



COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

2 0 1 3 A N N U A L R E P O R T



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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**

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

2013 Council Members



Noelle Cater, MLT
COUNCIL CHAIR



Jumir Encarnacion, MLT
COUNCIL VICE CHAIR



Tiana Baskin, MLT
SECRETARY



Jackie Tower, MLT
TREASURER



Matthew Klassen, MLT
MEMBER AT LARGE



Odarka Demchenko, MLT
MEMBER AT LARGE



Robert Harvey
PUBLIC REPRESENTATIVE



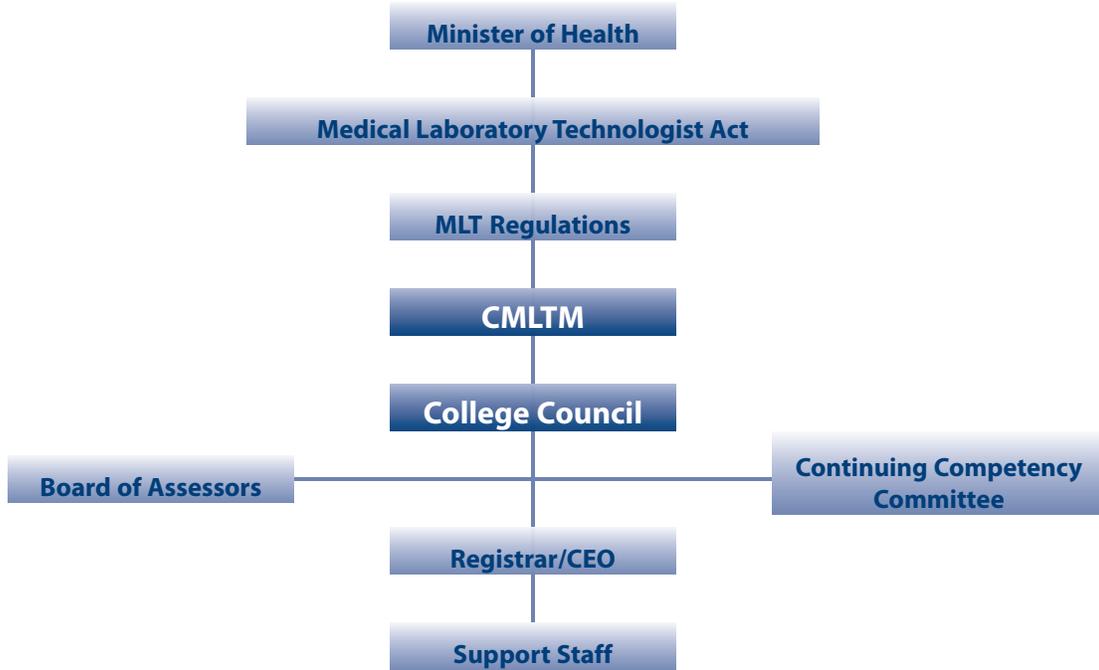
Robert Young
PUBLIC REPRESENTATIVE



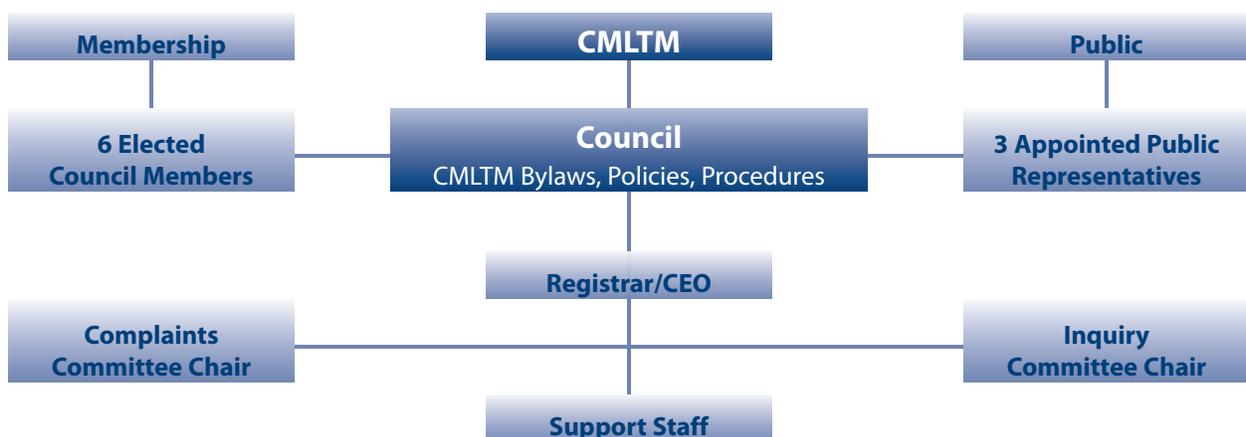
John Schwandt
PUBLIC REPRESENTATIVE

Organizational Charts

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
Corie Warkentin, ART	Winnipeg
Tammy Toutant, MLT	Winnipeg
Procelita Tulio, MLT	Winnipeg

Canadian Institute for Health Information (CIHI)

Adam Chrobak, BSc, MLT	Winnipeg
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Committee Members

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
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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, Vice-Chair	Winnipeg
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Chair's Report

Noelle Cater, MLT



I was pleased and honored to accept the Council Chair position again for the 2013 year. It is very rewarding to lead such a diverse and conscientious group of colleagues.

