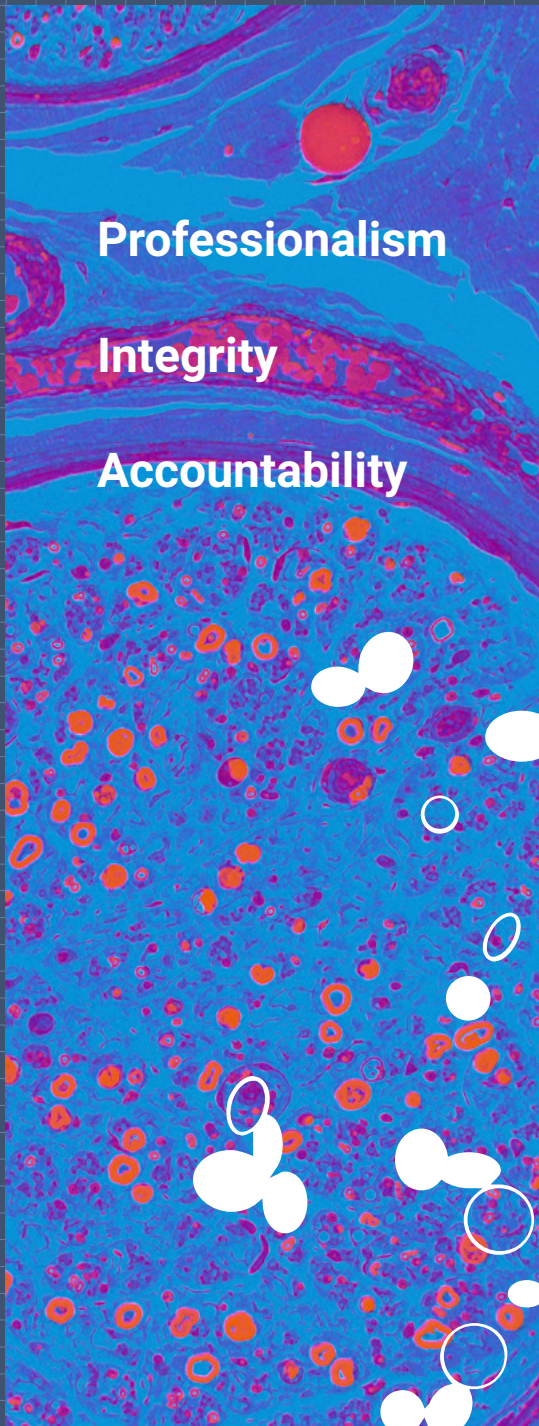




**Annual Report**  
2015



**Professionalism**

**Integrity**

**Accountability**



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## Contact Us

245 Lilac Street  
Winnipeg, Manitoba  
R3M 2S2 Canada

CONTACT	Adam Chrobak, Registrar/CEO
EMAIL	adam@cmltm.ca
TELEPHONE	(204) 231.0311
FAX	(204) 489.7300
TOLL FREE	1 (877) 331.0311

### HOURS OF OPERATION

Monday to Friday - 8:00 AM to 4:00 PM

Please call the office before coming in to ensure that someone will be here.



# Code of Ethics

The Code of Ethics defines the expectations the College of Medical Laboratory Technologists of Manitoba (CMLTM) has for every member. These statements provide guidelines for the professional and personal conduct of all medical laboratory professionals. The Code of Ethics along with the Standards of Practice and Professional Code of Conduct defines professionalism in the practice of medical laboratory technology. It is expected that all members shall adhere to the guidelines and their underlying spirit and precepts.

## 1. Respect

Medical Laboratory Professionals value and protect the welfare and dignity of all individuals. They are respectful, accessible and cooperative with patients, colleagues, and other healthcare providers in providing effective patient care.

## 2. Professional Attitude and Behavior

Medical Laboratory Professionals are honest, dependable and equitable. They contribute to the development of the profession through collegiality, mentorship, self-development and support of its institutions.

## 3. Professional Development

Medical Laboratory Professionals strive for excellence in their professional practice and personal conduct by improving their knowledge, skills and behaviors, and by protecting and enhancing their own well-being and fitness to practice.

## 4. Accountability

Medical Laboratory Professionals are accountable for their actions, and practice within the scope of their professional competence, while avoiding any conflict of interest. They are responsible first to the individual, then to society and the environment for safe and lawful practice, and sustainable use of resources

## 5. Confidentiality

Medical Laboratory Professionals protect the confidentiality of patients and colleagues.

## 6. Safety

Medical Laboratory Professionals promote a culture of safety and practice in compliance with all current provincial and federal legislation for the protection of patients, colleagues, the general public and the environment.

