

MEDICAL LABORATORY TECHNOLOGISTS BOARD

**Manual of
Continuing Professional Development
for
Registered Medical Laboratory Technologists**

(Voluntary Scheme)

**MANUAL OF CONTINUING PROFESSIONAL DEVELOPMENT FOR
REGISTERED MEDICAL LABORATORY TECHNOLOGISTS**

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Medical Laboratory Technologists Board

Manual of Continuing Professional Development for Registered Medical Laboratory Technologists

1. INTRODUCTION

The main purpose of implementing continuing professional development (CPD) is to encourage medical laboratory technologists (MLT) to commit to a life-long process of continuing professional learning through education and training. CPD will enhance professional strength by allowing MLT to keep pace with rapid advances in biomedical technology in terms of knowledge, skills and practical experience. It will also ensure that MLT are competent in providing quality service in a multi-disciplinary healthcare environment.

2. CPD CYCLE

Following the completion of the three-year CPD pilot scheme in December 2007, a voluntary CPD scheme will start on 1 May 2008. The scheme will be run on an annual cycle from 1 May to 30 April.

3. ENROLLMENT

All registered MLTs are considered to be included in the voluntary scheme. No enrollment in the voluntary CPD scheme is required.

4. CPD POINT REQUIREMENTS

For Part I and II MLT, **15** CPD credit points have to be accumulated at the end of the **annual** cycle. For Part III MLT, the total CPD credit points are **10**. Excess CPD credit points cannot be rolled over to a new CPD cycle.

For the first cycle commencing on 1 May 2008, CPD credit points obtained between January and April 2008 will count towards the CPD achievements for the cycle of 2008/09.

The Board will publish on its website the names of MLTs who have fulfilled the yearly CPD requirements subject to the consent of the MLTs. The list will also show the year since the attainment of the status by the MLTs in the voluntary cycle. A Certificate of Achievement will be issued to those MLTs who have fulfilled the yearly requirements upon request.

5. SCOPE OF CPD PROGRAMMES

CPD programmes and activities must be organized by accredited programme providers or have been accredited by the CPD Accreditation Sub-committee of the MLT Board. They should be:

- (1) designed to be cost effective, with the flexibility of providing a wide variety of choice to meet professional needs and further career development;
- (2) incorporated with a quality assurance mechanism and a clear set of objectives;
- (3) able to enhance participants' proficiency in the biomedical science profession in terms of specialty development, research, laboratory management, good laboratory practice, etc; and
- (4) able to impart to participants up-to-date knowledge and skills relevant to biomedical sciences through suitable training infrastructure.

6. TYPES OF CPD PROGRAMMES

CPD programmes can be organized in the form of a conference, a symposium, a seminar, a scientific meeting, a panel discussion, a workshop, or a short or tertiary course related to the field of biomedical sciences. Apart from lecture-based activities, MLT can also acquire CPD points through a research-based project or publication of an article or paper related to biomedical sciences in professional journals, books and newsletters, etc. Self-study activities such as reading journals, self-assessment programmes conducted by local or overseas professional bodies or educational institutions can be credit-earning. Distance learning and e-learning will also attract CPD credit points upon individual assessment.

7. CPD POINTS FOR ACCREDITED PROGRAMMES/ACTIVITIES

The following table lists possible CPD activities:

Activity Category	Maximum CPD Credit Points Allowed to be Earned from the Category Per Cycle	CPD Programme/Activity	CPD Credit Point
(1) Attending CPD Activities	No maximum credit point for this category	Being an attendee in an accredited CPD programme/activity	1 credit point per hour 6 credit points maximum per day and 12 credit points maximum per single programme
(2) Public Presentation and Publication	5 CPD credit points per cycle	Being a chairman, speaker, presenter, panelist, and teacher/trainer in an accredited CPD programme/activity	2 credit points per hour or activity (whichever is greater)
		Giving a poster/abstract presentation	1 credit point per presentation
		Being a sole author/first author/correspondence author of papers	3 credit points per article
		Being a co-author of papers	1.5 credit points per article
		Being a reviewer/editor of a scientific publication	1 credit point per publication
		Being an author/editor of a book relevant to biomedical sciences	Credit points to be awarded on individual assessment
		Being an author of articles in a newsletter	Credit points to be awarded on individual assessment
		Being an examiner/clinical assessor/supervisor of a project or dissertation	Credit points to be awarded on individual assessment
		Being a technical assessor in accrediting medical laboratories	1 credit point per hour

Activity Category	Maximum CPD Credit Points Allowed to be Earned from the Category Per Cycle	CPD Programme/Activity	CPD Credit Point
(3) Self-study	3 CPD credit points per cycle	Reading journals or educational materials from Quality Assurance Programme	1 credit point per year
		Engaging in self-study with assessment	Credit points to be awarded on individual assessment

Depending on the relevancy of the CPD activities, the CPD credit points assigned may be multiplied by a relevancy factor ranging from 0 to 1 (0 signifies no relatedness, 0.5 signifies partial relatedness and 1 signifies total relatedness).

Therefore the actual CPD credit points earned from participating in a particular CPD programme/activity can be calculated by using the formula:

$$\text{Weighting} \times \text{Relevancy}$$

Where: Weighting = the CPD credit points preliminarily assigned to a specific CPD programme/activity;

e.g. an attendee of a 3-hour seminar will get 3 credit points
(1 credit point/hour x 3 hours)

Relevancy = the degree of significance that the particular CPD programme/activity can enhance participants' proficiency in the MLT profession in terms of specialty development, research, laboratory management, good laboratory practices, etc.

