



**COLLEGE OF MEDICAL
LABORATORY TECHNOLOGISTS
OF MANITOBA**

2 0 1 4 A N N U A L R E P O R T



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Governance Processes

Professionalism:

By ensuring our members participate in continual competency and maintaining up to date training.

Integrity:

The College will conduct itself in a fair and honest manner. Our business will be conducted in a transparent manner to our members and the public.

Accountability:

We must be accountable to the public, government, and our members by following policy and conducting investigations in a fair, equitable and confidential manner.

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 practice 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 the permission of C.S.M.L.S.)

2014 Council



Jumir Encarnacion, MLT
COUNCIL CHAIR



Matthew Klassen, MLT
COUNCIL VICE-CHAIR



Odarka Demchenko, MLT
SECRETARY



Jackie Tower, MLT
TREASURER



Noelle Cater, MLT
MEMBER AT LARGE



Barb Lyons, MLT
MEMBER AT LARGE



Robert Harvey
PUBLIC REPRESENTATIVE

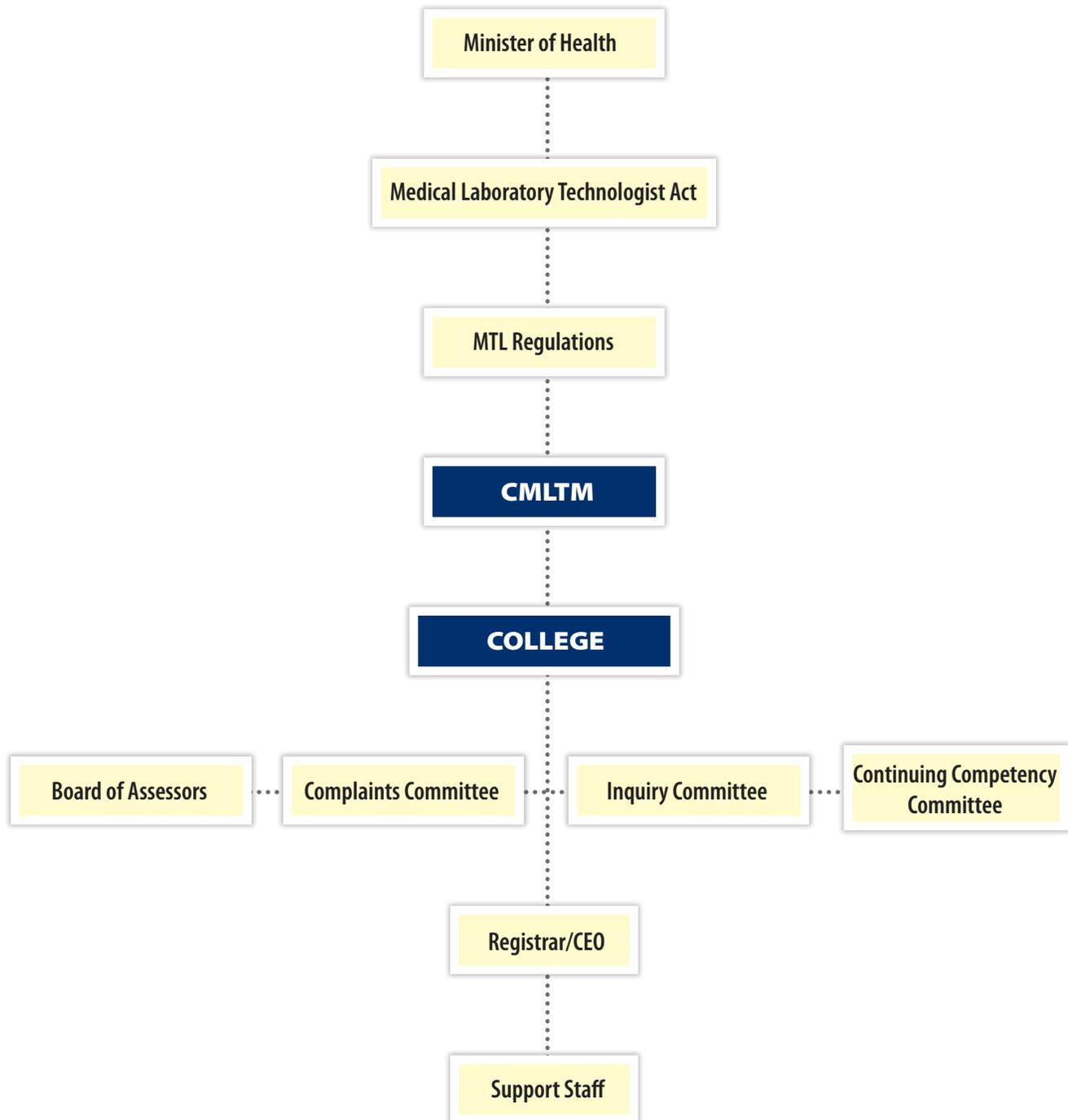


Robert Young
PUBLIC REPRESENTATIVE

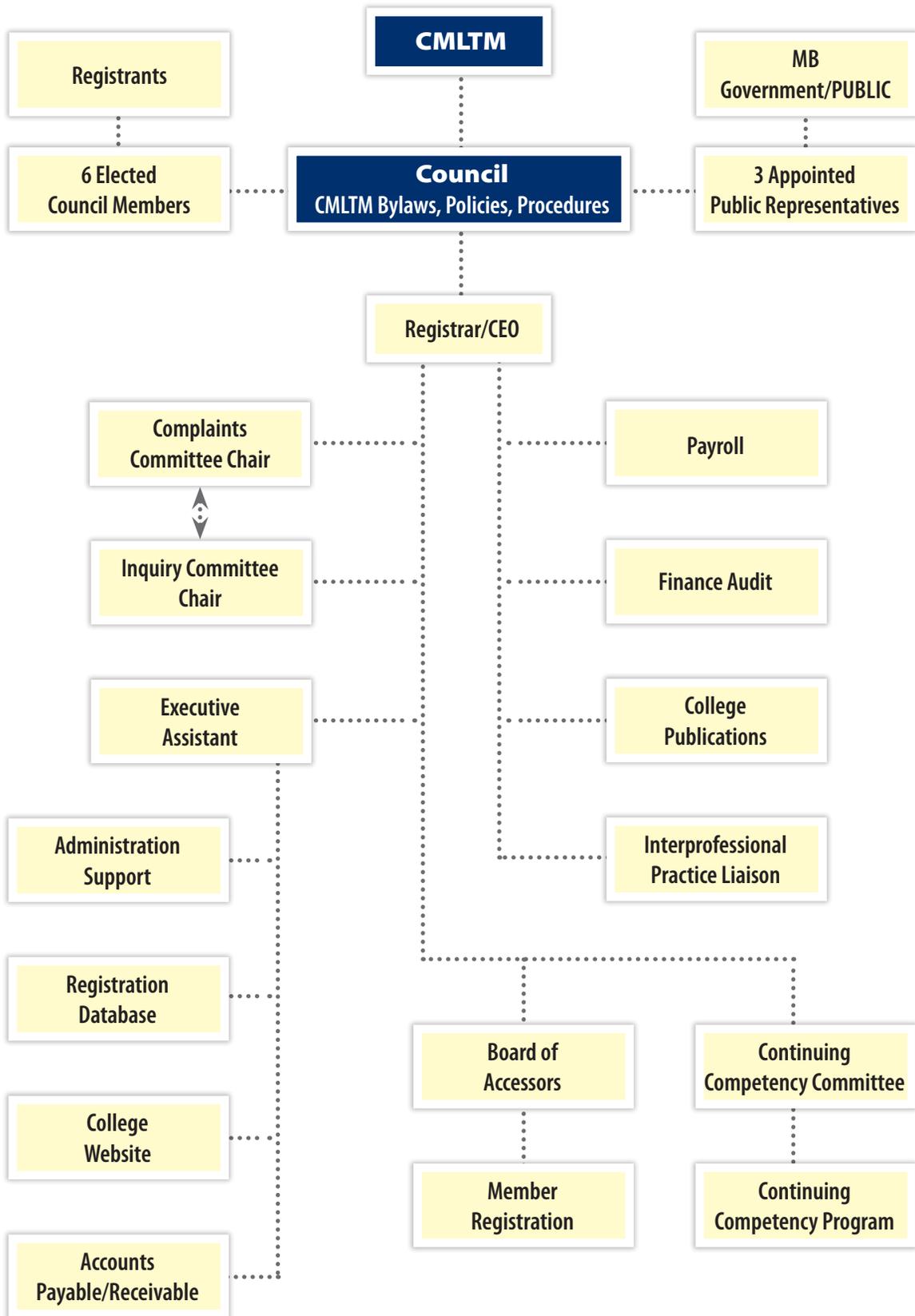


John Schwandt
PUBLIC REPRESENTATIVE

Structural Organizational Chart



Functional Organizational Chart



Committee Members

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
	Henri Beaubien, MLT	Winnipeg
	Tammy Toutant, MLT	Winnipeg
	Procelita Tulio, MLT	Winnipeg
Canadian Institute for Health Information (CIHI)	Adam Chrobak, BSc, MLT	Winnipeg
Complaints Committee	Melanie Grafton, MLT, Chair	Winnipeg
	Rose Nienhuis, MLT	Winnipeg
	Erin Martin, MLT	Winnipeg
	Matthew Klassen, MLT	Steinbach
	Donna Pacholok, Public Representative	Winnipeg
	Michelle Masserey, Public Representative	Winnipeg
Inquiry Committee	Bonnie Grahame, MLT, Chair	Winnipeg
	Bitia E. McVeigh, MLT	Winnipeg
	Leanne Matthes, Public Representative	Winnipeg
CSMLS Professional Standards Committee (PSC)	Adam Chrobak, BSc, MLT	Winnipeg
Manitoba Institute for Patient Safety (MIPS)	Adam Chrobak, BSc, MLT	Winnipeg
