

# New Zealand Hospital Scientific Officers' Association Inc

[www.hospitalscientists.org.nz](http://www.hospitalscientists.org.nz)

Home of Specialist Medical Scientists

Continuing Education Programme for  
Scientific Officers  
and  
Recertification Programme for Medical  
Laboratory Scientists

Contacts:-

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New Zealand

# New Zealand Hospital Scientific Officers' Association Inc

## Continuing Education Programme for Scientific Officers and Recertification Programme for and Medical Laboratory Scientists

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The program is run by the New Zealand Hospital Scientific Officers' Association and can be used as Continuing Education Program for Scientific Officers and as a Recertification Program for Medical Laboratory Scientists registered with the Medical Laboratory Science Board. The program is available for all Medical Laboratory Scientists and Scientific Officers - membership of the New Zealand Hospital Scientific Officers' is not required. Scientists can join the program using the enclosed application form and payment of the annual fee of \$150 (2011). Participants in the program shall be referred to as "Scientists" in the remainder of this document

### Recertification Time Table

1 January of each year	Recertification period starts - scientists record their points on the enclosed form and keep supporting of records of their points.
31 December	Recertification period ends - scientists complete their record of points and send a copy to the NZHSOA by 31 January
1 February of following year	NZHSOA under takes an audit of at least 10% of participants.
1 March	NZHSOA undertakes a review of the years participation and considers any changes to the program.

### Details of Audit Process

Participant Audit - it is essential that you keep up to date records if your activities. If you are selected for audit you will be required immediately to send a copy of your records to support the points you claimed. Any queries as to the points allocation of an activity should be confirmed at the time you make the claim - if clarification is required contact the NZHSOA. If any discrepancies are found by the auditor the points will be amended and the records sent to the MLSB for amendment.

Program Audit - the audit of the participants will be summarised and any weaknesses of the program brought to the attention of the MLSB and required to be reviewed by the NZHSOA.

### Confidentiality

Any information provided regarding this program is strictly confidential to the NZHSOA and our appointed auditor. Your program participation details and your activity record will be distributed to the Medical Laboratory Science Board annually and at any other time it is requested.

If you would like to access the information we hold on you please contact the secretary of the NZHSOA.

### **Adjustment of Claims**

Any retrospective adjustment to your claim must be forwarded to the secretary in writing, they will be forwarded to the program administrator for consideration and you will be notified of their decision in writing and your record amended as required.

### **Disputes**

Any disputes about the program, its interpretation or your allocation of points must be sent to the secretary in writing. The secretary will record your complaint and forward this to the Chair of the NZHSOA for consideration by a group of your peers. The Chair's decision will be final and will be communicated back to you in writing.

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Participants are expected to accumulate a minimum of 300 points for any three-year period from tasks listed below and include at least one international conference and one national conference.

### **Employment Related (Compulsory)**

1. Competence related to routine daily activity within the specialty of the Scientist. This may be either full or part-time employment within a District Health Board or another approved place of employment. The individual Scientist's competence will be assessed by peer review and signed off to reflect all normal employment related tasks including research & development, teaching, management, health & safety and quality assurance. In some cases assessment of competence for recertification may be best performed by clinicians (at the consultant level) in the appropriate field of clinical expertise. The MLSB will not issue an Annual Practising Certificate to a Medical Laboratory Scientist unless the employment related activity is signed off.

Points: 50/annum

### **Research and Development**

2. Research. Many Scientists are principal or joint investigators of research projects funded by grants from external funding bodies (HRC, Cancer Society; Heart Foundation etc) which implies national/international recognition of scientific and academic ability.

Points: 50 points per named investigator(s) for a successful grant application, else 25 points per named investigator(s).

3. Publications. Scientific/clinical papers published in recognised/peer reviewed international journals are central to the role of most Scientists. These may include reviews, original articles and letters/comments

Points: 30 points per paper, 15 points per letter. Letters to high impact journals may attract the maximum of 30 points in total.

4. External contracting and secondment to other employers, expert witness over and above normal employment. Due to the expert status of some Scientists, external contracting and secondment may occur from time to time. Recognition of such activities should be included in the assessment of competence and CPD.

Points: 20/contract/expert-witness session only 1 claim per annum. Secondment 2 points per week up to a maximum of 50 points.

### **Teaching**

5. Tertiary teaching. Many Scientists are involved in teaching at both the under-graduate and post-graduate levels. This may include formal lectures, seminars and tutorials within the DHBs, universities other tertiary education providers.

Points: 10/lecture/seminar/tutorial

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6. Post-graduate student supervision. Some Scientists are employed by, or given the status of honorary academic staff, of universities and supervise post-graduate students. These include B.Sc (Hons); M.Sc and PhD.

Points: 20/student/annum.

7. Examination of post-graduate students. Examination/marking of theses from Honours, Masters and Doctoral students.

Points: 30/PhD thesis; 20/Hons/Masters thesis

8. Peer review of journal articles or research grant applications. Many Scientists are asked by journal editors to peer review or act as referees for manuscripts submitted for publication or research grants to funding bodies such as the HRC, Cancer Society etc.

Points: 15/manuscript/article or research grant.

9. Presentation at internal teaching/seminar session/journal club.

Points: 5/session

#### **Continuing Education**

10. Scientific Meetings. There is an expectation for the Scientists to attend both local and international scientific/clinical meetings.

Points: 30/3 day international meeting (pro rata 10 per day); 15 / 3 day local/national meeting (pro rata 5 per day)

11. Presentation at meetings. Additional points should be given with either poster or oral presentations at the above outlined meetings.

Points: 15/oral presentation; 10/poster presentation

#### **Professional Activities**

12. There should be recognition of professional membership of service on appropriate professional/clinical/scientific organisations such as committee membership.

Points: 10 points/annum for office holders or committee membership.

- 13 Other scientific activities - not included in the above categories may be included on presentation of supporting information - please e-mail [John.Lewis@cdhb.govt.nz](mailto:John.Lewis@cdhb.govt.nz)

## Recertification/CPD Enrolment Form

MLSB Registration Number (if applicable)	
Title	
Surname	
First Name	
Organisation	
Address	
eMail	
Phone	
Fax	

Amount Due \$150.00 for 2011

Some employers will bulk pay on your behalf - contact Dr P Elder for payment details  
(Peter.Elder@cdhb.govt.nz)

Or Pay: NZHSCA

Send to: Dr P Elder  
NZHSCA Treasurer  
Steroid Laboratory  
Canterbury Health Laboratories  
PO Box 151  
Christchurch

or pay direct through your Internet banking to 020 160 0419281 00 quoting your name as  
reference.



# Recertification/CPD Activity Submission Form

Name: \_\_\_\_\_

Recertification Program Number: \_\_\_\_\_

Address: \_\_\_\_\_

Participation Period: From \_\_\_\_\_ to \_\_\_\_\_

Activity	Total for each Activity
1. Employment (Compulsory)	
2. Research	
3. Publications	
4. Application of Expertise	
5. Tertiary Teaching	
6. Post Graduate Supervision	
7. Post Graduate Examination	
8. Peer Review	
9. Internal Presentations	
10. Scientific Meetings	
11. Scientific Presentations	
12. Professional Activities	
13. Other Scientific Activities	
Total:	

Comments: \_\_\_\_\_

Note: Records for each activity should be kept and the above summary completed on 31 December each year and sent to:-

Dr John Lewis  
Canterbury Health Laboratories  
PO Box 151  
Christchurch  
New Zealand

Email: [John.Lewis@cdhb.govt.nz](mailto:John.Lewis@cdhb.govt.nz)