## 7. Professional Responsibility

Medical Laboratory Professionals promote excellence in their profession and protect the profession against incompetent practice. They recognize that self-regulation is a privilege which individual members of the profession merit through adherence to the Code of Ethic, Standards of Practice and the Code of Professional conduct.



## **VISION**

CMLTM will be recognized as trusted, fair, and a leader in the regulatory community.

## **MISSION**

Protection of the public with regard to ethical and competent laboratory services through regulation and leadership of the medical laboratory technologist (MLT) profession.

## **VALUES**

### **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.

(from CMLTM policy GP-13, CMLTM Values, approved May 16, 2012)

# College of Medical Laboratory Technologists of Manitoba

## 2015 Council



**MATT KLASSEN**  
Chair



**BRAD COLLIGNON**  
Vice Chair



**SANDY BROOKS**  
Secretary



**BARB LYONS**  
Member at Large



**MARIJAY UMALI**  
Member at Large



**JUMIR ENCARNACION**  
Treasurer



**ROBERT HARVEY**  
Public Representative  
—  
Appointed 2008



**JOHN SCHWANDT**  
Public Representative  
—  
Appointed 2011



**ROBERT YOUNG**  
Public Representative  
—  
Appointed 2008

# Public Representatives' Report

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 to monitor the public interest from a governance viewpoint within CMLTM
- Expected to bring expertise and advisory capabilities to the Council.

## As 2015 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. We note that over the previous year the College has made many efforts to recruit Committee and Board members from rural Manitoba.

As Public Representatives we can attest that College members have been well served by the Council, College staff, and its volunteers over the 2015 year. A special thanks to the Registrar for the extra time and effort put in to securing our new building and having it ready for the use of Council and the College as a whole.

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 College of Medical Laboratory Technologists of Manitoba.



## Use of Social Media Advisory Statement

Social media has become a common means of exchanging and creating information and sharing ideas and pictures. Social media includes Facebook, Twitter, YouTube, LinkedIn, Myspace, Yelp and Wikipedia. Social media is different from traditional types of media in terms of reach, the speed at which information is shared; the permanence of the information, and the ease at which it is accessed. Once the information is posted, it is rapidly disseminated. Therefore, it is important to recognize the risks of using social media including potential discipline for breaches of patient privacy and for failing to uphold the image of the profession.

### Confidentiality

- Medical Laboratory Technologists (MLTs) are reminded that their Code of Professional Conduct requires them to protect the confidentiality of all patient information. MLTs should never disclose any patient information on social media as any information could be enough for someone to identify the patient.
- Information on social media should only be accessed on a “need to know” basis.
- MLTs must also comply with privacy legislation in Manitoba and their employer policies regarding social media usage.