Canadian Medical Association (CMA) Assembly of Health Science Professions (AHSP)	Adam Chrobak, BSc, MLT, Vice-Chair	Winnipeg

Council Chair's Report

Jumir Encarnacion, MLT



The year 2014 has been a successful and busy year for the Council. As such, I was honored to serve as your Chair and will continue to support all endeavors and undertakings.

I wish to recognize Jackie Tower, Odarka Demchenko and Noelle Cater as they leave the Council after years of service. Such service takes time and energy. Their contribution has been much appreciated. As we go forward we welcome fresh ideas from the new Council members, Sandy Brooks, Marijay Umali and Brad Collignon.

The Council continually supports the College's involvement with other health regulatory organizations such as; the Manitoba Institute for Patient Safety (MIPS), Canadian Society for Med Lab Sciences (CSMLS), Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR) and Manitoba Association for Med Lab Science (MAMLS). Relationship with these organizations is an integral part in establishing CMLTM as the recognized regulatory body for the profession of Medical Laboratory Technology in Manitoba and as we strive to lay the groundwork to regulate all Medical Lab Assistants in the province.

In keeping up with the emerging technologies to be more environmentally conscious, CMLTM is phasing out all paper communications such as our newsletter, the nominations letter and the renewal forms. This will significantly reduce the cost in printing and postage. All communications will now be through e-mail.

CMLTM did a major upgrade in our database and website by enhancing the security features and streamlining the upload process for the Continuing Competency Portfolios.

As self-regulating health practitioners, MLTs are accountable by Legislation and Standards of Practice. Hence, our ongoing commitment to ensure public awareness by launching new videos, bus signage and newspaper advertisements.

