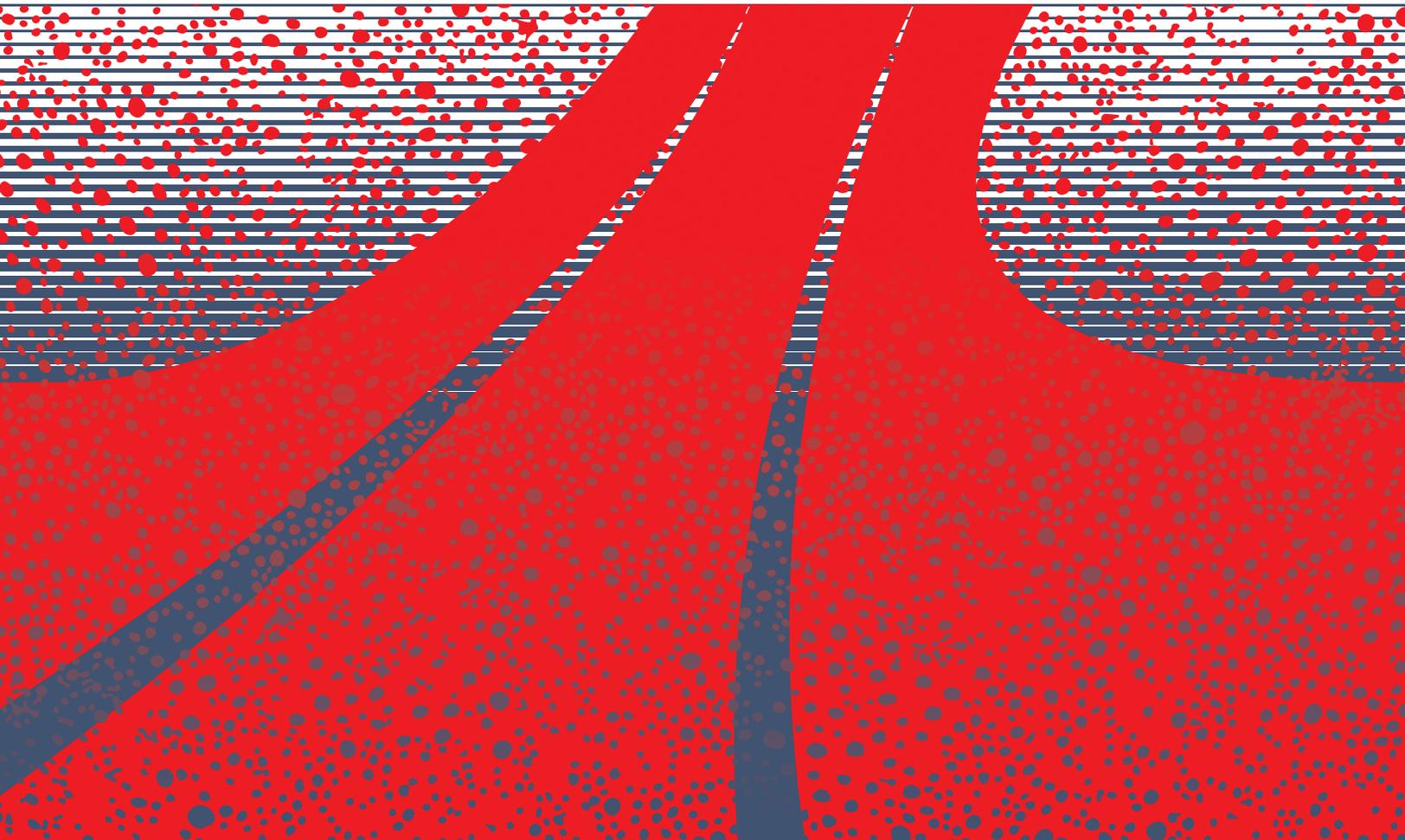




ANNUAL REPORT 2016



**Professionalism.
Integrity.
Accountability.**

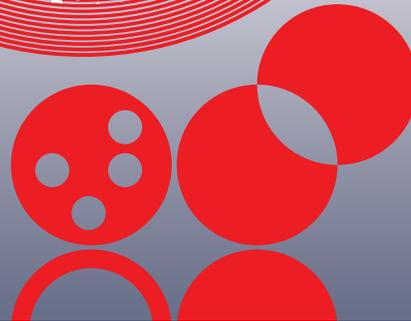
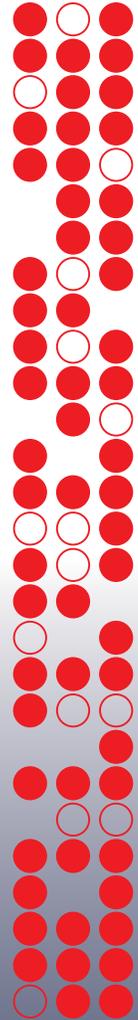
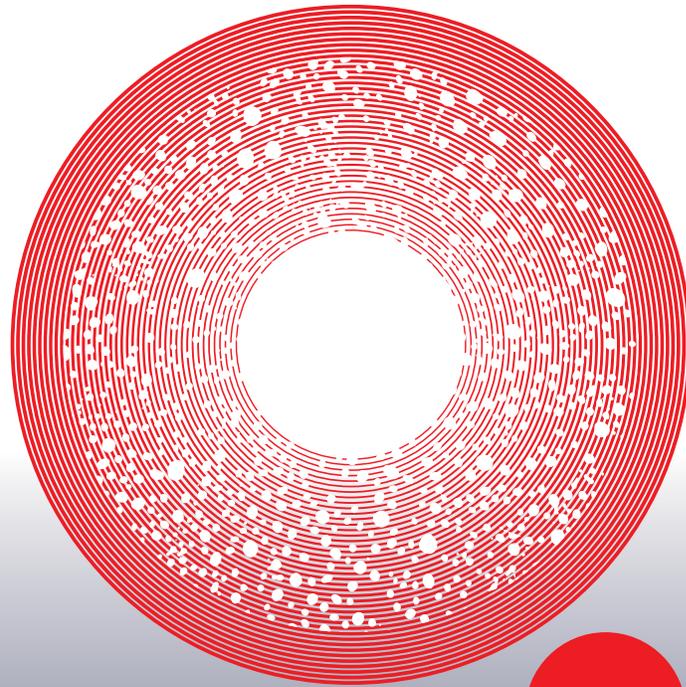