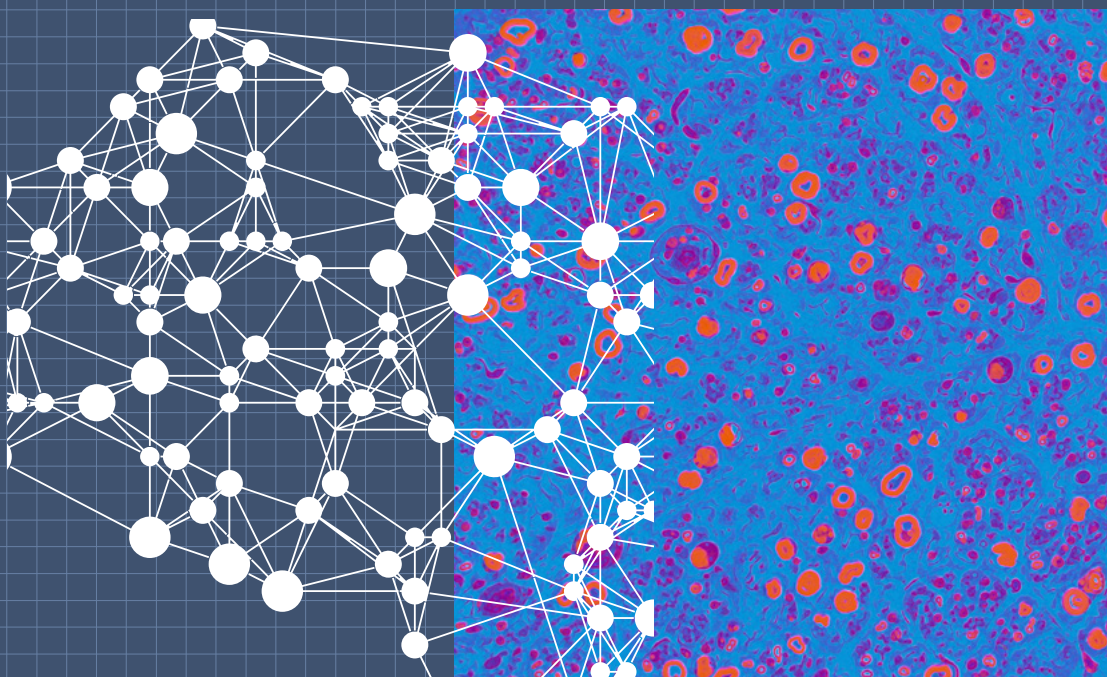
### Professionalism

- MLTs are also reminded that the Code of Professional Conduct requires them to promote the image and status of the profession by maintaining high standards in their professional practice and through active support of their professional body.
- MLTs have the right to express their own opinion but must be aware that anything posted on social media, even if posted off-duty and off-premises, could undermine their profession and could reflect poorly on their profession.
- MLTs must always maintain professional and ethical conduct when using social media. MLTs should not post derogatory remarks or sensitive information about patients, colleagues, supervisors, the workplace or their regulatory body.
- MLTs should maintain professional boundaries with patients at all times and should be careful when considering “friend requests” from patients.

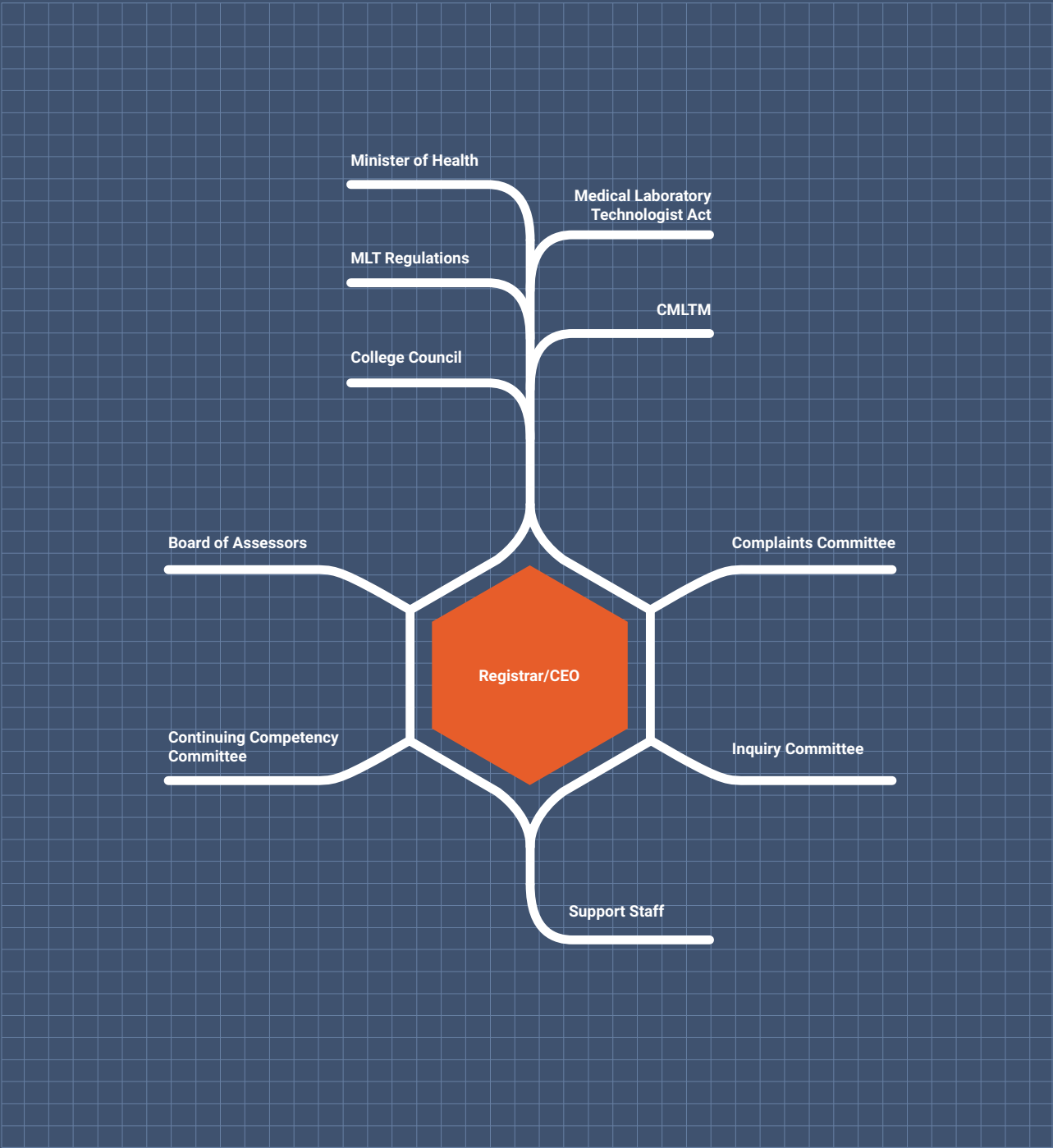
### Guiding Principles

- The positive aspects of social media usage are to be embraced. However, the sharing of inappropriate information by MLTs on social media may result in potential discipline from their employer and from the CMLTM for violations of their duties of confidentiality and/or professionalism.