As I have attended and participated in education sessions and workshops throughout the year, many Council and Committee members have also dedicated their time for Board Education training with the Crown Corporation of Manitoba. It is vital that we continually enhance our knowledge in regulation and governance.

To all my fellow MLTs, join me in celebrating our contribution to the health care system of Manitoba as competent and accountable practitioners.

I wish continued success in safeguarding the public.

Public Representatives' Report



Robert Harvey
Appointed 2008



John Schwandt
Appointed 2011



Robert Young
Appointed 2009

The governing Council of the College of Medical Laboratory Technologists of Manitoba (CMLTM) includes Public Representatives.

The Public Representatives to the CMLTM Council are:

- Nominated by the Minister of Health
- Appointed by Council
- Responsible for monitoring the public interest from a governance viewpoint within CMLTM
- Expected to bring expertise and advisory capabilities to the Council.

As 2014 comes to a close we wish to record in your Annual Report our following observations:

1. The College of Medical Laboratory Technologists of Manitoba is meeting its obligations as the body charged with regulation of the profession. Under Council leadership the responsibilities of the College are met chiefly by the office of the Registrar, the Board of Assessors, and supporting Committees.
2. We are impressed with the quality of staff and also of the volunteers involved in the leadership, and governance of the College.
3. We generally commend the level of discourse, and the commitment to conscientious governance, that we observe at Council, and in the issues and policy decisions brought to Council. As well, as the sensible policy developments being framed by the Council, we congratulate the commitment to annual Strategic Planning activities.
4. Although it is not unusual for provincial organizations to be led and even dominated by Winnipeg representation, we do recommend that CMLTM recruit more volunteers from the rest of Manitoba to fill roles in its audits, governance and leadership.

