

QUALIFIED MEDICAL LABORATORY TECHNICIAN (QMLT)



Qualified Technician Examination Regulations 2021 Qualified Technician Examination Application Form 2021 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:

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EXAMINATION SUBJECTS

Biochemistry	Donor Services	General
Haematology	Histology	Immunology
Microbiology	Mortuary Services	Phlebotomy
Specimen Services	Transfusion Medicine	Transfusion Science – Component Processing

Candidate Examination Prerequisites for QMLT

1. Candidates must be employed as a medical laboratory technician trainee, or a NZIMLS Examination Committee approved equivalent, in an IANZ accredited diagnostic laboratory in New Zealand.
2. Candidates new to the profession or without relevant qualifications must have worked continuously in the subject before the examination and must have accumulated at least six (6) calendar 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. To complete the qualification candidates must accumulate not less than 2000 hours practical experience. Please note: it is not compulsory to sit the QMLT examination after six (6) months of practical experience.
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 calendar months in the examination subject before sitting the subsequent examination and accumulated not less than 2,000 hours practical experience.
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 for the purpose of qualifying as a QMLT) need only to have worked continuously for 6 calendar months in the examination subject before sitting the subsequent examination and accumulated not less than 2,000 hours practical experience. 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 who have an overseas qualification that meets the MLT-PAT registration standards set by the Medical Sciences Council of New Zealand (MSCNZ). That is, those candidates from overseas who hold provisional registration and any subsequent registration with the MSCNZ, need only to have worked continuously for 6 calendar months in the examination subject before sitting the subsequent examination and accumulated not less than 2,000 hours practical experience.

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.

Candidates must **remain a current financial member** of the NZIMLS until such time as they have been awarded the QMLT qualification certificate, completed practical assessment and the required number of hours.

2. **Curricula and Practical Assessments** – copies of relevant curricula and practical assessments are available on the NZIMLS website at <https://www.nzimls.org.nz/qmlt-qml-pat-syllabi.html> and <https://www.nzimls.org.nz/qmlt-qml-pat-logbooks.html> respectively.
3. **NZIMLS Qualified Technician examinations** – held annually, the date for 2021 is the Saturday 6th 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 practical assessment within 12 months of successfully passing the QMLT examination.
 - c. Complete the required number of practical hours.

Once the candidate has successfully fulfilled the above requirements of the QMLT qualification and the results ratified by the Board of Examiners, a 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 Office of the NZIMLS, PO Box 505, Rangiora, 7440 or email to Sharon@nzimls.org.nz 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 be transferred 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 once the candidate has successfully completed all components of the QMLT qualification.
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 reserves the right to verify any claims in this respect.
17. ***Examination resources*** - other resources are available on our website at <https://www.nzimls.org.nz/qmlt-examination-resources.html>

EXAMINATION APPLICATION FORM 2021

Complete, scan and email to: membership@nzimls.org.nz

Examination Dates: **Saturday 6th November 2021 (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 calendar months practical experience in the examination subject.

In addition to passing the examination, the applicant is required to submit a 'Completion of Hours Form' and 'Certification of Completed Practical Assessment' to the NZIMLS Executive Office before the qualification can be awarded. Candidates must remain a financial member of NZIMLS until they have met all the above criteria.

Signed: _____ Date: _____

EXAMINATION FEE: \$305.00 (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 2021
Please email application forms accompanied by fees to:
sharon@nzimls.org.nz
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. Membership applications may be made at <https://www.nzimls.org.nz/m02/associate-membership>

Payment details: Credit Card / Direct Credit (Delete as necessary)
Direct credit: BNZ: 020800-0600311-00 Please use surname as reference

Must be received by 20 May 2021

Credit Card: VISA/Mastercard number: _____ / _____ / _____ / _____ Exp: ____ / ____

Name of Cardholder: _____

Amount: \$305.00

Signature of Cardholder: _____

NZIMLS MEMBERSHIP APPLICATION

Complete, scan and email to: membership@nzimls.org.nz

Or complete online at <https://www.nzimls.org.nz/m02/associate-membership>

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 Category: Associate **\$57.25**

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

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

Credit Card: Visa / Mastercard (delete as necessary) Note: a 3.35% surcharge applies to credit card payments.

Card Number: _____ / _____ / _____ / _____

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

Name of Cardholder: _____

Signature: _____