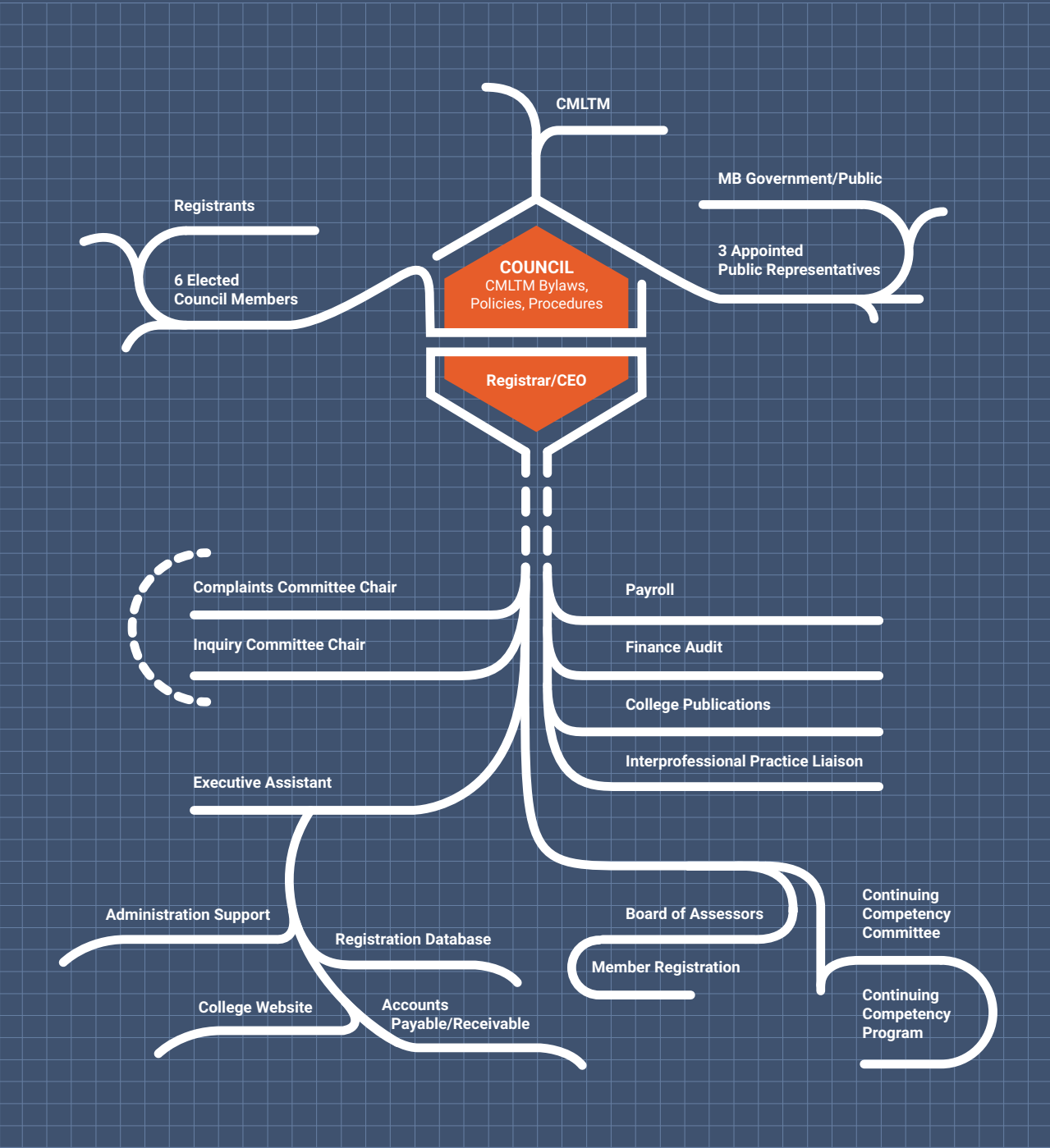




# Structural Organization Chart



# Functional Organization Chart





## Registrar/CEO

Adam Chrobak, BSc, MLT

*"Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world." - Harriet Tubman*

CMLTM has purchased and moved into the new CMLTM office at 245 Lilac Street as of July 1, 2015. The new office will provide a stable home for CMLTM and allow the College to fulfill its regulatory duties including public protection.

In an effort to be more environmentally and financially responsible, CMLTM has been phasing out regular mailings for communications. The majority of CMLTM communications will be through e-mail. CMLTM registrants are encouraged to ensure that CMLTM has their most current e-mail address on file. CMLTM prefers to have/use the personal e-mail address of its registrants.