All stakeholders in the College, including registered MLTs, the patient public, other health care professionals and the leadership of Manitoba Health, may be assured that they are well served by the CMLTM.

Registrar/CEO's Report

Adam Chrobak, BSc, MLT



CMLTM continues to work toward fulfilling its mandate of public protection.

“Quality is not an act, it is a habit.”
-Aristotle

During the most recent CMLTM strategic planning sessions, CMLTM Council has decided to create a part-time Deputy Registrar position. In anticipation of this new staff position, CMLTM Council decided that it was time for CMLTM to purchase a building for the CMLTM office. As of July 1, 2015 the CMLTM office will be at 245 Lilac Street, Winnipeg, MB, R3M 2S2. This new office and new staff position will allow CMLTM to work on new and exciting projects. Please continue to check the CMLTM website for more information.

CMLTM continues to work toward the regulation of medical laboratory assistants. The majority of the complaints CMLTM receives from the public regard the practice of medical laboratory assistants. CMLTM conducted stakeholder consultations which confirmed the need for medical laboratory assistant regulation. CMLTM Council approved a position statement on the regulation of medical laboratory assistants. CMLTM, as well as the other MLT regulators in Canada, continue to work toward the regulation of medical laboratory assistants. CMLTM plans to hold information sessions highlighting the importance of self-regulation.

Internationally Educated Medical Laboratory Technologists (IEMLT) continue to have a difficult time preparing for the CSMLS exams and integrating into the Canadian laboratories. IEMLTs have indicated that they need help. CMLTM is in the process of developing a mentorship program designed to help IEMLTs and new grads as they prepare to write the CSMLS exam. Information about the mentorship program will be posted on the CMLTM website.

In an effort to be more environmentally and financially responsible, CMLTM will be phasing out regular mailings for communications. By the end of 2015 most CMLTM communications will be through email. CMLTM registrants are encouraged to ensure that CMLTM has their most current email address.

The CMLTM registry totals as of December 31, 2014:

Active: General.....	919
Active: Limited	75
Conditional	11
Inactive.....	49
Inactive: Retired.....	27
Student.....	70
Rejected.....	0
Honorary.....	3
Total.....	1154

Board of Assessors Report

Gloria Mactavish, MLT



In accordance with the Medical Laboratory Technologists Act, Regulations and By-Laws, the Board of Assessors (BOA) is a standing committee whose mandate 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.

During the period January 1, 2014- December 31, 2014 the Board of Assessors reviewed one hundred eighteen (118) applications with the following decisions:

Classification	Approved
Active General Certificate to Practice.....	29
Active Limited Certificate to Practice	2
Conditional General Certificate to Practice.....	39
Conditional Limited Certificate to Practice	2
Conditional Certificates to Practice upgraded to Active	28
Status upgraded from Inactive to Active Certificate to Practice	14
Reinstated to Active Certificate to Practice.....	4
Extension of an Active Conditional Certificate to Practice	0
Registration Not Approved	0

Thirteen (13) Active General Certificates to Practice were relocations from another province, nine (9) from Ontario, one (1) from Saskatchewan, and three (3) from Alberta.

Two (2) Active Limited (Clinical Genetics) Certificates to Practice were re-locations from another Province, one (1) from British Columbia and one (1) from Alberta.

Two (2) Conditional General Certificates to Practice were re-locations from another province, one (1) from Ontario, and one (1) from Newfoundland.

Two (2) of the Conditional Certificates to Practice upgraded to Active were Limited Certificates to Practice, two (2) Clinical Genetics, both from British Columbia.

The Board of Assessors revised policy BOA-6, Re-entry to Practice.

The Board of Assessors applied consequences to one (1) Medical Laboratory Technologist who failed to comply with the Continuing Competency Standards.

The Board of Assessors reviewed and updated the CMLTM refresher courses.

The Board of Assessors was satisfied with the Diagnostic Services of Manitoba proposal for the gap training in Histology for Cytology Technologists,

As Chair, I would like to express my sincere appreciation to the 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 Committee Report

Linda Schroeder, MLT



2014 Audit Schedule

Three audit sessions were held in 2014 with a total of 204 members audited. The majority of audited members passed on initial audit. The table below outlines the audit results for the year.

Result Category	March 8	June 7	November 8	Total
Pass	41	36	39	116
Pass Less than 5 years	13	19	13	45
Marginal Pass		2		2
Incomplete submission	3	2		5
Fail Activities	6	7	9	22
Fail Documentation	2	1	5	8
Fail Activities and Documentation		5		5
Fail Less than 5 years	1			1
Total portfolios	66	72	66	204

¹ Less than 5 year refers to members with less than 5 years Canadian practice experience. The 5 year minimum practice hours and continuing education hours would not apply to these audits. A fail would be due to missing documentation.

² Marginal Pass category includes submitted CE completed in the year of audit that was reassigned to the 5 year audit period to meet required hours.

³ Incomplete submissions are portfolios submitted without log sheets and or improperly completed log sheets that prohibit auditing. Submitters are given one month to resubmit portfolio with properly completed log sheets.

New members:

Henri Beaubain

Returning members:

Daniele Bernier

Tammy Toutant

Procelita Tulio

Linda Schroeder

Auditor Training

All auditors must sign an oath of office, an oath of confidentiality and participate in auditor training. Every audit session begins with a training program that covers basic auditing principles, lessons learned from previous audits and an interactive CE classification session. This training format ensures ongoing auditor training and ensures new auditors can start at any time.

Committee Activity

The committee attends every audit session and conducts a post audit meeting to complete the audit result letters. The committee also met in August to consider audit process improvements, requests to approve their CE programs and members' concerns. In addition to face to face meetings the committee consulted electronically to address members' questions and concerns.

In 2014 a new policy on the acceptability of repeat CE courses was introduced "CCC-3 Eligibility of Repeat Courses for the Continuing Competency Program". Members were informed of the policy through the CMLTM newsletter. In addition the Continuing Competency Program Handbook was updated to include the policy and process changes and clarify areas members found confusing. The CE log sheets were updated to include a column for auditor comments. The new Handbook and log sheets are posted to the website. The committee utilized the CMLTM newsletter to call for volunteer auditors and provide members with tips on completing log sheets and submitting portfolio information for audit.

Nomination Committee Report

Barbara Lyons, MLT



I would like to thank everyone who participated in the CMLTM 2014 election process. There were two openings for Council members in Division 1 (Within Winnipeg) and one in Division 2 (Outside of Winnipeg).

The election process every year is important to our organization in that the membership has the opportunity to influence decision making by participating in the choice of candidates for Council. To all of you who nominated members, let your name stand, or voted; Council thanks you.

This year, for the first time in many years there were enough candidates to come forward in Division 1 to hold an election. This is very encouraging in that members are engaging and helping Council and our Registrar. There were no nominations for Division 2 received by the July 5th deadline. Council has appointed a CMLTM member from outside Winnipeg for this vacant Council seat.

The elected candidates for 2015 in Division 1 are Marijay Umali, and Brad Collignon

The appointed candidate for 2015 in Division 2 is Sandra Brooks

I would like to take this opportunity to thank our outgoing Councilors for their work with the CMLTM on our behalf.

Inquiry Committee Report

Bonnie Grahame, MLT



Members:

Bonnie Grahame, chair

Leanne Matthes, public representative

Bitia McVeigh

The committee met in October, 2014 to discuss the process of decision making when a matter is referred to the committee.

There have been no matters referred to the committee in 2014.

Complaints Committee Report

Melanie Grafton, MLT



In 2014, the Complaints Committee was comprised of the following members:

- Matthew Klassen, MLT
- Rose Nienhuis, MLT
- Erin Martin, MLT
- Donna Pacholok, Public Representative
- Michelle Masserey, Public Representative
- Melanie Grafton, MLT, Committee Chair

The Committee met four (4) times throughout the year.

During the year the Committee members did a significant amount of work on the Procedure for Management of a Complaint and the Auditor's Handbook. Both of these documents were presented at the CMLTM Strategic Meeting in September 2014. Final revisions are currently underway and are anticipated to be presented to Council for approval by fall 2015.

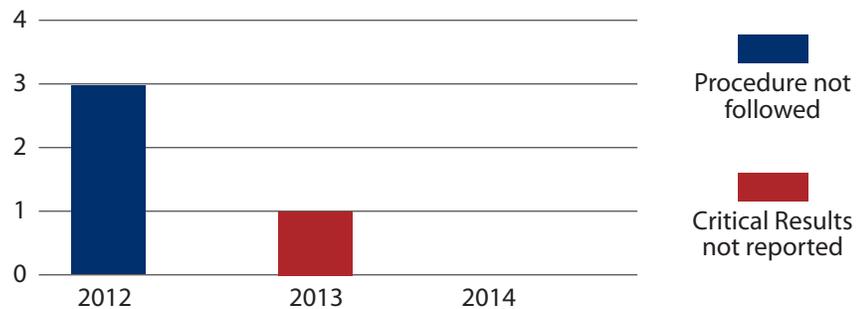
I would like to thank all of the Committee members for their dedication in the document development and I would like to recognize Noelle Cater, Past CMLTM Chair for her contributions in the development of the Auditor's Handbook.