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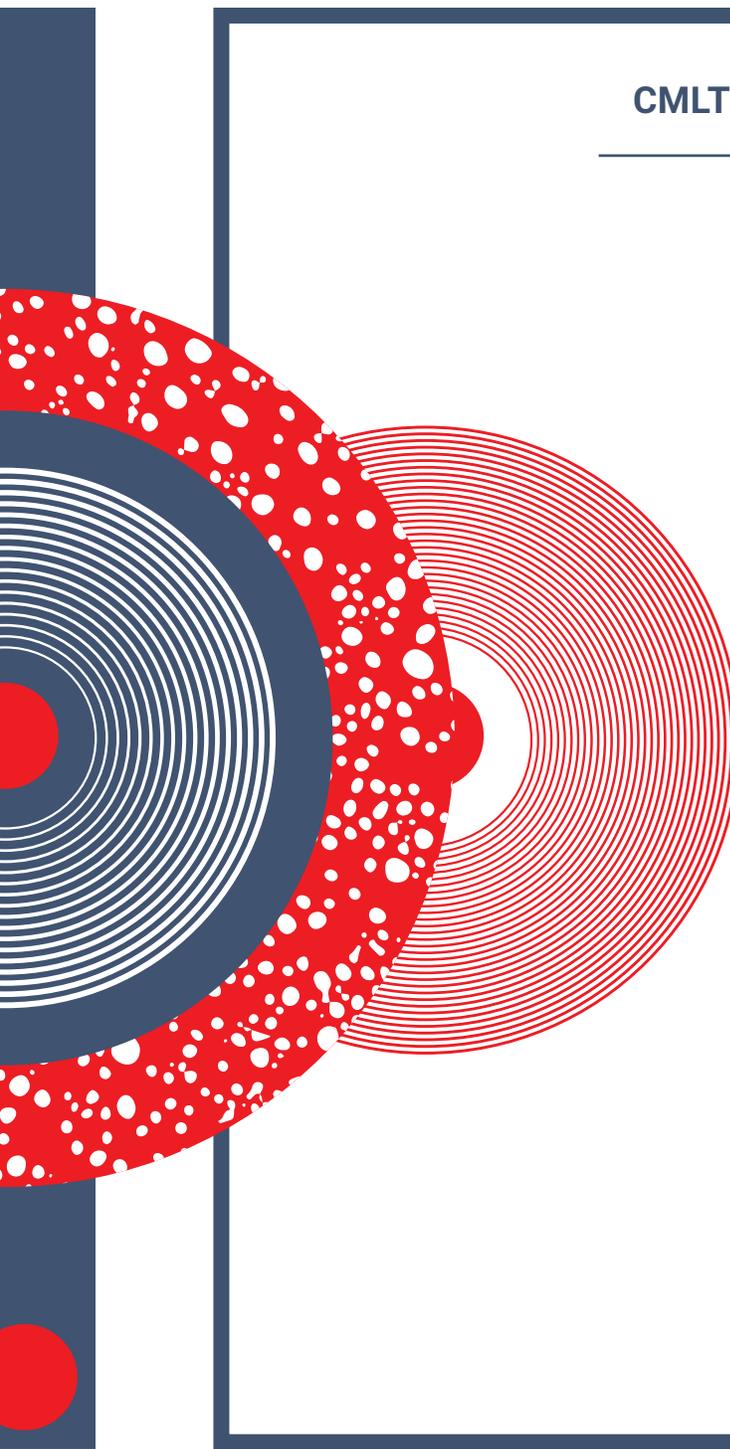
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Contact Us

245 Lilac Street
Winnipeg, Manitoba
R3M 2S2

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 - 8:00AM – 4:00PM



CMLTM VISION, MISSION, VALUE STATEMENTS

VISION

Excellence in medical laboratory diagnostics and patient safety through the regulation of Medical Laboratory Technologists.

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.

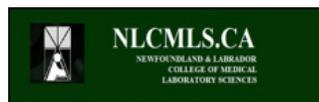
Accountability

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 December 14, 2016)

CODE OF ETHICS FOR MEDICAL LABORATORY TECHNOLOGISTS

Adopted from the Canadian Alliance of Medical Laboratory Professionals Regulators National Code of Ethics



INTRODUCTION

The Code of Ethics describes the expected ethical obligations and principles that patients, the profession and the public believe will guide the professional and personal conduct of all medical laboratory technologists (MLTs). These principles can be thought of more as exhibited behaviours than the knowledge and skills listed in a Standards of Practice document.