CMLTM Council has decided that since the regulation of medical laboratory assistants is currently not within the CMLTM's mandate, CMLTM will not actively pursue the regulation of medical laboratory assistants. However, since the majority of the complaints CMLTM receives from the public regard the practice of medical laboratory assistants, CMLTM will continue to advocate for the regulation of medical laboratory assistants and assist any group of medical laboratory assistants seeking regulation.

Internationally Educated Medical Laboratory Technologists (IEMLTs) 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 has developed and piloted a mentorship program designed to help IEMLTs and new grads as they prepare to enter the practice as an MLT. CMLTM has been in discussions with some stakeholders to create partnerships for the mentorship program. Information about the mentorship program can be found on the CMLTM website.

CMLTM has begun working with Manitoba Health and Diagnostic Services of Manitoba (DSM) to review/upgrade the IEMLT information pages on the CMLTM website and review the DSM IEMLT bridging program in order to help internationally educated applicants (IEAs) be more successful in becoming registered as an MLT with CMLTM.

CMLTM Council created the "CMLTM Graduating Student Award". This award is intended to recognize students' academic achievements, their understanding of the role of the College, and how the CMLTM affects their chosen career. There were no applications received for the 2015 graduation.

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMPLR) has developed a set of national Standards of Practice for the MLTs we regulate. These standards will be used as reference documents as each provincial College prepares the standards for their province. CAMPLR is currently developing a national code of ethics.

On January 22, 2016 the Canadian Medical Association (CMA) called an emergency meeting to make an important announcement that would affect the training programs of a number of allied health professions in Canada. The CMA announced that after 55 years of providing accreditation services to a number of allied health training programs, as of February 2, 2018 CMA will no longer be providing accreditation services. CSMLS and CAMPLR are working together to find a suitable replacement accreditation process before February 2, 2018. CMLTM will keep all of our registrants and stakeholders informed in the process.

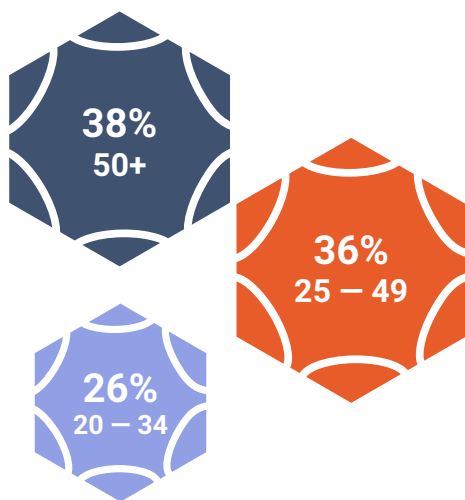




## The CMLTM registry totals as of December 31, 2015

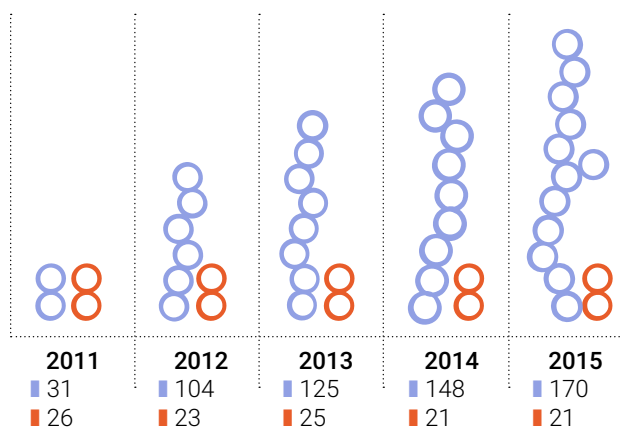
Active: General	891
Active: Limited	63
Conditional	8
Inactive	41
Inactive: Retired	35
Student	63
Rejected	0
Honorary	2
<b>Total</b>	<b>1103</b>

## Age Demographic of Practising MLT's in Manitoba as of Dec 2015 (n = 942)



## Trend of Retirees and New Graduates

■ Cumulative Retirement  
■ New June Grads





## Council Chair Report

Matthew Klassen, MLT

As always, each New Year brings with it new experiences and new challenges. The 2015 year was a year in which we as a Council proactively met those challenges and moved our College forward in its mandate to the public and our members.

In 2015 we certainly had our share of new experiences. The biggest of which being the acquisition of our new location at 245 Lilac Street, and the coordination of the renovation of this new space to suit our needs. Our new home on Lilac Street offers potential for new opportunities as we look ahead to the future.

Another one of the new challenges the College face this year, and one that is perhaps in the forefront of our members' minds, was the required Criminal Record, Vulnerable Sector, and Child and Adult Abuse Registry checks for the 2016 renewal. Though it seems to be yet another step in the renewal process, I am confident that it is a step forward as we continue to pursue our goals of professionalism & safety as well as a step towards preparing ourselves for the new Regulated Health Professions Act.