Our newest Council members melded well with the existing members and together we continued to improve and develop the

CMLTM processes needed for effective regulation. Jumir Encarnacion, Tiana Baskin and Matthew Klassen have vastly contributed to our Council endeavors, bringing new outlooks and varied knowledge to our meetings and discussions. The Council always welcomes new perspectives and it enables us to evaluate current methods and cultivate a progressive vision for the future.

The Council's priorities this year were to develop comprehensive processes and policies for complaints, create working templates for managing complaints, and continue to evaluate and improve the audit process and build on policies already in place. We are also continually evaluating the website and Newsletters in regards to content and ability to address the delivery of information to the registrants. Timely and accurate distribution of important regulatory information is imperative. We hope that all the improvements and updates have assisted the members in obtaining what they require to remain in Compliance with the Act and Regulations. Please help us in this regard by forwarding any comments or suggestions to any member of the Council or office staff for consideration.

We were very pleased and excited to see the significant increase in the AGM attendance on September 28, 2013, where we presented our first Honorary memberships to Louis Martinez, Robert Jonuk and Helmut Friesen for their tremendous contributions to the CMLTM. Now we know what we may expect, we are hoping the trend compels us to book larger spaces every year! We also had phenomenal attendance at our booth at the MCMLS Provincial Congress in Brandon in October. Adam Chrobak is always delighted and willing to assist anyone with questions or concerns about Regulation, the website or the audit process. It was great to see so many of our members interested in the

mandate of the College. As we move forward, it is inspiring to realize how much awareness of our profession is spreading.

The College was approached by the Manitoba Association of Medical Radiologic Technologists (MAMRT) and the Diagnostic Medical Sonographers to explore the possibility of creating an associated College under one umbrella. Although this may not materialize, depending on how their respective Boards and members respond, it is a great accolade to be considered by other Health Industry colleagues in this respect. Kudos to our Registrar/CEO for creating the forum to encourage such collaborative dialogues!

Subcommittees for the development of the Regulations, Code of Ethics, Practice Standards and Practice Directives required by the new Regulated Health Professions Act (RHPA) have been formed. At this point, we are waiting for more clarification from the Government and Manitoba Health on format details and specific requirements. During this process, we meet with members of the Manitoba Health office and are able to bring any current issues or Council mandates to the governments attention. This includes one of our highest priorities of promoting member competence and Medical Laboratory Assistant regulation.

As Chair, I have participated in and attended educational sessions and workshops throughout the year. Many Council and Committee members have also dedicated their time to Board education sessions with the Crown Corporations Council of Manitoba, audit preparation sessions, Investigator training and finance educational sessions. It is important that all volunteers involved in the Council functions continue to expand their governance knowledge.

Our First Annual Volunteer Appreciation Event was held in October. This was a great way to celebrate all the hard work and dedication on the part of our volunteers. Many hours have gone into upholding the mandates of the College, Council and Committees.

On behalf of the Council, I would like to express our sincere appreciation for everyone that has contributed to the CMLTM in any way. Without such a committed, diligent volunteer base, regulation and promotion of quality, competent members of our profession would not be possible.

“ People who succeed have momentum. The more they succeed, the more they want to succeed, and the more they find a way to succeed. ”

Tony Robbins.



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

Few years ago the provincial regulators of medical laboratory technologists decided to create a national alliance, the Canadian Alliance of Medical Laboratory Professions Regulators

(CAMLPR), in order to harmonize the registration process across Canada. This initially resulted in a memorandum of understanding regarding registration requirements and the process for interprovincial mobility. Recently CAMLPR members developed a national standard of practice. Once approved, this standard will be used as the basic standard of practice for all of the regulated provinces.

CMLTM continues to work toward the regulation of medical laboratory assistants. 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.

Council created a number of working groups tasked with the regulation review for the Regulated Health Professions Act (RHPA). These working groups are developing code of ethics, practice standards/directions, application for access to reserved acts and the MLT scope of practice as well as other documents required under the RHPA. Stakeholder consultations will take place as these documents are completed.

CMLTM has developed some videos regarding the regulation of MLTs, what is the practice of MLT, how to prepare a professional portfolio and proper phlebotomy techniques. Visit the CMLTM website to view these videos and access other important information related to the practice of medical laboratory technology.

The CMLTM registry totals as of December 31, 2013:

Active: General	955
Active: Limited	84
Conditional	3
Inactive	43
Inactive: Retired	25
Student	70
Rejected	0
Honorary	3
Total	1184

Board of Assessors Report

Gloria Mactavish, MLT



In accordance with the Medical Laboratory Technologist's 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, 2013- December 31, 2013 the Board of Assessors reviewed one hundred eleven (111) applications with the following decisions:

Classification	Approved
Active General Certificate to Practice	32
Active Limited Certificate to Practice	3
Conditional General Certificate to Practice	32
Conditional Limited Certificate to Practice	1
Conditional Certificates to Practice upgraded to Active	27
Status upgraded from Inactive to Active Certificate to Practice	13
Reinstated to Active Certificate to Practice	3
Extension of an Active Conditional Certificate to Practice	0
Registration Not Approved	0

Fourteen (14) Active General Certificates to Practice were relocations from another province.

- nine (9) from Ontario
- two (2) from Saskatchewan
- one (1) from Alberta
- one (1) from Quebec
- one (1) from Newfoundland

One (1) Active Limited (Cytology) Certificate to Practice was a re-location from another Province (Ontario).

Four (4) Conditional General Certificates to Practice were a re-location from another province.

- three (3) from Ontario
- one (1) from Alberta

Three (3) of the Conditional Certificates to Practice upgraded to Active were Limited Certificates to Practice.

- two (2) Clinical Genetics
- one (1) Cytology

The Board of Assessors developed a Continuing Competency Non-compliance policy that was approved by the CMLTM Council.

The Board of Assessors applied consequences to one (1) CMLTM member that failed to comply with the Continuing Competency Program.

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

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 Competence Committee

Linda Schroeder, MLT



2013 Audit Schedule

Three audit sessions were held in 2013 with a total of 198 members audited. The majority of audited members passed on initial audit. The table below outlines the audit results for the year.

Result Category	February 23	June 15	November 23	Total
Pass	20	41	48	109
Pass Less than 5 years ¹	5	11	26	42
Marginal Pass ²	1	2	3	6
Incomplete submission ³	2	2	1	5
Fail Activities	4	6	17	27
Fail Documentation		1		1
Fail Activities and Documentation	4	3		7
Fail Less than 5 years	1			1
Total portfolios	37	66	95	198

¹Less 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.

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

³Incomplete 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.

Auditor Training

We had 24 members on our volunteer auditors list. All auditors must sign an oath of confidentiality and participate in auditor training. As auditors do not have to attend every audit session, we start every audit session 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 Meetings

The Committee attends every audit session and conducts a post audit meeting to complete the audit result letters. Three additional meetings were held to consider audit process improvements and members' concerns.

New members: Tammy Toutant MLT, Procelita Tulio MLT

Returning members: Daniele Bernier MLT, Cori Warkentin MLT, Linda Schroeder MLT

The Committee completed two notable improvements projects during the year. We developed standardized letter templates for each audit result category with customizable fields for individual results. The letter templates ensure consistent communication and decrease our turn around time for completing the audit. The Committee also identified a need for additional resources to assist members in developing their portfolios. In response our two new and talented Committee members developed a video presentation to guide members in the development of their portfolios.

Respectfully submitted by

Linda Schroeder MLT

Continuing Competence Committee Chair

Nomination Committee Report

Odarka Demchenko, 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 2014 term, one seat in Division 1 (Winnipeg), and two seats in Division 2 (Rural).

Council was pleased to receive nominations for each of the vacant positions.

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 newly elected (by acclamation) Council members are as follows: Jumir Encarnacion MLT, Winnipeg (second term, Division 1), Matthew Klassen MLT, Steinbach (second term, Division 2) and Esther Blenkhorn MLT, Neepawa (Division 2). Subsequently, Esther Blenkhorn decided to resign her seat (January 2014). Council appointed Barbara Lyons MLT to fill the vacant

Council seat in January 2014.

Thank you to our outgoing councillor Tiana Baskin MLT. Tiana has served on Council for one term and has been a valuable asset to Council. Tiana has put in many hours of volunteer time on Council acting as Council Secretary and newsletter editor. It has been a pleasure to work with Tiana.

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.

Inquiry Committee Report

Bonnie Grahame, MLT



The inquiry Committee met in February to discuss the process of an Inquiry Hearing. A "Hearing Letter" was drafted to inform members of the process.

There were no matters referred to the committee in 2013.

Complaints Committee Report

Melanie Grafton, MLT



As Complaints Committee Chair for 2013, I was able to attend the following workshops provided by Crown Corporation for Board Training which helped to better equip me to lead this committee.

