



---

**QUALIFIED MEDICAL LABORATORY TECHNICIAN,  
QUALIFIED PHLEBOTOMY TECHNICIAN and  
QUALIFIED SPECIMEN SERVICES TECHNICIAN EXAMINATION**

---

QMLT / QPT / QSST Regulations  
QMLT / QPT / QSST Examination Application Form  
2009

NZIMLS Membership Application Form

---

The New Zealand Institute of Medical Laboratory Science offers to medical laboratory technician trainees or approved equivalent in a medical / veterinary laboratory, the qualifications known as the Certificate of Qualified Medical Laboratory Technician (QMLT), Certificate of Qualified Phlebotomy Technician (QPT) and Certificate of Qualified Specimen Services Technician (QSST).

All correspondence relating to the QMLT / QPT / QSST examinations should be addressed to:

Executive Officer  
NZIMLS  
PO Box 505, Rangiora 7440  
Tel: 03 313 4761  
Fax: 03 313 2098  
Email: [fran@nzimls.org.nz](mailto:fran@nzimls.org.nz)

© Copyright Notice

All rights reserved; no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior permission of "The New Zealand Institute of Medical Laboratory Science", PO Box 505, Rangiora, New Zealand.

QUALIFIED MEDICAL LABORATORY TECHNICIAN,  
QUALIFIED PHLEBOTOMY TECHNICIAN and  
QUALIFIED SPECIMEN SERVICES TECHNICIAN EXAMINATION

---

### EXAMINATION SUBJECTS

Clinical Biochemistry	Transfusion Science
Haematology	Transfusion Science - Blood Products
Histological Technique	Clinical Microbiology
Clinical Cytology	Clinical Mortuary Hygiene and Technique
Immunology	Virology
Phlebotomy	Specimen Services

---

### PREREQUISITES

1. Qualified Medical Laboratory Technician (QMLT) and Qualified Specimen Services Technician (QSST) certificates – candidates must be employed as a medical laboratory technician trainee, or approved equivalent, in a diagnostic laboratory in New Zealand. Candidates must have worked continuously in the subject for 18 months prior to the examination or accumulated not less than 18 months (3,000 hours) practical experience in the examination subject. Candidates must have worked for a minimum of 12 months with a New Zealand medical / veterinary laboratory and be able to provide evidence of work in the discipline in another country. Upon completion of two years (4,000 hours) continuous or accumulated practical experience in the subject and a pass grade in the written QMLT or QSST and practical (Cytology) examination, a QMLT/QSST certificate will be awarded.
2. Qualified Phlebotomy Technician (QPT) certificate – Candidates must have worked continuously in the subject for 18 months prior to the examination or accumulated not less than 18 months (3,000 hours) practical experience in the examination subject. Candidates must have worked for a minimum of 12 months with a New Zealand medical / veterinary laboratory and be able to provide evidence of work in the discipline in another country. Upon completion of two years (4,000 hours) continuous or accumulated practical experience in the subject, and successful completion of the logbook and a pass grade in the written QPT examination, the QPT certificate will be awarded.
3. Candidates who have passed a QMLT/QSST examination and who wish to sit a second QMLT/QSST examination must fulfil the above criteria but need only to have worked continuously or accumulated experience of one year in the examination subject.

### EXAMINATION INFORMATION AND CONDITIONS

1. **NZIMLS Membership** – to undertake the QMLT or QPT or QSST examinations all candidates must be a financial member (or have submitted a valid membership application form) at the time of application and continue to be a member at the time of the written examination. Non-members of the NZIMLS are **not** eligible to sit any examinations offered by the NZIMLS.
2. **Syllabi and logbooks** – copies of relevant syllabi and logbooks (phlebotomy) are available on the NZIMLS website at [www.nzimls.org.nz](http://www.nzimls.org.nz).
3. **QMLT, QPT and QSST examinations** – held annually, the dates for 2009 are the 4<sup>th</sup> November (QMLT) and the 7<sup>th</sup> November 2009 for QPT & QSST examinations. All written examinations for QMLT, QPT and QSST are of three hours duration. Candidates must achieve a minimum grade of C in the written examination to pass.
4. **Enrolment in QMLT or QPT or QSST** – candidates must complete both the examination application and the NZIMLS membership application (as required) and forward them together with the fees (or credit card details) to the Executive Officer of the NZIMLS, PO Box 505, Rangiora before the 15<sup>th</sup> May 2009. **No late applications will be accepted.**

5. **Refund of fees** – a refund of examination fees will be granted only under “exceptional circumstances” and must be requested prior to 1<sup>st</sup> October of the year of the examination. Exceptional circumstances are defined as “circumstances which are beyond the control of the applicant”. All applications for refunds must be supported by a statement from a medical officer or Charge Scientist supporting sickness or the negative impact of other personal circumstances. Any refund of fees will incur an administration charge of \$25.
6. **Withdrawal** – candidates are able to withdraw at any time following notification to the NZIMLS in writing. No refund will be made, however depending upon circumstances examination fees may be rolled over to the following year.
7. **Requirement to pass QMLT and QSST (excluding cytology and QPT)** – candidates must achieve a pass grade (C or better) in the written examination.
8. **Requirements to pass QTA in Cytology** – candidates must achieve a pass grade in the written and a pass in the cytology practical examination. In the event a candidate passes the written and fails the practical examination the candidate will be allowed to carry forward the written examination results for one (1) year and re-attempt the practical examination the following year. In the event that a candidate passes the practical and fails the written examination the candidate will be required to undertake both forms of assessment at a later time.
9. **Requirements to pass QPT** – candidates must achieve a pass grade in the written examination and a pass in the phlebotomy logbook. A fail in either the requirements outlined in the logbook or the written examination or both will result in a fail. In the event a candidate passes the written and fails the logbook the candidate may carry forward the written examination results for one (1) year and re-attempt the practical examination the following year. In the event that a candidate passes the logbook and fails the written examination the candidate will be required to undertake both forms of assessment at a later time.
10. **Results notification** – candidates will be notified in writing of the results of the QMLT, QPT and QSST examinations. Under normal circumstances the grading and results release process should be completed prior to Christmas in any year.
11. **QMLT/QPT/QSST certificate issue** – candidates who have met all the requirements will be awarded the NZIMLS QMLT Certificate in the appropriate discipline or the NZIMLS QPT Certificate in Phlebotomy or the NZIMLS QSST Certificate in Specimen Services. Candidates who have not met the requisite number of hours (4,000) for QMLT and/or QPT and/or QSST will have their Certificates withheld until this requirement has been met.
12. **Awards** - in recognition of exceptional performance in the QMLT disciplines, the QPT and the QSST, the NZIMLS issues awards to the top candidates. These awards are made each year at the NZIMLS Annual General Meeting.
13. **Return of examination scripts** – examination scripts will be returned to candidates upon receipt of a written request. Once the scripts have been released, candidates are no longer able to apply for a recount and no further correspondence relating to the marking of the script will be entered into. There is a cost to the candidate of \$25 to return examinations scripts. Please include this payment with your request for your script to be returned.
14. **Disabilities and injuries** – candidates who have disabilities or injuries at the time of the examination may request to use a scribe. Please contact the Executive Officer of the NZIMLS.
15. **Aegrotat applications** – are not available (see details re: impaired performance below).
16. **Impaired performance** – if for some reason such as illness, recent bereavement or other personal circumstances, you believe that your performance in the examination was impaired you may apply for an impaired performance consideration. All applications for impaired performance must be in the hands of the Executive Officer within ten days of the examination. All applications for impaired performance must be supported by a statement from a medical officer, or the Charge Scientist (or equivalent) of the Department/Laboratory stating reasons for the consideration. All applications for impaired performance will be considered by the examiners before the release of the final grades. The NZIMLS reserve the right to contact persons to verify any claims in this respect.