The Code of Ethics, along with the Standards of Practice, defines professionalism in the practice of medical laboratory technology. MLTs adhere not only to the guidelines, but also to the underlying spirit and precepts.

A medical laboratory technologist's fundamental responsibility is to manage the prescribed medical laboratory services for patients in an effort to improve their health. MLTs have professional obligations to work collaboratively with colleagues and other healthcare providers to deliver professional services.

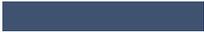
Patient safety and protection is paramount at all times.

The Code of Ethics will:

- *Promote an MLT's recognition of the professional and personal conduct expectations for medical laboratory technology practice.*
- *Represent the minimum standards of professional behaviour and ethical conduct expected of all MLTs.*
- *Apply to MLTs at all times in all dimensions of professional and personal conduct, including technical and nontechnical fields such as education, administration, quality assurance, and research.*

The ethical obligations and principles are not listed in order of importance. They should be balanced against each other and considered in relation to all of the obligations and principles described by the Code of Ethics. Over time, it will evolve in response to regulatory, legal, and ethical expectations and will be adopted only after stakeholder consultation. Legislation, regulations, bylaws, Code of Ethics, Standards of Practice and practice guidelines collectively establish a framework for the practice of ethical and safe medical laboratory technology.

CONTINUED



CODE OF ETHICS FOR MEDICAL LABORATORY TECHNOLOGISTS

Adopted from the Canadian Alliance of Medical Laboratory Professionals Regulators National Code of Ethics

ETHICAL OBLIGATIONS

Medical laboratory technologists demonstrate an application of their ethical obligations through their professional and personal conduct.

Obligations to Patients:

Medical laboratory technologists put their patient(s)' interest(s) above their personal interest(s). MLTs carry out their professional duties competently and with integrity. They respect their patients' individual needs and overall welfare at all times, including the patients' right to freedom of choice in health care provider, free and enlightened consent, and an expectation of confidentiality of all patient information, in accordance with existing legislation.

Obligations to the Public:

Medical laboratory technologists are dedicated to serving the public's health care needs through respectful, accessible, and cooperative interactions with the public and patients, other healthcare providers, and students. MLTs facilitate awareness and understanding of the medical laboratory technology profession.

Obligations to the Profession:

Medical laboratory technologists contribute to the profession's development through collaboration, mentorship, self-development, and support of its institutions. MLTs strive for excellence in their professional practice, and professional and personal conduct through life-long learning. Medical laboratory technologists recognize, disclose, and resolve conflicts of interest to safeguard patient care.

Obligations to the Regulatory Body:

Medical laboratory technologists understand, respect and comply with provincial Acts and regulations, and the Code of Ethics, Standards of Practice, bylaws and practice guidelines approved by their regulatory body. Medical laboratory technologists cooperate and maintain harmonious relations with, and promptly reply to all correspondence from the regulatory body at all times.

Obligations to Oneself:

Medical laboratory technologists are accountable and responsible for their professional and personal conduct. MLTs practice within their scope of professional competence and recognize their professional and personal limitations. Medical laboratory technologists maintain and improve their knowledge, skills, judgement and behaviours to ensure the best possible patient care.



CONTINUED

CODE OF ETHICS FOR MEDICAL LABORATORY TECHNOLOGISTS

Adopted from the Canadian Alliance of Medical Laboratory Professionals Regulators National Code of Ethics

ETHICAL PRINCIPLES

Medical laboratory technologists demonstrate the following ethical principles through the medical laboratory technology services delivered, either alone or in collaboration with a multidisciplinary team, and any services rendered under the MLTs' direction and supervision.

Confidentiality / Privacy / Conflict of Interest

Medical laboratory technologists shall:

- *Respect and protect patient confidentiality and privacy by understanding and complying with applicable privacy legislation and policies regarding the collection, use, and disclosure of confidential information.*
- *Recognize, disclose, and act appropriately to resolve conflicts of interest that arise in the course of professional activities. They will maintain the integrity of personal health information, maintain transparency, and deliver unbiased patient-centered care. MLTs never use confidential information to the detriment of a patient or to benefit themselves or another person.*

Diversity / Respect / Dignity / Consent

Medical laboratory technologists shall:

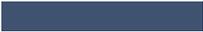
- *Value, respect and protect the rights, welfare, and dignity of all patients by providing patient care and service with respect for human rights, regardless of, but not limited to race, ethnicity, religion, language, sexual orientation, age and socio-economic status, mental or physical abilities at all times.*
- *Obtain free and informed consent from patients before undertaking any action, in accordance with relevant legislation and policies, recognizing that consent can be withdrawn at any time.*
- *Maintain appropriate professional boundaries with patients, colleagues, and other healthcare providers while delivering patient-centered care.*

Safety

Medical laboratory technologists shall:

- *Practice according to established protocols, safety guidelines, relevant current provincial and federal legislation, institutional policies and procedures, and environmental considerations. They do so to protect patients, colleagues, healthcare providers, society, the environment, and themselves from any potential harm while acting in the best interest of the patient.*
- *Promote a culture of safety with colleagues, and other healthcare team members.*

