

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

**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

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.)

2012 Council Members



Noelle Cater, MLT
CHAIR



Barbara Lyons, MLT
VICE CHAIR



Tiana Baskin, MLT
SECRETARY



Jackie Tower, MLT
TREASURER



Matthew Klassen, MLT
MEMBER AT LARGE



Jumir Encarnacion, MLT
MEMBER AT LARGE



Robert Harvey
PUBLIC REPRESENTATIVE

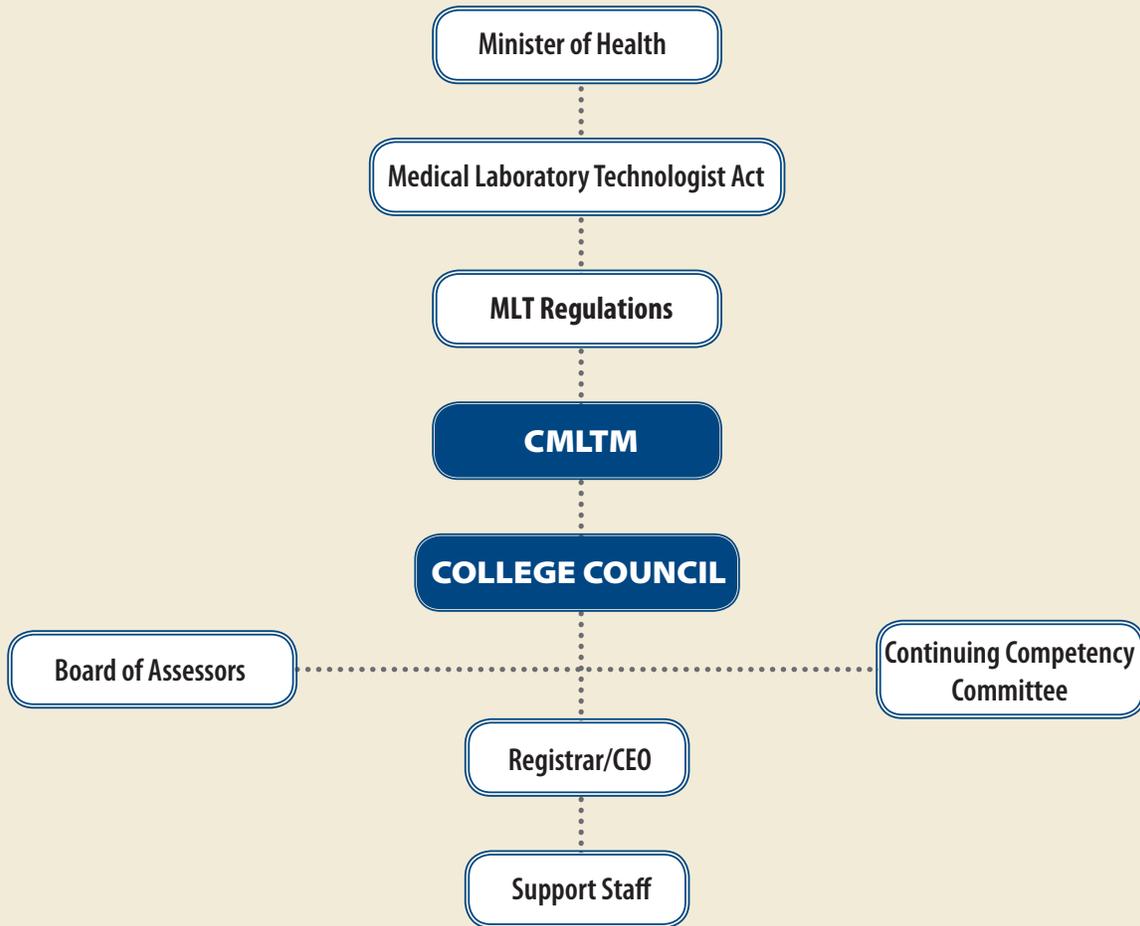


Robert Young
PUBLIC REPRESENTATIVE

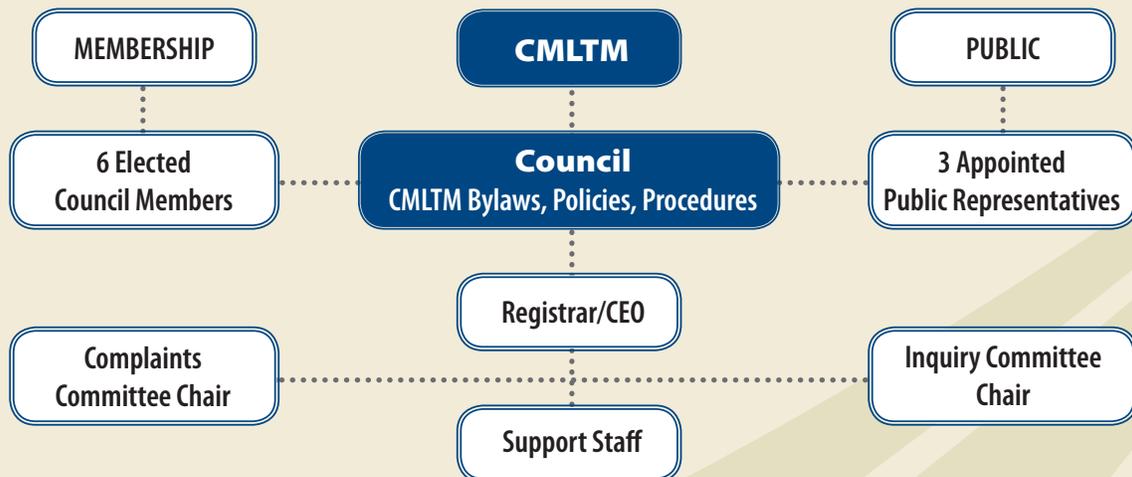


John Schwandt
PUBLIC REPRESENTATIVE

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 (until September)	Winnipeg
Melanie Grafton, MLT, Chair (Appointed October)	Winnipeg
Roberta Mack, MLT	Winnipeg
Matthew Klassen, MLT	Steinbach
Donna Pacholok, Public Representative	Winnipeg

Inquiry Committee

Bitia McVeigh, MLT, Chair	Winnipeg
Bonnie Grahame, 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, Vice-Chair	Winnipeg
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Chair's Report

Noelle Cater, MLT

It was with a great sense of responsibility that I accepted the honor of being selected as the CMLTM Council Chair for 2012.

We welcomed many new faces to the Council this year and said farewell to three long-standing members. Earl Slimmon was a great source of inspiration for his leadership skills and diverse knowledge that he brought to the Council. Gerald Besyk imparted many insightful views and fulfilled his role with temerity. Harvey Suski offered a perceptive and passionate outlook on our profession and ensured the members' concerns were addressed. All three made invaluable contributions to the College of Medical Laboratory Technologists of Manitoba and, in turn to the profession. We look forward to the fresh ideas that our new members Jumir Encarnacion, Tiana Baskin and Matthew Klassen will bring us.

At the end of 2012, Kelly Moist resigned her position as a Public Representative after over four years of service on Council. Kelly brought a wealth of Public Board experience with her and although the Council will miss her thoughtful viewpoint, we wish her well in her new career. John Schwandt has replaced her and has already brought invaluable experience and knowledgeable advice to Council discussions. Tammy Hardie left for a new career in British Columbia with Melanie Grafton taking over as Complaints Committee Chair. Amber Stoyko also resigned, replaced with Bonnie Grahame as Inquiry Committee Chair. Many thanks for all the dedication and hard work, and good luck to Tammy and Amber in their future endeavors. Congratulations to our new Chairs as the College moves forward with the many future priorities identified for each of their committees.

2012 was an extremely productive year for the Council and its Committees. Due to the diligent and conscientious efforts of our staff, Council members, Committees and numerous volunteers, the College has successfully completed its first year of Continuing Competency audits. We expanded our visibility and actively developed fundamental policies to ensure public protection and awareness. We have begun consultations with our many stakeholders in order to establish solid relationships for our goals for the future. Our newly updated database went live in October which has given our members the ability to make online submissions to their continuing competency profiles, registration renewals and update their personal/employment information. Distribution of the first College Newsletter in the fall also greatly enhanced the College communication with members, other regulatory bodies and the public.

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 and finance educational sessions. In May, I attended the National Regulatory Council on behalf of the College, hosted by the CSMLS. A presentation was given by Kelly McKnight from Atlantic Connection on the development of an online Self-Assessment Readiness Tool (SART) for Internationally Trained Applicants. The Department of Foreign Affairs also presented an informative session regarding trade negotiation processes for service providers. This mainly related to the process and issues related to developing contracts between Canada and other countries for recruitment of laboratory personnel. The important issue discussed was the evaluation of the qualifications of internationally trained technologists in comparison with Canadian standards.

To continue to build on the foundations established by the Council in prior years, strategic planning in the fall of 2012 allowed the College to reflect upon our progress and develop new objectives to help fulfill our mandates. This was facilitated by Ron Hayes and the Centre for Professional Excellence for the second year running. The session promoted the collaboration of Council and Committee Chairs on future priorities and is essential for the CMLTM's regulation process improvement. This will be a large factor in preparing for the full implementation of the Regulated Health Professions Act (RHPA) in the near future.