Another encouraging and empowering step in our pursuit of professionalism and safety was the creation of a Mentorship Program developed and spearheaded by Michele Sykes and Adam Chrobak. This program seeks to bring together experienced mentors with new MLTs, Bridging Program graduates, and internationally educated MLTs to help them achieve their personal and professional goals.

Having served on Council for the last four years in various Council capacities has been an excellent journey in seeing our profession from an entirely new perspective. I would like to encourage anyone thinking of serving on Council or a Committee to step up and take the opportunity to work with a team of amazingly talented and dedicated people. This is also an opportunity to learn and grow personally from those around you on Council and discover what it means to govern, regulate, and protect.

Of course I would be remiss if I did not spend some time thanking those who have served and are currently serving our College. From our volunteer auditors, our committee members, our staff, the public representatives, and the Council. A phenomenal amount work gets done behind the scenes to realize the various projects and duties that CMLTM has, and without you our success could not be realized.

And so I say a huge Thank You for everyone's time and dedication to our College and our profession. You are much of what makes our profession professional.

# Continuing Competency Committee Report

Linda Schroeder, MLT, Continuing Competence Committee Chair



## New members

Bev Cole

## Returning members

Daniele Bernier, Henri Beaubien, Tammy

Toutant, Procelita Tulio, Linda Schroeder

## 2014 Audit Schedule

Three audit sessions were held in 2015 with a total of 224 members audited. The majority of audited members passed on initial audit. The table below outlines the audit results for the year.

## 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 held two additional meetings. A meeting was held in April to develop member resources to identify and categorize eligible CE and a form to request assessment of CE other than Formal Documented category. The CE assessment form and Approved and Non Approved List were posted to the website. The committee met again in September to assess the first requests for CE assessment. There were 14 submitted assessments, findings were reported to submitters and added to the Approved and Non Approved List on the CMLTM website. In addition to face to face meetings the committee consulted electronically to address members' questions and concerns.

Result Category	March 7	September 12	November 7	Total
Pass	46	46	46	138
Pass Less than 5 years <sup>1</sup>	13	17	19	49
Marginal Pass <sup>2</sup>	—	2	—	2
Incomplete submission <sup>3</sup>	1	1	2	4
Fail Activities	10	6	4	20
Fail Documentation	4	4	1	9
Fail Activities and Documentation	—	—	—	—
Fail Less than 5 years	—	1	1	2
<b>Total portfolios</b>	<b>74</b>	<b>77</b>	<b>73</b>	<b>224</b>

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 resubmit their portfolio with properly completed log sheets.



## 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, 2015- December 31, 2015 the Board of Assessors reviewed one hundred (100) applications with the following decisions:

CLASSIFICATION	APPROVED
Active General Certificate to Practice	13
Active Limited Certificate to Practice	1
Conditional General Certificate to Practice	38
Conditional Limited Certificate to Practice	0
Conditional Certificates to Practice upgraded to Active	33
Status upgraded from Inactive to Active Certificate to Practice	12
Inactive Registrations Approved	2
Extension of an Active Conditional Certificate to Practice	1
Registration Not Approved	0

- Nine (9) Active General Certificates to Practice were relocations from another province: (6) from Ontario, one (1) from Saskatchewan, one (1) from British Columbia, one (1) from Nova Scotia.
- One (1) Conditional General Certificate to Practice was a re-location from another province: one (1) from Ontario.
- Two (2) of the Inactive to Active status upgrades were Active Limited Certificates to Practice (Cytology).
- One (1) Active General Certificate to Practice was a re-instatement.

The Board of Assessors revised policies BOA-2, Conditional Certificate to Practice, BOA-6, Re-entry to Practice, and BOA-14, Registration Required by Practice.

The Board of Assessors reviewed the CMLTM refresher courses.

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 over the past year. A thank you is extended to Tracey and Trevor for performing my duties in my two-month absence.



