

QUALIFIED MEDICAL LABORATORY TECHNICIAN (QMLT)



Qualified Technician Examination Regulations 2018 Qualified Technician Examination Application Form 2018 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 Qualified Medical Laboratory Technician (QMLT).

All correspondence relating to the QMLT 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

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EXAMINATION SUBJECTS

Biochemistry	Haematology	Histology
Donor Services	Immunology	Microbiology
Mortuary Technician	Transfusion Science	Transfusion Science - Blood Products
Molecular Diagnostics	Phlebotomy	Specimen Services

New: General Technician QMLT qualification.

This examination covers four disciplines and is designed for those in smaller laboratories and those working in various disciplines within the laboratory.

The MSC are still to approve this new examination. Candidates wanting to sit this examination are asked to apply for the examination by 20 May 2018 and if for some reason the syllabus and logbook is not approved by the MSC, then the candidate can either:

- Ask for a refund of their examination fee, or
- Sit a QMLT examination in another relevant discipline, or
- Roll their examination fee over to 2019.

The General Technician syllabus and logbook are available on the NZIMLS website.

Prerequisites

1. Candidates must be employed as a medical laboratory technician trainee, or approved equivalent, in a diagnostic laboratory in New Zealand.
2. Candidates must have worked continuously in the subject before the examination and must have accumulated 6 months practical experience in the examination subject at the time of sitting the examination. Candidates must be able to provide evidence of work in the examination subject in another country if applicable, which will be considered by the Examinations Committee
3. Candidates who have previously passed a NZIMLS Qualified Technician examination and who wish to sit a subsequent NZIMLS Qualified Technician examination need only to have worked continuously for 6 months in the examination subject before sitting the subsequent examination and accumulated not less than 2,000 hours practical experience in the subject to complete the qualification.
4. Candidates who hold a bachelor's degree in a field of science awarded by a New Zealand university (approved in each case by the NZIMLS) need only to have worked continuously for 6 months in the examination subject before sitting the subsequent examination and accumulated not less than 2,000 hours practical experience in the subject to complete the qualification. Pre-approval must be sought from the Examinations Committee and application for pre-approval must be accompanied by a certified copy of the university qualification. A photocopy may be certified as a true copy by a solicitor, Notary Public, Justice of the Peace, or an Officer of the Court.
5. Candidates must have worked for a minimum of 6 months in a diagnostic laboratory in New Zealand at the time of sitting the examination.

Examination Information and Conditions

1. **NZIMLS Membership** – to undertake a NZIMLS Qualified Technician examination the candidate must be a financial member of the NZIMLS (or have submitted a valid membership application form) at the time of application and continue to be a member at the time of the 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 are available on the NZIMLS website at www.nzimls.org.nz.

3. **NZIMLS Qualified Technician examinations** – held annually, the date for 2018 is the Saturday 3 November for all QMLT examinations. All written examinations for the NZIMLS Qualified Technician examinations are of three hours duration.
4. **Requirements to the achieve the NZIMLS Qualified Technician Certificate candidate must:**
 - a. Gain a minimum of a C grade (50%) in the common examination component **and** a minimum of a C grade (50%) in the discipline specific component of the written examination.
 - b. Complete the relevant logbook within 12 months of successfully passing the QMLT examination.
 - c. Complete the required number of practical hours in the discipline in which the candidate sat the examination.Once the above components have been successfully achieved, the QMLT certificate will be issued to the candidate.
5. **Enrolment in NZIMLS Qualified Technician examinations** – 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, 7440 before 20 May each year. **No late applications will be accepted.**
6. **Refund of fees** – a refund of examination fees will be granted only under “exceptional circumstances” and must be requested before 1 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 either 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.
7. **Withdrawal** – a candidate is 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 only and must be requested before 1 October of the year of the examination. Requests for a roll over must be accompanied by applicable documentation. These requests will be considered by the Examinations Committee
8. **Non Transferable Fee** – examination fees are unable to transfer their examination fee to another candidate.
9. **Results notification** – the candidate will be notified in writing of their examination result by the NZIMLS. Under normal circumstances, the grading and results release process should be completed before 31 December.
10. **NZIMLS Qualified Technician certificate issue** – a certificate will be issued to each successful candidate. The certificate will only be issued to the successful candidate once the required number of hours and logbook have been completed.
11. **Awards** – each year, the overall top candidate of the NZIMLS Qualified Technician examinations will receive an award. Should the examination discipline have more than 30 candidates, then this discipline will have its own top candidate award. To be eligible for the award, the top candidate must achieve a minimum of a B+ grade (70%). The award will be presented at conference or at the North or South Island or SIG seminar.
12. **Reassessment of examination script** – any candidate who has failed to pass the examination may request a reassessment of their script. This request must be received in writing by the Executive Officer within one month following the release of the results to the candidate. There is a cost to the candidate of \$75 to reassess the examination script. This payment must be included with the request for the script to be reassessed. In the event of the reassessment resulting in the candidate achieving a pass grade, the reassessment fee will be reimbursed to the candidate. Once the script has been reassessed, this is deemed to be the final examination result and no further correspondence will be entered into.
13. **Return of examination scripts** – examination scripts will be returned to candidates upon receipt of a written request before the end of February. Once the scripts have been released, candidates are no longer able to apply for a reassessment and no further correspondence relating to the marking of the script will be entered into. There is a cost to the candidate of \$25 for the script to be returned. This payment must be included with the request for the script to be returned.

14. **Disabilities and injuries** – candidates who have disabilities or injuries before the examination may request to use a scribe. Contact the Executive Officer of the NZIMLS and each application will be considered on an individual basis. Applications for special assessment must be with the Executive Officer by 1 August in the year of sitting the examination. The names of all candidates who are successful in their examination and have used a scribe, will be notified to the Medical Sciences Council.
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), the candidate believes their performance in the examination was impaired, the candidate may apply for an impaired performance consideration. All applications for impaired performance must be in the hands of the Executive Officer within ten days following 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 before the release of the final grades. The NZIMLS reserve the right to verify any claims in this respect.

EXAMINATION APPLICATION FORM 2018

Examination Dates: **Saturday 3 November 2018 (for all QMLT 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) _____

At the time of the examination, I certify that I will have accumulated a minimum of 6 months practical experience in the examination subject.

In addition to passing the exam, the applicant is required to submit a 'Completion of Hours Form' and 'Certification of Completed Logbook' to the NZIMLS Executive Office before the qualification can be awarded.

Signed: _____ Date: _____

EXAMINATION FEE: \$295.00 (GST Inclusive). The full examination fee must be paid with the application.

SECTION B - TO BE COMPLETED BY THE CHARGE SCIENTIST, LABORATORY OR TRAINING MANAGER OR PATHOLOGIST

Date candidate commenced work in examination subject: _____

"I certify that the above candidate meets the requirements of the NZIMLS Qualified Technician 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: _____

Signed by person responsible for receiving the examination papers: _____

APPLICATIONS CLOSE 20 MAY 2018

Please forward application forms accompanied by fees to: NZIMLS, P O Box 505, Rangiora 7440

NO LATE APPLICATIONS WILL BE ACCEPTED

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

Payment details: **Cheque / Credit Card / Direct Credit** *(Delete as necessary)*
Direct credit: **BNZ: 020800-0600311-00** Please use surname as reference
Credit Card: VISA/Mastercard number: _____ / _____ / _____ / _____ Exp: ____ / ____
Name of Cardholder: _____ Amount: \$295.00
Signature of Cardholder: _____

NZIMLS MEMBERSHIP APPLICATION



Please complete and return to:

NZIMLS

PO Box 505, Rangiora 7440, New Zealand
(also available at www.nzimls.org.nz)

email: sharon@nzimls.org.nz
Fax: 03 313 2098

Title: Mr / Mrs / Ms / Miss / Dr _____ **Date:** _____

Surname: _____ **First Name(s):** _____

Organisation: _____

Laboratory/Department: _____

Discipline/Speciality: _____

Laboratory address for correspondence: _____

Postal Code: _____

Wk Ph: _____ **ext:** _____ **Fax:** _____ **Mobile:** _____

Email address: _____ @ _____

NB: An email address is required for access to member areas of the NZIMLS website and for future electronic correspondence

Employment Position: _____

Highest professional qualification: _____

Year obtained: _____ **Qualification Specialty:** _____

Date of Birth: _____ **MSC Registration Number:** _____ **30 -** _____

Nominated by: _____

NB: You must be nominated by a current member of NZIMLS for your application to be accepted

Membership Categories:	Fellow or Member	\$114.50
(Circle One)	Associate	\$57.25
	Student	\$20.45

Member: Any Scientist registered with the Medical Sciences Council of New Zealand

Associate: Any person not eligible for Member class of the NZIMLS, including Technicians and non-vocationally qualified persons associated with the profession

Student: Any person completing the third or fourth year of a BMLSc programme being offered at a NZ University

Payment: Cheque / Credit Card / Direct Credit (delete as necessary)

Cheque: Please make cheques payable (in NZD) to NZIMLS

Direct Credit: BNZ: 020800-0600311-00. Please use your PIN and Surname as reference

Credit Card: Visa / Mastercard (delete as necessary)

Card Number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____ **Amount:** \$ _____

Name of Cardholder: _____

Signature: _____