CONTINUED



CODE OF ETHICS FOR MEDICAL LABORATORY TECHNOLOGISTS

Adopted from the Canadian Alliance of Medical Laboratory Professionals Regulators National Code of Ethics

Accountability / Responsibility

Medical laboratory technologists shall:

- *Exercise independent judgment, accept responsibility for their actions and the foreseeable consequences of their actions, and recognize their accountability for the service they provide.*
- *Practice within the scope of their professional competence, recognize the competence of others and seek their assistance as required.*
- *Take appropriate action in responding to situations which may jeopardize patient care or harm the profession, including reporting impaired, incompetent, and/or unethical colleagues in accordance with their legal requirements.*

Professionalism / Behaviours / Attitudes / Professional Development

Medical laboratory technologists shall:

- *Strive for excellence in their professional practice, and in their professional and personal conduct to uphold the integrity of the profession and the public trust.*
- *Communicate effectively with patients, the public, colleagues and other healthcare providers, contributing to a healthy and positive work environment*
- *Maintain and enhance professional practice and augment their knowledge, skills, judgement, and behaviour through self-reflection and self-directed professional development and by demonstrating continued competence*
- *Demonstrate collegiality, mentorship, and sharing of new and emerging professional knowledge.*

Collaboration

Medical laboratory technologists shall:

- *Display integrity and respect in all interactions and collaboration with healthcare providers and others involved in patient care.*
- *Contribute to ongoing improvement in healthcare provision through an application of a process-orientation and focus on quality.*
- *Promote learning by facilitating the sharing of knowledge, skills and judgment processes with colleagues, students, other healthcare professionals, and the public.*

**Adopted from the Canadian Alliance of Medical Laboratory Professionals Regulators
National Code of Ethics**

USE OF SOCIAL MEDIA ADVISORY STATEMENT

College of Medical Laboratory Technologists of Manitoba

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.

COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
2016 Council



BRAD COLLIGNON, MLT
Chair



BARB LYONS, MLT
Vice Chair



SANDY BROOKS, MLT
Secretary



MARIJAY UMALI, MLT
Treasurer



ERIN MARTIN, MLT



OLEKSANDRA MACHYNIA, MLT



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 2016 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 2016 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.

Unfortunately 2016 has seen the departure of John Schwandt. As Public Representatives we would be remiss if we didn't give our thanks and appreciation for his insight, dedication and contributions to the Council and CMLTM over the past five years. We wish him well for the future.



ROBERT HARVEY
Public Representative



JOHN SCHWANDT
Public Representative



ROBERT YOUNG
Public Representative

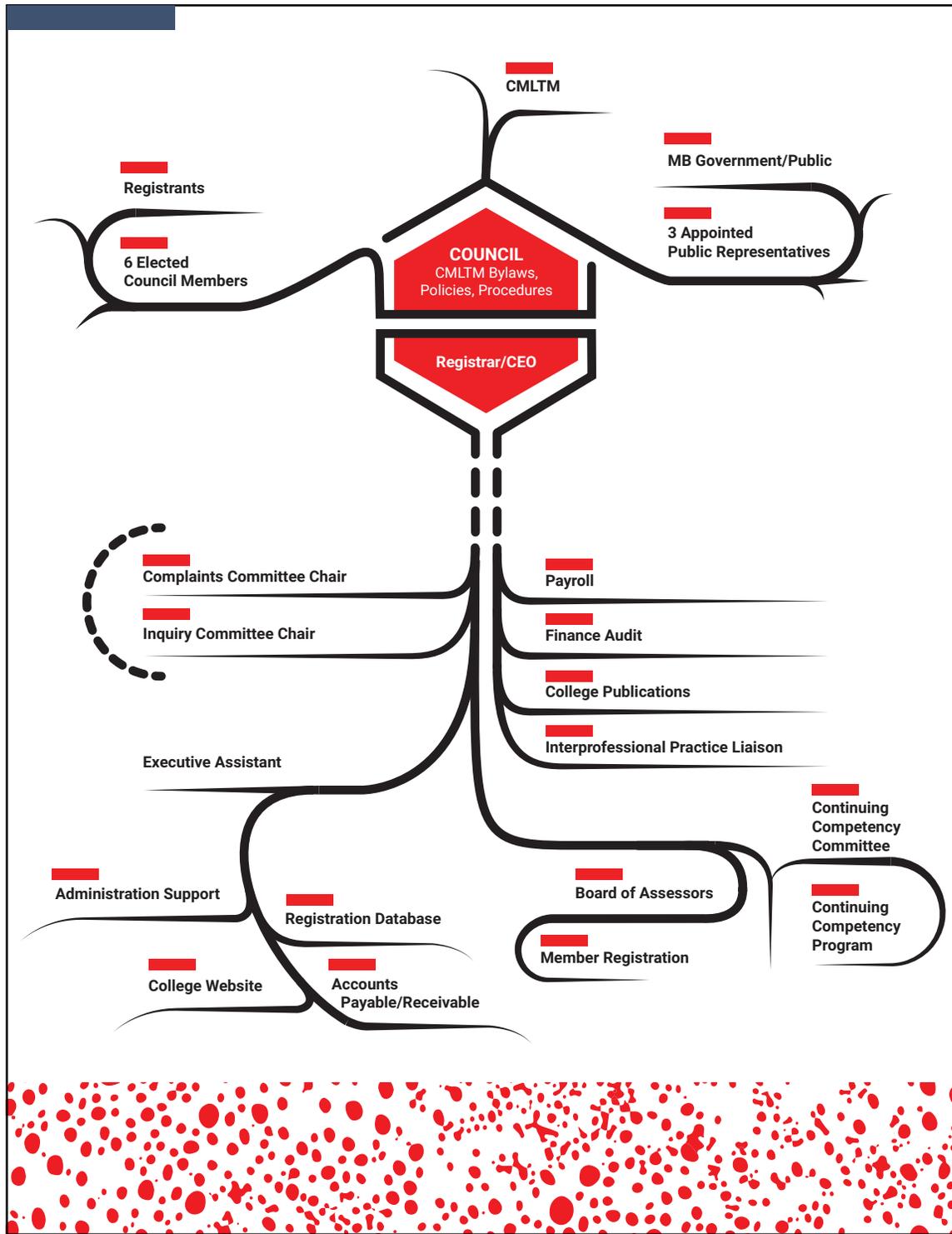
STRUCTURAL ORGANIZATION CHART

2016



FUNCTIONAL ORGANIZATION CHART

2016



REGISTRAR/CEO

Adam Chrobak, BSc, MLT



"If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much." – Jim Rohn

With the purchase of the new CMLTM office at 245 Lilac Street, our Council also entered into a lease agreement with the Winnipeg Youth Orchestra (WYO). The WYO is currently renting storage space for their musical records it is our hopes to eventually build a new office for the WYO library.

As of 2016, CMLTM has decided to only accept online renewals in order to make the renewal process more efficient and cost effective. CMLTM will no longer mail-out or accept paper versions of renewal forms. ALL CMLTM communications and notifications will be primarily through email. CMLTM registrants are reminded 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 has been working with Manitoba Health, Diagnostic Services of Manitoba (DSM), and Red River College (RRC) to review and upgrade the Manitoba Internationally Educated Medical Laboratory Technologists (MIEMLT) bridging program. Manitoba Health has committed to fund the MIEMLT bridging program.

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 as of February 2, 2018 they would no longer be providing accreditation services to a number to a number of allied health training programs, as they have been doing for the last 55 years.

CAMLPR and CSMLS have been working with the other allied health professionals to find a suitable replacement accreditation process before February 2, 2018. The working group has identified a replacement accreditation organization and they are currently in negotiations for the terms of the agreement of services.

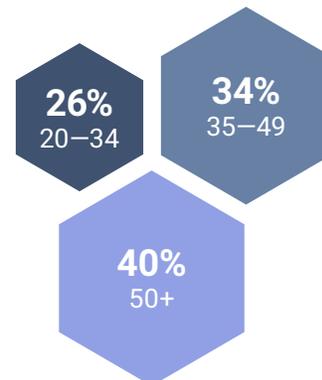
The CMLTM Council identified the need to hire a Deputy Registrar as part of the contingency plan for the College. In September of 2016, we welcomed Tricia VanDenakker as our Deputy Registrar. She has been a welcome addition to the CMLTM staff.

During the 2016 CMLTM strategic planning, Council identified the need to develop a jurisprudence module which would become a mandatory requirement for registration. Council has instructed CMLTM staff to develop and implement an online jurisprudence module for the Fall of 2017. CMLTM has been working collaboratively with a number of other regulated health professions to develop a generic jurisprudence module.

The CMLTM registry totals as of December 31, 2016:

Active: General	897
Active: Limited	65
Conditional	6
Inactive	40
Inactive: Retired	33
Student	69
Rejected	0
Honorary	2
Total	1112

Age Demographic of Practising MLT's in Manitoba as of Jan 2017 (n = 966)



COUNCIL CHAIR REPORT

Brad Collington, MLT

I am honoured to have been chosen as Council Chair for the 2nd year of my first term on Council. As well, I am very happy to have been re-elected to Council during the 2016 elections and look forward to serving as Chair in 2017.

In 2016 we welcomed two new faces to the Council; Erin Martin and Oleksandra Machynia (previously, Oleksandra Synova). We also welcomed back Council veteran Barbara Lyons. They bring much to the Council and it has been a delight to work with all of them. To the CMLTM we also welcome our new Deputy Registrar, Tricia VanDenakker. Her experiences and enthusiasm is greatly appreciated by everyone at CMLTM.

Unfortunately, our Public Representative, John Schwandt, has decided to resign from his position on Council. John brought an extensive history of experience to the Council and we wish him all the best in his future endeavors.

After our two day Strategic Planning seminar in October 2016, the Council and the College came away with some great goals for the next one to three years. Our Strategic planning sessions exposed potential concerns the College may encounter in the short term and long term. With the future board training of Council members, we hope to improve their roles within the college. Since then, we have had significant training sessions of which are adding significant value.

Throughout the 2016 year, the Council reviewed many of the College's policies. We have identified the ones that need further review and updating and will be moving forwarding on completing this task throughout the 2017 year.

CMLTM will be creating working groups for the development of the Regulations, Code of Ethics, Practice Standards and Practice Directives that will be required by the new Regulated Health Professionals Act (RHPA). We hope to get a call from the provincial government and Manitoba Health in the near future.

As a member of the Manitoba Alliance of Health Regulatory Colleges (MAHRC) it was identified that a jurisprudence module is lacking amongst the organizations. The CMLTM has recognized the importance of having a jurisprudence module for all members and have taken up the task of having one developed and implemented. We are currently underway in developing this module and hope to have information sent out by Fall 2017.