Once more, the Council would like to acknowledge the time and commitment involved by each and every individual that contributed to the College's numerous accomplishments throughout 2012. I would like to thank all the Council members for allowing me this opportunity to be their Chair. On behalf of the Council, I would like to extend my sincere appreciation and gratitude to the many technologists that choose to be so inherently involved in promoting the professional competency and dedication to quality we contribute to the health care team.



Registrar/CEO's Report

Adam Chrobak BSc, MLT

As I was preparing to write this report I was reminded of a quote I once heard, "Even if you fall on your face, you're still moving forward". CMLTM continues to make small but profound changes as it moves forward in promoting its regulatory role. We must remember, "Act as if what you do makes a difference. It does!"

The CMLTM registration process was reviewed by the Office of the Manitoba Fairness Commissioner (OMFC) in 2012. For the most part the CMLTM registration process meets the requirements of The Fair Registration Practices in Regulated Professions Act. There were a few issues identified that have been addressed.

CMLTM Council continues to identify the need for the Registrar to meet and discuss important issues with practicing MLTs in Manitoba. In 2012, I had the opportunity to attend the Manitoba Association for Medical Laboratory Science (MAMLS), Manitoba Congress of Medical Laboratory Sciences in Winnipeg. 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.

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 has reviewed our Regulations and will eventually be asking for your comments on the proposed changes. CMLTM will continue in this process by creating working groups to develop Practice Standards, Practice Directives and Code of Ethics.

The new CMLTM database went "live" in the fall of 2012. There were a few bugs that needed to be worked out at that time. I would like to thank our members for their patience as we worked through these issues. We are currently working to improve the "Members Only" log-in area on the CMLTM website. There will be improvements to member's ability to edit their profile information, renew registration and manage their Continuing Competency Professional Portfolio electronically. I am glad to see that a number of members have taken advantage of the electronic Professional Portfolio feature.

CMLTM Council has identified the importance of the regulation of medical laboratory assistance. CMLTM will continue to actively lobby for the regulation of MLAs in Manitoba.

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, 2012:

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 (BOA) 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, 2012- December 31, 2012 the Board of Assessors reviewed one hundred twenty two (122) applications with the following decisions:

Classification	Approved
Active General Certificate to Practice	28
Active Limited Certificate to Practice	3
Conditional General Certificate to Practice	39
Conditional Limited Certificate to Practice	4
Conditional Certificates to Practice upgraded to Active	33
Status upgraded from Inactive to Active Certificate to Practice	13
Reinstated to Active Certificate to Practice	1
Extension of an Active Conditional Certificate to Practice	1
Registration Not Approved	0

Ten (10) Active General Certificates to Practice were relocations from another province (Ontario).

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

One (1) Conditional General Certificate to Practice was a re-location from another province (Nova Scotia).

The Board of Assessors developed a conversion from Active to Inactive status policy that was approved by the CMLTM Council.

Some members of the Board of Assessors took part in the Office of the Manitoba Fairness Commission registration practices review.

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.

2012 Committee Members

Linda Schroeder (HSC- Lab Central Services) Chair
Danièle Bernier (HSC- Molecular Diagnostics Laboratory)
Corie Warkentin (DSM Clinical Instructor)

2012 Committee Activities

June 2012 marked the beginning of the College's obligation to audit members for compliance with the Continuing Competence program. The beginning of the year was dedicated to the development of the auditing process and training program for volunteer auditors. Volunteer auditors were recruited and trained.

Two policies were developed and approved by Council.

2012 Audits

There were two calls for audits made in 2012 covering activities between 2007 and 2011. Members were randomly selected to be audited. The first audit session was held in November. Thirty members received letters with one month to send in their portfolios. Twenty five portfolios were submitted. Five members retired and did not submit portfolios. The results of this audit:

Result	Definition	Number
Pass	All requirements met.	13
Marginal Pass	All requirements met with inclusion of some 2012 CE activities reassigned to 2011.	5
Fail Documentation	Some missing documentation – one month to comply.	2
Fail CE	Short on CE activities – six months to comply.	4
Fail Documentation and CE	Short for documentation and CE activities. One month to comply with documentation. Six months for comply with CE activities.	1

The second audit call was made in December. Letters were sent to forty one members to submit portfolios for audit in January 2013.



Nomination Committee Report

Jumir Encarnacion, 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 2013 term, two seats in Division 1 (Winnipeg), and one in Division 2 (Rural).

Council was pleased to receive nominations for each of the vacant positions, meaning there will be three new faces on Council for the 2013 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: Odarka Demchenko, Winnipeg (Division 1), Noelle Cater, Winnipeg (Division 1) and Jackie Tower, Starbuck (Division 1).

Thank you to our outgoing councillor Barbara Lyons. Barbara has served on Council for two consecutive terms and has been a valuable asset to Council. Barbara has put in many hours of volunteer time building CMLTM on our behalf including flying in from Flin Flon no matter the weather to attend all Council business. It has been a pleasure to work with Barbara.