**QUALIFIED MEDICAL LABORATORY TECHNICIAN  
or QUALIFIED PHLEBOTOMY TECHNICIAN  
or QUALIFIED SPECIMEN SERVICES TECHNICIAN  
EXAMINATION APPLICATION FORM**

**Examination Dates: Wednesday 4<sup>th</sup> November 2009 (QMLT candidates)  
Saturday 7<sup>th</sup> November 2009 (QPT & QSST candidates)**

**SECTION 1 - TO BE COMPLETED BY THE CANDIDATE**

**Title:** Mr / Mrs / Ms / Miss / Dr / .....

**Surname:** ..... **First name(s):** .....

**Organisation:** .....

**Laboratory / Department:** .....

**Subject:** (Haematology, Microbiology, etc) .....

**EXAMINATION FEE: \$168.75 (GST Inclusive). The full examination fee must be paid with the application.**

**SECTION B - TO BE COMPLETED BY THE, CHARGE SCIENTIST, LABORATORY OR TRAINING MANAGERS or PATHOLOGIST**

Date candidate commenced work in examination subject: .....

"I certify that the above candidate meets the requirements of the QMLT / QPT / QSST Regulations"

Signed: ..... Designation: .....

Please state the name and address of the person responsible for receiving the papers and supervising the Examination in your laboratory or centre.

Name: .....

Laboratory Address: .....

**APPLICATIONS CLOSE 14<sup>th</sup> MAY 2009**

**Please forward application forms accompanied by fees to: NZIMLS, P O Box 505, Rangiora**

**NO LATE APPLICATIONS WILL BE ACCEPTED**

**Special note to all applicants** - if you are not already an Associate member of the NZIMLS and you intend to sit an NZIMLS examination, you **must** submit a membership application to become an Associate member together with this examination application.

**For Office Use Only**

Date received ..... Cheque number .....

Bank ..... Branch .....

Drawer ..... Amount .....



## NZIMLS Membership Application

(also available at [www.nzimls.org.nz](http://www.nzimls.org.nz) )

Please complete and return to: PO Box 505, Rangiora, New Zealand, email: [fran@nzimls.org.nz](mailto:fran@nzimls.org.nz)

**Title:** Mr / Mrs / Ms / Miss / Dr / .....

**Surname:** ..... **First name(s):** .....

**Organisation:** .....

**Laboratory / Department:** .....

**Discipline / Specialty** (for receipt of SIG information): .....

**Laboratory address for correspondence:** .....

..... **Postal Code:** .....

**Wk Ph:** ..... **ext** ..... **Fax:** ..... **Mobile:** .....

**Email address:** ..... @ ..... (req'd for website access)

**Employment position:** .....

**Highest professional qualification:** .....

**Year obtained:** ..... **Qualification specialty:** .....

**MLTB Registration Number:** .....

**Nominated by:** .....

<b>Membership categories:</b>	Fellow or Member	\$112.00 /annum	
	Associate	\$ 56.00 /annum	(circle one)

### Guidelines for membership categories:

- Member Any Scientist/Technologists registered with the NZ Medical Laboratory Technologist's Board.
- Associate:
1. Any person engaged in Medical Laboratory Science who is not eligible for any other class of membership e.g. QMLT, QPT, QSST
  2. Any person who has been a Fellow, Member or Associate, but is no longer engaged in Medical Laboratory Science.
  3. Any person not engaged in Medical Laboratory Science.

**Payment:** **Cheque** or **credit card** (circle one)

(Please make cheques in NZD and payable to "NZIMLS")

**Charge to:** **Visa** **MasterCard** (circle one)

**Credit card No.**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Expiry Date:** ..... / ..... **Amount:** .....

**Name of cardholder:** ..... **Signature:** .....