Along with MAHRC, the Council has supported the College's involvement with many other regulatory bodies and health care organizations. We have a strong relationship with organizations such as the Canadian Society for Medical Laboratory Sciences (CSMLS); the Canadian Alliance of Medical Laboratory Professional Regulators (CAMLPR); the Manitoba Institute for Patient Safety (MIPS) and the Manitoba Association for Medical Laboratory Science (MAMLS).

Serving on Council as Vice Chair and Chair has been and still is an excellent opportunity to view and fully understand how our profession has grown from a different perspective. I would like to encourage any members with an interest in supporting their profession to think of serving on the CMLTM Council or on a committee. It is an excellent opportunity to work with a great team of dedicated MLTs and learn about all the work done behind the scenes in self-regulation.

I would like to give my sincerest thanks to all those who have served on our Council and our committees; past, present, and future. I would also like to thank our Public Representatives and the CMLTM staff for all the hard work they put in to our College.

I look forward to seeing what the next year will bring and am confident in the path the CMLTM is taking in achieving our mandate. I'm proud of our College for its accomplishments as a recognised leader in patient safety. With the support of all Council members, office staff and membership we will continue leading that charge.



BOARD OF ASSESSORS REPORT

Tracey Pronyk-Ward 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, 2016- December 31, 2016 the Board of Assessors reviewed one hundred and seven (107) applications with the following decisions:

CLASSIFICATION	APPROVED
Active General Certificate to Practice	20
Active Limited Certificate to Practice	6
Conditional General Certificate to Practice	38
Conditional Limited Certificate to Practice	1
Conditional Certificates to Practice upgraded to Active	38
Status upgraded from Inactive to Active Certificate to Practice	1
Inactive to Active Limited to Practice	3

Thirteen (13) Active General Certificates to Practice were relocations from another province: ten (10) from Ontario, two (2) from Saskatchewan, one (1) from British Columbia. Six Active, Limited to Practice, two (2) Cytology, three (3) Clinical Genetics, one (1) Molecular Diagnostics.

Two (2) of the Inactive to Active status upgrades were Active Limited Certificates to Practice (Cytology), one (1) in Clinical Genetics.

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, Gloria Mactavish MLT, Trevor Kotowich MLT and Camille Harrop MLT for their assistance, dedication and commitment over the past year.

NOMINATIONS COMMITTEE REPORT

Oleksandra Alex Machynia, MLT

The CMLTM Council is a significant part of the governance and regulation of the practice of medical laboratory technology in Manitoba. The CMLTM Council election process is an important event every year and I would like to take this opportunity to thank everyone who participated in the CMLTM 2016 election process.

There were three openings for Council members for the 2017 term, two seats in Division 1 (Winnipeg), and one in Division 2 (Outside of Winnipeg). The CMLTM council received three nominations for Division 1 and two nominations for Division 2. One nominee for Division 2 decided to withdraw their nomination.

An election was held for the two seats in division 1 and Marijay Umali and Brad Collignon were elected. Sandra Brooks was appointed by Council for Division 2.

Serving on Council is an excellent way to truly understand what drives your profession. I would like to encourage all members to consider being nominated for Council, or participate in nominating a fellow member.



INQUIRY COMMITTEE REPORT

Bonnie Grahame, MLT

MEMBERS:

Bonnie Grahame MLT, Chair
Leanne Matthes, Public Representative
Tracey Pearson MLT

The committee met on March 9, 2016 to review the previously developed guidelines for a hearing.

There have been no matters referred to the committee in 2016.



CONTINUING COMPETENCE COMMITTEE REPORT

Linda Schroeder, MLT, Continuing Competence Committee Chair



COMMITTEE MEMBERS

Daniele Bernier MLT, Henri Beaubien MLT, Tammy Toutant MLT, Procelita Tulio MLT, Bev Cole MLT, Linda Schroeder MLT

2016 AUDIT SCHEDULE

Three audit sessions were held in 2016 with a total of 217 members audited. The majority of audited members passed on initial audit. The table below outlines the audit results for the year.

2016 AUDIT RESULTS

Result Category	March 19, 2016	April 16, 2016	October 1, 2016
Pass	39	46	51
Pass Less than 5 yrs ¹	22	21	14
Marginal Pass ²	0	0	1
Fail Less than 5 yrs	1	1	0
Fail Documentation	4	0	2
Fail Activities	4	3	4
Fail Documentation and Activities	2	0	1
Fail Incomplete Submission ³	0	0	1
Total Audited per session	72	71	74

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.

AUDITOR TRAINING

All auditors must sign an oath of office, an oath of confidentiality and participate in auditor training. Auditor training is available at every audit session. The training session 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 in January and November to:

- Consider members concerns and requests for CE assessments
- Update Approved and Non Approved CE online resource
- Review and update auditing forms and letter templates
- Set the audit schedule for 2017

In addition to face to face meetings the committee consulted electronically to address members' questions and concerns.

REPORT FROM THE COMPLAINTS COMMITTEE

Melanie Grafton, MLT

In 2016, the Complaints Committee was comprised of the following members

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

The Committee met three (3) times throughout the year.

There were 3 formal complaints which were forwarded from CMLTM CEO/Registrar to the Complaints Committee for review during the 2016 calendar year. All three (3) of the complaints were received from employers. In two (2) of the three (3) cases, the members employment was terminated.