Other than the CPD programmes offered by accredited providers or the CPD programmes accredited by the MLT Board, MLT should clarify with the CPD Accreditation Sub-committee under the Education Committee of the MLT Board prior to attending any programmes. Relevant information of the activities should be sent to the CPD Accreditation Sub-committee of the MLT Board for assessment and awarding of CPD credit point(s). The Application Form for Assessment of Non-accredited CPD Programme/Activity (**FORM - MLT I**) enclosed in this manual can be used when applying for assessment; with supplementary sheets, if required. Application should preferably be made at least one month before the commencement of the concerned programme. While application for assessment of a non-accredited CPD programme after its completion can be made, any such application should be made no later than one month after the completion and at least one month before the end of the concerned CPD cycle.

8. RECORD OF PARTICIPATION

MLT are required to fill in a Record Sheet of CPD Programmes/Activities Attended (**FORM - MLT IIa and FORM - MLT IIb**) enclosed in this manual and return it to the CPD Administration Sub-committee under the Education Committee of the MLT Board for record at the end of the CPD cycle. Copies and supplementary sheets may be used if required.

MLT should keep their certificates, letters or documents of attendance, etc as proof of having accumulated the required credit points for the CPD cycle. Under certain circumstances, MLT may be requested to submit certificates or relevant documents to the CPD Administration Sub-committee under the MLT Board for verification.

9. **APPEAL**

Any appeal must be lodged in writing to the MLT Board.

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Application Form for Assessment of Non-accredited Continuing Professional Development (CPD) Programme/Activity

Instructions: Supply complete information either directly on this form or on a form developed in a similar format.

Please enclose any syllabus or promotional pamphlets of the programme/activity with the application. Fill in below any further information if not covered in the syllabus and/or promotional pamphlets. Incomplete/inadequate information may lead to delayed approval.

Name of Applicant (Surname first)	
--------------------------------------	--

Registration No./Part	
-----------------------	--

Address	

Telephone Number		Fax Number	
------------------	--	------------	--

E-mail Address	
----------------	--

Name of Programme Organizer	
--------------------------------	--

Address of Organizer	

Name of Contact Person	
------------------------	--

Title or Position	
-------------------	--

Telephone Number		Fax. Number	
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E-mail Address	
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MEDICAL LABORATORY TECHNOLOGISTS BOARD

Application Form for Assessment of Non-accredited Continuing Professional Development (CPD) Programme/Activity

1.	~ Title of the non-accredited programme/activity ~																																													
2.	~ Date, time and duration ~																																													
3.	~ Venue ~																																													
4.	~ Contents ~																																													
5.	<p>~ Personnel ~</p> <p>Teachers, trainers, presenters, speakers, facilitators, etc. for the Programme to be assessed:</p>																																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 30%;">Name(s)</th> <th style="width: 30%;">Professional Qualifications</th> <th style="width: 15%;"></th> <th style="width: 10%;">Position/Title</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Name(s)	Professional Qualifications		Position/Title																																								
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MEDICAL LABORATORY TECHNOLOGISTS BOARD

Record Sheet of Continuing Professional Development (CPD) Programmes /Activities Attended for Voluntary Scheme

[This form should be returned to MLT Board before the end of May of each year.]

CPD Cycle (from 1 May 20 to 30 April 20)

Activities Category (1) - Attending CPD Activities

Period of							Programme / Activity Code (if applicable)	Title of CPD Programme / Activity	Organizer	Position Held	CPD Points Awarded
DD	MM	YY	to	DD	MM	YY					
			to							Attendee	
			to							Attendee	
			to							Attendee	
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			to							Attendee	
			to							Attendee	
Sub-Total CPD Points Awarded [No maximum credit point for category (1)]:											

Name: _____ Registration Number:
 (Surname first, in block letters)

Signature: _____ Part: * I / II / III

* Please delete as appropriate

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Record Sheet of Continuing Professional Development (CPD) Programmes /Activities Attended for Voluntary Scheme

[This form should be returned to MLT Board before the end of May of each year.]

CPD Cycle (from 1 May 20 ___ to 30 April 20 ___)

Activities Category (2) - Public Presentation and Publication

Period of Attendance							Programme / Activity Code (if applicable)	Title of CPD Programme / Activity	Organizer	Position Held (teacher, author, editor, etc.)	CPD Points Awarded
DD	MM	YY	to	DD	MM	YY					
			to								
			to								
			to								
			to								
Sub-Total CPD Points Awarded [Maximum 5 CPD credit points per cycle for category (2)]:											

Activities Category (3) - Self-study

Period of Attendance							Title of CPD Programme / Activity (e.g. Reading journals – please state the names of the journals subscribed)	Organizer	Position Held (reader, etc., if applicable)	CPD Points Awarded
DD	MM	YY	to	DD	MM	YY				
			to							
			to							
			to							
			to							
Sub-Total CPD Points Awarded [Maximum 3 CPD credit points per cycle for category (3)]:										

Grand Total CPD Points Awarded:

[Category (1) + (2) + (3)]

* I have fulfilled the yearly CPD requirement,

Please send me a Certificate of Achievement

I give my consent for the Board to publish my name on its website

Name: _____
(Surname first, in block letters)

Registration Number:

Part: