair	Winnipeg
Camille Harrop, MLT	Winnipeg
Trevor Kotowich, MLT	Winnipeg
Tracey Pronyk-Ward, MLT	Winnipeg

Continuing Competency Committee

Linda Schroeder, MLT, Chair	Winnipeg
Daniele Bernier, BSc, MLT	Winnipeg
Corie Warkentin, ART	Winnipeg

Canadian Institute for Health Information (CIHI)

Adam Chrobak, BSc, MLT	Winnipeg
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Complaints Committee

Tammy Hardie, MLT, Chair	Winnipeg
Roberta Mack, MLT	Winnipeg
Donna Pacholok, Public Representative	Winnipeg

Inquiry Committee

Amber Stoyko, MLT, Chair	Winnipeg
Prudence Beaulieu, MLT	Winnipeg
Leanne Matthes, Public Representative	Winnipeg

CSMLS Council on National Certification (CNC)

Adam Chrobak, BSc, MLT	Winnipeg
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Manitoba Institute for Patient Safety (MIPS)

Adam Chrobak, BSc, MLT	Winnipeg
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Canadian Medical Association (CMA) Assembly of Health Science Professions (AHSP)

Adam Chrobak, BSc, MLT	Winnipeg
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Chair's Report

Earl Slimmon, MLT

It was again an honor to be selected by Council to be their Chairperson for the 2011 year.

The composition of Council was enhanced with a new member Jackie Tower and the return of Noelle Cater. Council convened six times throughout the year to conduct the affairs of the College. In addition, the Chairs for the Inquiry and Complaints Committees changed with Amber Stoyko and Tammy Hardie assuming these roles respectively.

Council continued its support of the Colleges representation and participation in, to name a few, the Canadian Medical Association Assembly of Health Sciences Professionals, the Canadian Society of Medical Laboratory Sciences led National Advocacy Committee/National Regulatory Committee (NAC/NRC), the Canadian Alliance of Medical Laboratory Professionals Regulators (CAMPLR) and the Manitoba Institute for Patient Safety (MIPS). Relationships with these organizations are integral in establishing CMLTM as the recognized regulatory body for the profession of Medical Laboratory Technologists in Manitoba.

As part of the ongoing commitment to ensuring public awareness of the College, the Council again supported the promotion of the College's existence and availability to the public through newspaper advertisements and billboards on "bus tails". The primary reason for the existence of the College is for the protection of the public and public awareness of this mandate is paramount.

After the last few years of setting up a formal organization, establishing an office for operations, and ensuring all of the required mandates of the regulatory act were achieved, the Council felt it was time for a pause to reflect and assess what has been done, what is missing and what needs to be done on an ongoing basis. To that end the Council looked at a Strategic Planning process and conducted its first session in late October 2011 with the facilitation of Ron Hayes from the Centre for Professional Excellence. A report of the session and a subsequent one was provided and the Council initiated actions with further actions to be undertaken by the 2012 Council. This will be an ongoing process and will effectively shape the directions of the College.

It was a pleasure to see the framed photographs of the Registrars and Councils of the last few years hanging on the walls in the Colleges meeting room. I would urge all College members to come to the office and see the individuals who have been at the leading edge of the College's existence and have done so much work to bring CMLTM to what it is today.

I want to personally thank all the Council Members, Committee Chairs/Members and the College Registrar/CEO Adam Chrobak for their dedicated participation in all CMLTM activities. As I leave the CMLTM Council I am confident there are very competent individuals continuing the business of the College. To reiterate what I have said before, we are fortunate to have technologists who recognize the need to "hold the profession accountable for the actions of its members as they relate to public safety, increase public confidence in the profession and increase the visibility and credibility of the profession in the eyes of both the public and other self-regulating health care professions".



Registrar/CEO's Report

Adam Chrobak BSc, MLT

A wise person once said, *"You are either moving forward or you are moving backwards. You are never standing still, even when it appears to be so."* Keeping this quote in mind, CMLTM has been making small but profound changes as it moves forward. The College and Council have undertaken a number of activities to promote its regulatory role.

Working with the Office of the Manitoba Fairness Commissioner (OMFC), we were able to develop an efficient system to collect and report required registration data on Internationally Educated Applicants (IEA). The OMFC felt it was important for other regulated professions in Manitoba to see how CMLTM/CSMLS evaluates IEA foreign credentials. That in mind, the OMFC funded Tania Toffner to present the CSMLS Prior Learning Assessment (PLA) process at an OMFC business meeting. Regulators from the other professions were impressed at how advanced MLTs are in this area. The OMFC conducted a plain language review of IEA informational documents available on the CMLTM website. A website upgrade was required to implement the resulting recommendations. An upgrade project to the CMLTM website was initiated in order to create a dedicated area for IEA registration information. This project was funded and evaluated by the OMFC.

CMLTM Council continues to identify the need for the Registrar to meet and discuss important issues with practicing MLTs in Manitoba. In 2011, I had the opportunity to attend the Manitoba Association for Medical Laboratory Science (MAMLS), Manitoba Congress of Medical Laboratory Sciences in Brandon. The Congress was very well attended and I had the opportunity to answer a number of questions. Council intends to continue to support these important visits as long as there is interest. If you would like a representative from CMLTM to attend a scheduled meeting, please feel free to contact CMLTM.

CMLTM Council has identified the importance in participating in the accreditation process of the MLT training programs in Manitoba. In 2011 CMLTM became a member of the Canadian Medical Association (CMA) Assembly of Health Science Professions (AHSP). In 2011 CMLTM participated in the accreditation of the DSM School of Diagnostic Cytology training program.

The Regulated Health Professions Act (RHPA) is an on-going project. Manitoba Health and Justice Department continues to work with the College of Physicians and Surgeons of Manitoba, College of Registered Nurses of Manitoba and The Manitoba Speech and Hearing Association as the first group of Regulated Health Professions in the development of Profession Specific Regulations to accompany the RHPA. CMLTM is in the process of reviewing our Regulations and will eventually be asking for your comments on the proposed changes.

During LabCon 2011, in Halifax, the Registrars of the MLT regulated Provinces met as the Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR). The goal of the alliance is to facilitate compliance with chapter 7 of the Agreement on Interprovincial Trade (AIT) and to set national minimal standards for registration to practice. The alliance will also facilitate the free flow of specific member information regarding registration from Registrar to Registrar as MLTs move between regulated Provinces. One of the important issues at this meeting was the signing of the Memorandum of Understanding (MOU) between the parties. The next steps will be to develop By-Laws and Guiding Principles.

CMLTM is in the process of implementing a new registry database. The new database will allow us to automate a number of the government required reports resulting in increased efficiency and a reduction in data errors. There will be a new “Members Only” log-in area on the CMLTM website created where members may change their profile information, renew registration and manage their Continuing Competency Professional Portfolio electronically. The new system will be in place mid-summer 2012.

Finally, I would like to thank all the members of the CMLTM Council and Committees for their continued support and encouragement in fulfilling my responsibilities as Registrar/CEO.

The CMLTM registry totals as of December 31, 2011:

Active: General	983
Active: Limited	95
Conditional	5
Inactive	24
Inactive: Retired	27
Student	73
Rejected	0
Total	1207
File Closed - Resigned	37

Note: The “File Closed” category consists of individuals who have resigned from CMLTM or who have not responded to the renewal process.



Board of Assessors Report

Gloria Mactavish, MLT

In accordance with the Medical Laboratory Technologist’s Act, Regulations and By-Laws, the mandate of the Board of Assessors is to protect the Public interest by ensuring an Applicant to the College of Medical Laboratory Technologists of Manitoba (CMLTM) is appropriately qualified to practice as a Medical Laboratory Technologist in Manitoba.

In 2011, the Board of Assessors reviewed 104 applications with the following decisions:

<u>Classification</u>	<u>Approved</u>
Active General Certificate to Practice	27
Active Limited Certificate to Practice	3
Conditional General Certificate to Practice	28
Conditional Limited Certificate to Practice	1
Conditional Certificates to Practice upgraded to Active	33
Status upgraded from Inactive to Active Certificate to Practice	9
Reinstated to Active Certificate to Practice	1
Registration Correction; Active General to Active Limited	1
Registration Not Approved	1

Three (3) Active General Certificates to Practice were relocations from other provinces (Ontario and Saskatchewan).

The Board of Assessors developed several policies that were approved by the CMLTM Council.

As Chair, I would like to express my appreciation to members of the Board of Assessors, Tracey Pronyk-Ward, Trevor Kotowich and Camille Harrop for their assistance, dedication and commitment in the past year.



Continuing Competency Program

Linda Schroeder, MLT

The mandate of the Continuing Competency Committee 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.

2011 Committee Members

Linda Schroeder, MLT (Health Science Center- Lab Central Services) Chair

Corie Warkentin, MLT (DSM Clinical Instructor)

Danielle Bernier, MLT (HSC- Cytogenetics)

2011 Committee Activities

The Committee worked on the following projects in 2011:

- Researched and prepared a briefing note outlining course assessment for Council's consideration.
- Worked on policies and processes to prepare for Continuing Competency audits to begin in 2012.
- Considered and responded to numerous member questions and concerns regarding the Continuing Competency Program.



Nomination Committee Report

Barbara Lyons, MLT

It is hard to believe another year has gone since we last announced candidates for CMLTM Council. There were three openings for Council members for the 2012 term, two seats in Division 2 (Rural), and one in Division 1 (Winnipeg).

Council was pleased to receive nominations for each of the vacant positions, meaning there will be three new faces on Council for the 2012 term.

I would like to thank those nominating and those letting their name stand, as this is a very important contribution to the work of regulating our professions in this province.

Our new members are as follows: Matthew Klassen from Steinbach—division 2, Tiana Baskin from Oakbank (Division 2) and Jumir Encarnacion from Winnipeg—Division 1.

Thank you to our outgoing councillors Earl Slimmon, Gerald Besyk and Harvey Suski. All three of these councillors have served more than one term and were on the first CMLTM Council. They have put in many hours of volunteer time building CMLTM on our behalf. It has been a pleasure to work with them.

It is encouraging that adequate nominations were received to fill the vacant seats. I would encourage all members to consider allowing their name to stand for nomination next year, or participate in nominating a fellow member. There are a number of members with valuable talents and opinions to bring to Council.

I would like to congratulate the new Council members on their appointments and thank Adam Chrobak (Registrar/CEO), Council, and Committee members for all of their hard work and dedication on our behalf.



Complaints Committee

Tammy Hardie, MLT

The College received two complaints in 2011 of professional misconduct. The first complaint involved a member with a Conditional Certificate to Practice. The member was unable to fulfill the requirements of the Certificate to Practice and voluntarily surrendered their Certificate to Practice. The second complaint has been thoroughly investigated and is currently under review.

The College recognizes the importance of educating employers and members regarding their obligations to notify the College of employee disciplinary actions, terminations, suspensions, or resignations related to incidents of professional misconduct, and/or incompetence as outlined in sections 62(1) and 63(2) of the Medical Laboratory Technologists Act, and the Professional Code of Conduct and will be making this a priority in 2012.

Inquiry Committee

Amber Stoyko, MLT

There were no matters referred to the Inquiry Committee for consideration during 2011.



G R O U P

CHARTERED ACCOUNTANTS
& BUSINESS ADVISORS INC.

INDEPENDENT AUDITORS' REPORT

To the Members of the College of Medical Laboratory Technologists of Manitoba:

The accompanying summarized financial statements, which comprise the summarized balance sheet as at December 31, 2011 and the summarized statement of operations for the year then ended, are derived from the audited financial statements of College of Medical Laboratory Technologists of Manitoba for the year ended December 31, 2011. We expressed an unmodified audit opinion on those financial statements in our report dated May 16, 2012.

The summarized financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summarized financial statements, therefore, is not a substitute for reading the audited financial statements noted above.

Management's Responsibility for the Summarized Financial Statements

Management is responsible for the preparation of a summary of the audited financial statements in accordance with the basis described in Note 1.

Auditor's Responsibility

Our responsibility is to express an opinion on the summarized financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary Financial Statements."

Opinion

In our opinion, the summarized financial statements derived from the audited financial statements of College of Medical Laboratory Technologists of Manitoba for the year ended December 31, 2011 are a fair summary of those financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

PKBW Group

Winnipeg, Manitoba
May 16, 2012

CHARTERED ACCOUNTANTS
& BUSINESS ADVISORS INC.

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2011**

	<u>2011</u>	<u>2010</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 362,137	275,940
Temporary investments	236,000	236,000
Accounts receivable	6,714	6,870
Prepaid expenses	<u>16,970</u>	<u>2,363</u>
	621,821	521,173
TANGIBLE CAPITAL ASSETS	<u>44,136</u>	<u>23,870</u>
	<u>\$ 665,957</u>	<u>545,043</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 51,076	14,276
Deferred revenue	<u>359,819</u>	<u>364,047</u>
	410,895	378,323
DEFERRED LEASE INDUCEMENT	<u>5,057</u>	<u>6,502</u>
	<u>415,952</u>	<u>384,825</u>
NET ASSETS		
Invested in tangible capital assets	39,079	17,368
Internally restricted	170,000	170,000
Unrestricted	<u>40,926</u>	<u>(27,150)</u>
	<u>250,005</u>	<u>160,218</u>
	<u>\$ 665,957</u>	<u>545,043</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2011**

	<u>Invested in Tangible Capital Assets</u>	<u>Internally Restricted</u>	<u>Unrestricted Net Assets</u>	<u>2011</u>	<u>2010</u>
BALANCE, BEGINNING OF YEAR	\$ 17,368	170,000	(27,150)	160,218	232,786
Excess (deficiency) of revenue over expenses	-	-	89,787	89,787	(72,568)
Purchase of tangible capital assets	34,167	-	(34,167)	-	-
Amortization of tangible capital assets	(13,901)	-	13,901	-	-
Amortization of deferred lease inducement	1,445	-	(1,445)	-	-
BALANCE, END OF YEAR	<u>\$ 39,079</u>	<u>170,000</u>	<u>40,926</u>	<u>250,005</u>	<u>160,218</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2011**

	<u>2011</u>	<u>2010</u>
REVENUE		
Member fees	\$ 388,101	226,916
Grants	12,669	5,733
Interest income	3,778	2,177
Amortization of deferred lease inducement	<u>1,445</u>	<u>722</u>
	<u>405,993</u>	<u>235,548</u>
EXPENSES		
Advertising	17,257	458
Amortization of tangible capital assets	13,901	5,217
Bank charges	8,914	7,931
Business tax	-	477
Committee and program expense	50,435	34,155
Database and website costs	4,867	24,284
Membership and Fees	3,575	-
Occupancy costs	28,498	25,083
Office and miscellaneous	23,814	22,319
Postage and courier	6,232	26,560
Professional fees	27,506	31,328
Professional development	419	-
Project	11,850	5,733
Staff and contractors	113,670	118,959
Telephone, internet and fax	<u>5,268</u>	<u>5,612</u>
	<u>316,206</u>	<u>308,116</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 89,787</u>	<u>(72,568)</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
NOTE TO SUMMARIZED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011**

1. BASIS OF PREPARATION

The summarized financial statements have been prepared from the audited financial statement for the year ended December 31, 2011 on the following basis:

- (a) The summarized financial statements include the complete statements of financial position, changes in net assets and statement of operations as well as information noted to the complete financial statement dealing with matters having a pervasive or otherwise significant effect on the summarized financial statements.

The complete financial statements, including notes to the financial statements and the independent auditors' report are available upon request by contacting the organization's office.



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Technologists of Manitoba**
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