# Annual Report from the Complaints Committee

Melanie Grafton, MLT



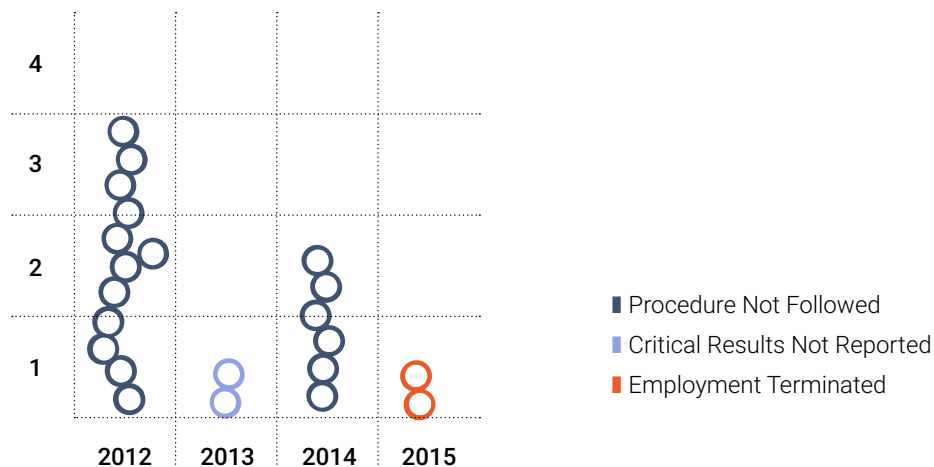
In 2015, the Complaints Committee was comprised of the following members:

- Rose Nienhuis, MLT
- Erin Martin, MLT
- Donna Pacholok, Public Representative
- Melanie Grafton, MLT, Committee Chair

The Committee met three (3) times throughout the year. During 2015, a search for a 2nd Public Representative was held and in September, Mr. Baldev Bedi was appointed as Public Representative to the Complaints Committee for 2016 year.

There were 4 formal complaints received during the 2015 year. One complaint was dismissed as it did not meet the criteria for complaint. Two (2) complaints resulted in censorship of the MLT, one (1) complaint was investigated and determined that no misconduct on behalf of the MLT existed.

Below is a comparison of the type of complaints managed since 2012.



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 Registered Medical Technologist 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 Avenue  
Winnipeg, MB R3M 2S2

*The Procedure for Management of a Complaint and the Auditor's Handbook were approved by Council in July 2015.*



## **Inquiry Committee Report for 2015**

**Bonnie Grahame, MLT, Chair**

### **Members**

Bonnie Grahame, MLT, Chair

Leanne Matthes, Public Representative

Bitia McVeigh, MLT

There have been no matters referred to the committee in 2015.



G R O U P

CHARTERED ACCOUNTANTS  
& BUSINESS ADVISORS INC.



GROUP  
CHARTERED ACCOUNTANTS  
& BUSINESS ADVISORS INC.



## Independent Auditor's Report

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

The accompanying summarized financial statements, which comprise the summarized statement of financial position as of December 31, 2015 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, 2015. 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 the College of Medical Laboratory Technologists of Manitoba for the year ended December 31, 2015 are a fair summary of those financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba  
June 7, 2016

CHARTERED ACCOUNTANTS  
& BUSINESS ADVISORS INC.



# College of Medical Laboratory Technologists of Manitoba

## Summarized Statement of Financial Position

Year Ended December 31, 2015

### ASSETS

Current Assets	2015	2014
Cash	\$327,120	\$288,821
Temporary investments	\$191,952	\$388,424
Accounts receivable	\$1,456	\$7,727
Prepaid expenses	\$1,158	\$1,243
	\$521,686	\$686,215
<b>Tangible Capital Assets</b>	\$775 070	\$87,639
	\$1,296,756	\$773 854

### LIABILITIES AND NET ASSETS

#### Current Liabilities

Accounts payable and accrued liabilities	\$56, 184	\$25,933
Long-term debt	\$447,803	—
Deferred revenue	\$436,525	\$353,222
	\$940,512	\$379, 155
<b>Deferred Lease Inducement</b>	—	\$722
	\$940,512	\$379 877

#### NET ASSETS

Invested in tangible capital assets	\$327,267	\$86,917
Internally restricted	\$247,000	\$247,000
Unrestricted	(\$218,023)	\$60,060
	\$356,244	\$393 977
	\$1,296,756	\$773 854

APPROVED BY THE BOARD:



DIRECTOR

# College of Medical Laboratory Technologists of Manitoba

## Summarized Statement of Changes in Net Assets

Year Ended December 31, 2015

	Invested in Tangible Capital Assets	Internally Restricted	Unrestricted Net Assets	2015	2014
Balance, Beginning of Year	\$86,917	\$247,000	\$60,060	\$393,977	\$354,591
Excess (deficiency) of revenue over expenses	—	(37,733)	(\$37,733)	(37,733)	\$39,386
Demand loan advances	(\$462,000)	—	\$462,000	—	—
Demand loan repayments	\$14,197	—	(\$14,197)	—	—
Purchase of tangible capital assets	\$714,588	—	(\$714,588)	—	—
Disposition of tangible capital assets	(\$3,536)	—	\$3,536	—	—
Amortization of tangible capital assets	(\$23,621)	—	\$23,621	—	—
Amortization of deferred lease inducement	\$722	—	\$722	—	—
Balance, End of Year	\$327,267	\$247,000	(\$218,023)	\$356,244	\$393,977

# College of Medical Laboratory Technologists of Manitoba

## Summarized Statement of Operations

Year Ended December 31, 2015

REVENUE	2015	2014
Member fees	\$371,247	\$385,314
Grants	\$5,885	—
Interest income	\$49,190	\$18,716
Amortization of deferred lease inducement	\$722	\$1,445
	\$427,044	\$405,475
<b>EXPENSES</b>		
Advertising	\$37,473	\$28,303
Amortization of tangible capital assets	\$23,621	\$18,754
Bank charges	\$16,463	\$11,834
Committee and program expense	\$31,366	\$50,333
Database and website costs	\$2,136	\$7,518
Interest expense	\$9,433	—
Investment advisor fees	\$4,845	\$6,562
Membership and Fees	\$4,505	\$3,790
Occupancy costs	\$51,058	\$28,661
Office and miscellaneous	\$58,872	\$31,055
Postage and courier	\$5,719	\$16,100
Professional fees	\$26,856	\$37,112
Professional development	\$7,567	\$7,499
Staff and contractors	\$145,256	\$142,696
Telephone, internet and fax	\$4,350	\$5,704
	\$429,520	\$395,921
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER ITEMS</b>		
	\$2,476	\$9,554
<b>OTHER ITEMS</b>		
Loss on disposition of tangible capital asset	(\$3,536)	
Unrealized gain (loss) on investments	(\$31,721)	\$29,832
	(\$35,257)	\$29,832
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>		
	(\$37,733)	\$39,386

# Independent Auditor's Report

## 1. BASIS OF PREPARATION

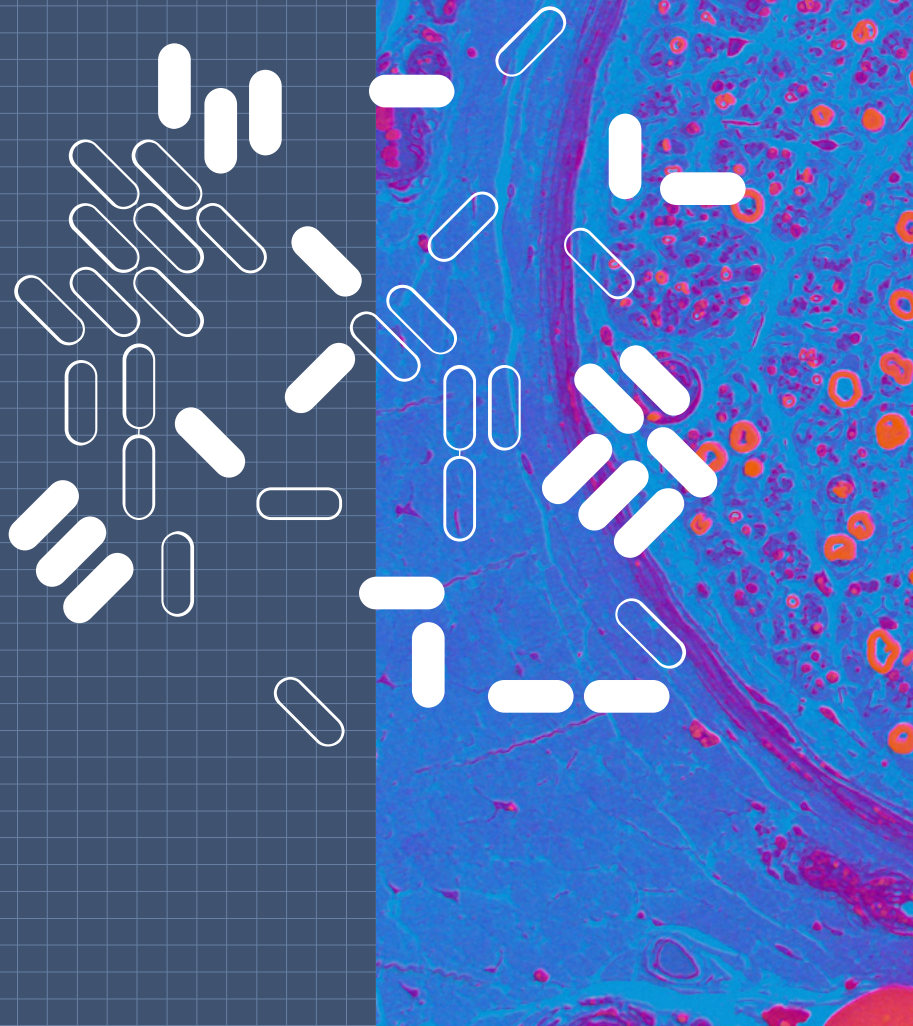
The summarized financial statements have been prepared from the audited financial statement for the year ended December 31, 2015 on the following basis:

(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.







CMLTM Annual Report, 2015