- Roles and Responsibilities Level 1 - Understanding Governance
- Roles and Responsibilities Level 2 - Implementing Exemplary Governance
- Strategy Level 1 - Understanding Strategy
- Strategy Level 2 - Applying Strategic Thinking
- Risk Level 1 - Understanding Risk
- Risk Level 2 - Integrating Risk Management

In 2013, 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

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

During the year the Committee was successful in developing and passing ten (10) policies through Council approval and having them posted to the CMLTM website. Work began on the Procedure for Management of a Complaint.

The Complaints Committee managed one Complaint which was received in the end of 2012; the member's response to the complaint was not received until early 2013. The complaint, a failure to report critical test results which potentially affected the treatment plan for a patient, was forwarded to Investigation. Mr. Earl Slimmon was assigned as Investigator. After all evidence was reviewed, the Complaints Committee found the member to be in violation of multiple sections of the Standards of Practice and of the Professional Code of Conduct. As such, the Complaints Committee entered into an agreement with the member. The member was placed on a Conditional Certificate to Practice until conditions of agreement were met. The member successfully completed the terms of agreement and was reinstated to an Active Certificate to Practice.

The Complaints Committee received one complaint in 2013 which related to professional conduct. The complaint was resolved informally.

Financial Statements and Auditors' Report



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, 2013 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, 2013. We expressed an unmodified audit opinion on those financial statements in our report dated May 14, 2014.

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, 2013 are a fair summary of those financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba
May 14, 2014

CHARTERED ACCOUNTANTS
& BUSINESS ADVISORS INC.

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2013**

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 286,178	324,035
Temporary investments	349,608	254,151
Accounts receivable	99	163
Prepaid expenses	<u>7,271</u>	<u>9,198</u>
	643,156	587,547
TANGIBLE CAPITAL ASSETS	<u>96,449</u>	<u>112,540</u>
	<u>\$ 739,605</u>	<u>700,087</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 20,483	30,403
Deferred revenue	<u>362,364</u>	<u>358,388</u>
	382,847	388,791
DEFERRED LEASE INDUCEMENT	<u>2,167</u>	<u>3,612</u>
	<u>385,014</u>	<u>392,403</u>
NET ASSETS		
Invested in tangible capital assets	94,282	108,928
Internally restricted	247,000	187,000
Unrestricted	<u>13,309</u>	<u>11,756</u>
	<u>354,591</u>	<u>307,684</u>
	<u>\$ 739,605</u>	<u>700,087</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2013**

	<u>Invested in Tangible Capital Assets</u>	<u>Internally Restricted</u>	<u>Unrestricted Net Assets</u>	<u>2013</u>	<u>2012</u>
BALANCE, BEGINNING OF YEAR	\$ 108,928	187,000	11,756	307,684	242,971
Excess (deficiency) of revenue over expenses	-	-	46,907	46,907	64,713
Allocation to legal fund	-	60,000	(60,000)	-	-
Purchase of tangible capital assets	3,351	-	(3,351)	-	-
Amortization of tangible capital assets	(19,442)	-	19,442	-	-
Amortization of deferred lease inducement	<u>1,445</u>	<u>-</u>	<u>(1,445)</u>	<u>-</u>	<u>-</u>
BALANCE, END OF YEAR	<u>\$ 94,282</u>	<u>247,000</u>	<u>13,309</u>	<u>354,591</u>	<u>307,684</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2013**

	<u>2013</u>	<u>2012</u>
REVENUE		
Member fees	\$ 382,742	379,259
Grants	-	7,253
Interest income	27,982	5,049
Amortization of deferred lease inducement	<u>1,445</u>	<u>1,445</u>
	<u>412,169</u>	<u>393,006</u>
EXPENSES		
Advertising	34,991	25,686
Amortization of tangible capital assets	19,442	12,487
Bank charges	11,467	10,206
Committee and program expense	43,381	50,950
Database and website costs	14,029	4,156
Investment advisor fees	4,036	-
Membership and Fees	4,535	3,589
Occupancy costs	28,329	28,030
Office and miscellaneous	51,483	28,170
Postage and courier	14,854	7,250
Professional fees	27,031	26,342
Professional development	2,888	2,019
Project	-	7,253
Staff and contractors	114,567	121,657
Telephone, internet and fax	<u>5,812</u>	<u>4,895</u>
	<u>376,845</u>	<u>332,690</u>
EXCESS OF REVENUE OVER EXPENSES BEFORE OTHER REVENUE	35,324	60,316
OTHER REVENUE		
Unrealized gain on investments	<u>11,583</u>	<u>4,397</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 46,907</u>	<u>64,713</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
NOTE TO SUMMARIZED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013**

1. BASIS OF PREPARATION

The summarized financial statements have been prepared from the audited financial statement for the year ended December 31, 2013 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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