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 congratulate the new Council members on their appointments and thank Council and Committee members for all of their hard work and dedication on our behalf.



Complaints Committee

Melanie Grafton, MLT

In 2012, the Complaints Committee bid farewell to Tammy Hardie as she relocated to British Columbia. In the last half of the year, the Complaints Committee received three complaints for review. All three complaints involved allegations of failure to follow written operating procedures. Two of the complaints were reviewed by the Complaints Committee in the fourth quarter of the year. One of the complaints was informally resolved; the second complaint was forwarded for investigation. While the third complaint was received in the fourth quarter of the year, the member did not have opportunity to respond to the complaint prior to the end of the year. Review of that complaint was carried forward to 2013.

The Complaints Committee moved to increase its membership in 2012 for the upcoming year by adding two new MLT members and one public representative for a total of six members. The committee took steps to educate 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.



Inquiry Committee

Bitia McVeigh, MLT

There were no matters referred to the Inquiry Committee for consideration during 2012.



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, 2012 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, 2012. We expressed an unmodified audit opinion on those financial statements in our report dated June 12, 2013.

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, 2012 are a fair summary of those financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba
June 12, 2013

CHARTERED ACCOUNTANTS
& BUSINESS ADVISORS INC.

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2012**

	<u>2012</u>	<u>2011</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 324,035	362,137
Temporary investments	254,151	236,000
Accounts receivable	163	6,714
Prepaid expenses	<u>9,198</u>	<u>16,970</u>
	587,547	621,821
TANGIBLE CAPITAL ASSETS	<u>112,540</u>	<u>44,136</u>
	<u>\$ 700,087</u>	<u>665,957</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 30,403	58,110
Deferred revenue	<u>358,388</u>	<u>359,819</u>
	388,791	417,929
DEFERRED LEASE INDUCEMENT	<u>3,612</u>	<u>5,057</u>
	<u>392,403</u>	<u>422,986</u>
NET ASSETS		
Invested in tangible capital assets	108,928	39,079
Internally restricted	187,000	170,000
Unrestricted	<u>11,756</u>	<u>33,892</u>
	<u>307,684</u>	<u>242,971</u>
	<u>\$ 700,087</u>	<u>665,957</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2012**

	Invested in Tangible <u>Capital Assets</u>	Internally <u>Restricted</u>	Unrestricted <u>Net Assets</u>	<u>2012</u>	<u>2011</u>
BALANCE, BEGINNING OF YEAR, as previously reported	\$ 39,079	170,000	40,926	250,005	160,218
Correction of prior period error	-	-	(7,034)	(7,034)	-
BALANCE, BEGINNING OF YEAR, as restated	39,079	170,000	33,892	242,971	160,218
Excess (deficiency) of revenue over expenses	-	-	64,713	64,713	82,753
Allocation to legal fund	-	17,000	(17,000)	-	-
Purchase of tangible capital assets	88,451	-	(88,451)	-	-
Proceeds on return of tangible capital assets	(7,560)	-	7,560	-	-
Amortization of tangible capital assets	(12,487)	-	12,487	-	-
Amortization of deferred lease inducement	1,445	-	(1,445)	-	-
BALANCE, END OF YEAR	<u>\$ 108,928</u>	<u>187,000</u>	<u>11,756</u>	<u>307,684</u>	<u>242,971</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2012**

	<u>2012</u>	<u>2011</u>
REVENUE		
Member fees	\$ 379,259	388,101
Grants	7,253	12,669
Interest income	5,049	3,778
Amortization of deferred lease inducement	<u>1,445</u>	<u>1,445</u>
	<u>393,006</u>	<u>405,993</u>
EXPENSES		
Advertising	25,686	17,257
Amortization of tangible capital assets	12,487	13,901
Bank charges	10,205	8,914
Committee and program expense	50,950	50,435
Database and website costs	4,156	4,867
Membership and Fees	3,590	3,574
Occupancy costs	28,031	28,497
Office and miscellaneous	28,169	23,815
Postage and courier	7,250	6,232
Professional fees	26,342	27,506
Professional development	2,019	419
Project	7,253	11,850
Staff and contractors	121,657	120,705
Telephone, internet and fax	<u>4,895</u>	<u>5,268</u>
	<u>332,690</u>	<u>323,240</u>
EXCESS OF REVENUE OVER EXPENSES BEFORE OTHER REVENUE	60,316	82,753
OTHER REVENUE		
Unrealized gain on investments	<u>4,397</u>	<u>-</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 64,713</u>	<u>82,753</u>

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
NOTE TO SUMMARIZED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

1. BASIS OF PREPARATION

The summarized financial statements have been prepared from the audited financial statement for the year ended December 31, 2012 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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