There were no formal complaints received during the 2014 year.

Below is a comparison of complaints managed since 2012.



Sadly we pay our condolences to the family and friends of Michelle Masserey. On September 6, 2014 Michelle lost her battle with Cancer. While she was only with CMLTM and the Complaints Committee a short time, she will be missed and fondly remembered.



I would like to remind you that any person may make a complaint to the Registrar of CMLTM if they have a concern over the conduct of a member or past member. All complaints must be received in writing and should contain the name of the Medical Laboratory Technologist (MLT) involved and provide sufficient detail to identify the member, the incident(s) or issues in the complaint. If possible, copies of correspondence, contracts, operating procedures and other documentation that helps to support the complaint should be provided at the time the complaint is submitted. All complaints must be signed and dated.

Complaints should be directed to:

CMLTM
Attention Registrar/CEO
245 Lilac Street, Winnipeg, MB R3M 2S2

Financial Statements and Auditors' Report



G R O U P

CHARTERED ACCOUNTANTS
& BUSINESS ADVISORS INC.

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, 2014 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, 2014. We expressed an unmodified audit opinion on those financial statements in our report dated May 13, 2015.

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, 2014 are a fair summary of those financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in cursive script that reads "PKBW Group".

**Winnipeg, Manitoba
May 13, 2015**

**CHARTERED ACCOUNTANTS
& BUSINESS ADVISORS INC.**

Summarized Statement of Financial Position

December 31, 2014

	2014	2013
ASSETS		
CURRENT ASSETS		
Cash	\$ 288,821	286,178
Temporary investments	388,424	349,608
Accounts receivable	7,727	99
Prepaid expenses	1,243	7,271
	686,215	643,156
TANGIBLE CAPITAL ASSETS	87,639	96,449
	\$ 773,854	739,605
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 25,933	20,483
Deferred revenue	353,222	362,364
	379,155	382,847
DEFERRED LEASE INDUCEMENT	722	2,167
	379,877	385,014
NET ASSETS		
Invested in tangible capital assets	86,917	94,282
Internally restricted	247,000	247,000
Unrestricted	60,060	13,309
	393,977	354,591
	\$ 773,854	739,605

Summarized Statement of Changes in Net Assets Year Ended December 31, 2014

	Invested in Tangible Capital Assets	Internally Restricted	Unrestricted Net Assets	2014	2013
BALANCE, BEGINNING OF YEAR	\$94,282	247,000	13,309	354,591	307,684
Excess (deficiency) of revenue over expenses	-	-	39,386	39,386	46,907
Purchase of tangible capital assets	9,944	-	(9,944)	-	-
Amortization of tangible capital assets	(18,754)	-	18,754	-	-
Amortization of deferred lease inducement	1,445	-	(1,445)	-	-
BALANCE, END OF YEAR	\$86,917	247,000	60,060	393,977	354,591

Summarized Statement of Operations

Year Ended December 31, 2014

	2014	2013
REVENUE		
Member fees	\$ 385,314	382,742
Interest income	18,716	27,982
Amortization of deferred lease inducement	1,445	1,445
	405,475	412,169
EXPENSES		
Advertising	28,303	34,991
Amortization of tangible capital assets	18,754	19,442
Bank charges	11,834	11,467
Committee and program expense	50,333	43,381
Database and website costs	7,518	14,029
Investment advisor fees	6,562	4,036
Membership and Fees	3,790	4,535
Occupancy costs	28,661	28,329
Office and miscellaneous	31,055	51,483
Postage and courier	16,100	14,854
Professional fees	37,112	27,031
Professional development	7,499	2,888
Staff and contractors	142,696	114,567
Telephone, internet and fax	5,704	5,812
	395,921	376,845
EXCESS OF REVENUE OVER EXPENSES		
BEFORE OTHER REVENUE	9,554	35,324
OTHER REVENUE		
Unrealized gain on investments	29,832	11,583
EXCESS OF REVENUE OVER EXPENSES	\$ 39,386	46,907

Note to Summarized Financial Statements Year Ended December 31, 2014

1. BASIS OF PREPARATION

The summarized financial statements have been prepared from the audited financial statement for the year ended December 31, 2014 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.



College of Medical Laboratory Technologists of Manitoba

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