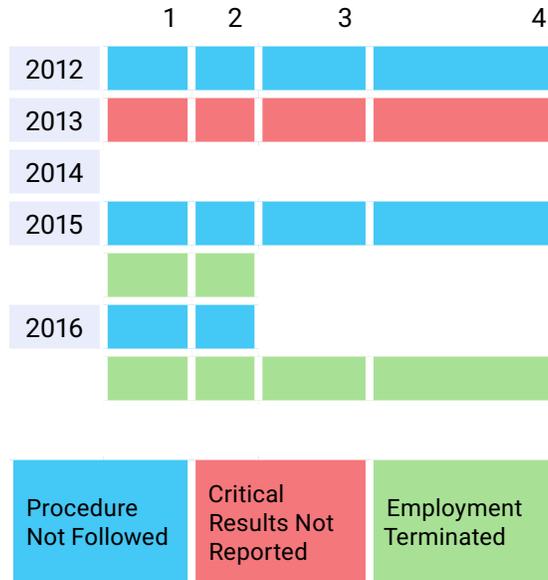
The Complaints Committee reviewed all three (3) files and determined investigation was not warranted in any of the three cases.

- In one case, the member was terminated while on probation. Review of complaint identified that no further action would be taken by CMLTM as the committee determined that no misconduct existed.
- In two cases, the employer reported behaviour unbecoming to a CMLTM member. In neither case did the member dispute the allegations to which the complaints were reported and both members accepted accountability for their actions. Both members entered into an agreement with the CMLTM Complaints Committee. One of these complaints resulted in several conditions being placed on the member and their license was revoked until such time as all of the conditions of the agreement were met. The other member was allowed to continue working but was required to successfully complete a CMSLS course at their own cost and which cannot be used as part of continued education.

Complaints are retained on a member's record for seven (7) years. If a member moves to another province, they are responsible to report the complaint to the new licensing body.

Based upon the complaints seen to date, the Complaints Committee recommends that all members review the Code of Conduct on an annual basis.

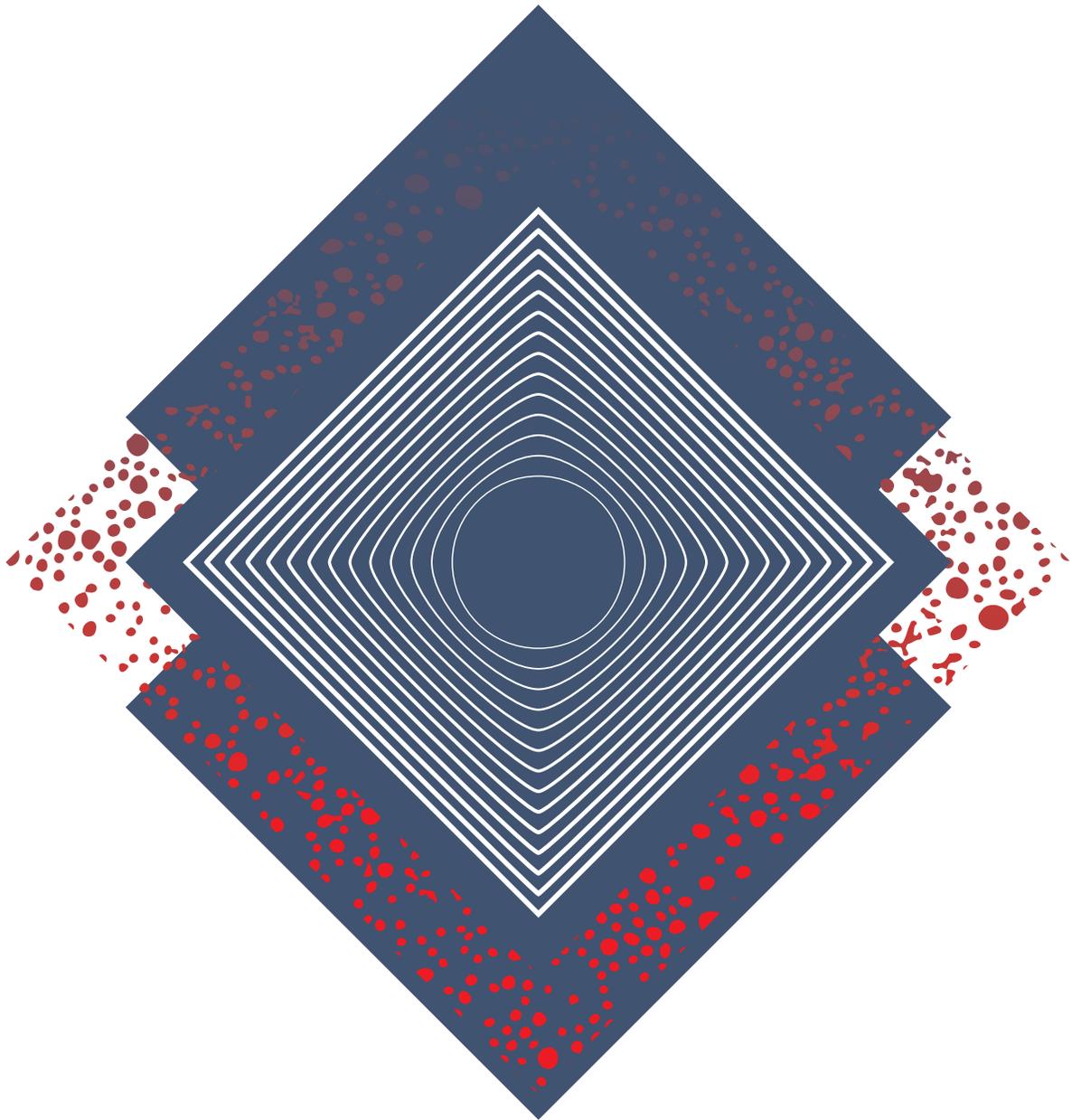
Below is a comparison of the type of complaints managed since 2012.



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 R3P 0N5



INDEPENDENT AUDITORS' REPORT



CHARTERED PROFESSIONAL ACCOUNTANTS

Business Advisors · Tax · Audit

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 at December 31, 2016 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, 2016. We expressed an unmodified audit opinion on those financial statements in our report dated May 19, 2017.

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, 2016 are a fair summary of those financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba
May 19, 2017

A handwritten signature in dark ink that reads "Fort Group".

CHARTERED PROFESSIONAL ACCOUNTANTS INC.

COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF FINANCIAL POSITION, YEAR ENDED DECEMBER 31, 2016

ASSETS

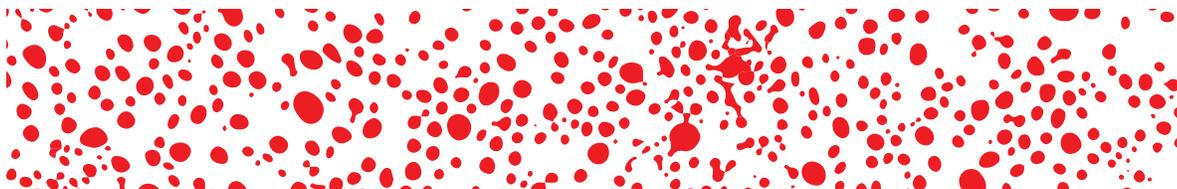
CURRENT ASSETS	2016	2015
Cash	\$389,589	\$327,120
Temporary investments	\$208,091	\$191,952
Accounts receivable	\$1,660	\$1,456
Prepaid expenses	\$7,451	\$1,158
	\$606,791	\$521,686
TANGIBLE CAPITAL ASSETS	\$746,856	\$775,070
	\$1,353,647	\$1,296,756

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	2016	2015
Accounts payable and accrued liabilities	\$54,568	\$56,184
Long-term debt	\$423,445	\$447,803
Deferred revenue	\$435,890	\$436,525
	\$913,903	\$940,512
NET ASSETS		
Invested in tangible capital assets	\$323,411	\$327,267
Internally restricted	\$247,000	\$247,000
Unrestricted	(\$130,667)	(\$218,023)
	\$439,744	\$356,244
	\$1,353,647	\$1,296,756

COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF CHANGES IN NET ASSETS, YEAR ENDED DECEMBER 31, 2016

	Invested in Tangible Capital Assets	Internally Restricted	Unrestricted Net Assets	2016	2015
BALANCE, BEGINNING OF YEAR	\$327,267	\$247,000	\$(218,023)	\$356,244	\$393,977
Excess (deficiency) of revenue over expenses	–	–	\$83,500	\$83,500	\$(37,733)
Demand loan repayments	(\$28,214)	–	\$28,214	–	–
Amortization of tangible capital assets	\$24,358	–	(\$24,358)	–	–
BALANCE, END OF YEAR	\$323,411	\$247,000	\$(130,667)	\$439 744	\$356,244



COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
SUMMARIZED STATEMENT OF OPERATIONS, YEAR ENDED DECEMBER 31, 2016

REVENUE	2016	2015
Member fees	\$461,572	\$371,247
Other income	\$3,795	\$5,885
Investment income	\$7,350	\$49,190
MAHRC projects	\$19,840	–
Amortization of deferred lease inducement	–	\$722
	\$492,557	\$427,044
EXPENSES		
Advertising	\$29,529	\$37,473
Amortization of tangible capital assets	\$28,214	\$23,621
Bank charges	\$16,929	\$16,463
Committee and program expense	\$31,523	\$31,366
Database and website costs	\$11,059	\$2,136
Interest on demand loan	\$16,151	\$9,433
Investment advisor fees	\$3,346	\$4,845
Membership and Fees	\$6,041	\$4,505
MAHRC projects	\$21,029	–
Occupancy costs	\$22,870	\$51,058
Office and miscellaneous	\$39,618	\$58,872
Postage and courier	\$2,384	\$5,719
Professional fees	\$25,907	\$26,856
Professional development	\$7,620	\$7,567
Staff and contractors	\$152,742	\$145,256
Telephone, internet and fax	\$6,428	\$4,350
	\$421,390	\$429,520
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER ITEMS	\$71,167	\$(2,476)
OTHER ITEMS		
Loss on disposition of tangible capital asset	–	\$(3,536)
Unrealized gain (loss) on investments	\$12,333	\$31,721
	\$12,333	\$(35,257)
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$83,500	\$(37,733)

COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
NOTE TO SUMMARIZED FINANCIAL STATEMENTS, DECEMBER 31, 2016

1. **BASIS OF PREPARATION**

The summarized financial statements have been prepared from the audited financial statement for the year ended December 31, 2016 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.

