



2007 Annual Report

ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

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College Foundation Policies

Vision

Ensuring Excellence in Medical Laboratory Science

Mission

To ensure medical laboratory professionals provide safe, ethical, and competent services through leadership and member regulation for the advancement of the profession, and public protection.

Core Values

- **Respect**
We are fair, equitable, and appreciative of others.
- **Integrity**
We are honest, dependable, and ethical in our dealings with others.
- **Openness**
We are accessible, approachable, transparent, and clear in our actions.
- **Sustainability**
We are responsible stewards of our resources.
- **Vision and Creativity**
We build on successful ideas, and explore and implement new ideas.
- **Accountability**
We are responsible for our actions.
- **Commitment**
We are dedicated to providing excellent service.

Critical Success Factors

- Public and other health care providers' awareness of the role and involvement of the medical laboratory in the health care delivery system
- Member awareness and confidence with member regulatory services and satisfaction with non-regulatory services
- Sufficient resources to support member regulatory and non-regulatory services in a cost-effective and timely manner
- Legislative compliance
- Continuity and sustainability of appropriate College staff and volunteers

Message from the President



With over 2600 members, consisting of regulated technologists and voluntary members, the College is as strong and vibrant as ever! With the restructuring of the College in recent years, we are well positioned

to lead the medical laboratory profession in these challenging times of unprecedented growth in laboratory service requirements and technological advances.

Reflecting back on 2007, I am struck by the significant progress the College has made toward achieving the outcomes in its 2006-08 strategic plan. Though lofty, many of the goals have been attained or are within our reach. The following highlights some key achievements within each of the four strategic directions of the College.

1. Toward a Respected Profession in the Health Care Team

➤ Enhancing the public awareness of the vital role of Laboratory Professionals

The College has made real strides this year in raising the profile of the critical role the laboratory plays in health care. Of note, the *Results Matter* campaign was a resounding success with a nation-wide media release (by CSMLS) which gained prominent new coverage and the provincial media release resulted in extensive TV coverage. Thousands of flyers and brochures providing patients tips on how to properly prepare for a blood test were distributed throughout the province. As a result of the College's continued efforts to increase the visibility of the lab to the public, it has been observed that health information inserts in major daily newspapers are containing references to the importance of lab services more and more. If we want to advance our issues and challenges, to

get government support to address our human workforce shortages, we need the public to be aware of what we do and the crucial role we play in their health care.

➤ Enhancing our profile with other Health Care Professionals

Of equal importance to public awareness and recognition, is the profile that the laboratory has with other health care colleagues. Too often major decisions are made, such as increasing hospital beds or opening new operating room theatres, without even considering the impact those decisions will have on laboratory service delivery. I believe if we start promoting ourselves to other health care professionals, we won't be so easily overlooked or forgotten. Our issues and concerns will be considered sooner rather than later, overall leading to more efficient and effective health care delivery. To this end, the College consistently recommends members for participation on assorted panels and advisory groups. The College also met with its sister Colleges, ACMDTT and ACCLXT, to discuss common grounds for collaboration and Council approved the College to become an accreditation sponsor for the Canadian Medical Association – Conjoint Committee on Accreditation which presents a great opportunity to collaborate with many other health care disciplines.

2. Toward Government and Employer Support

➤ Enhancing opportunities to work collaboratively with Government

The College has had several opportunities to interact with Government this year:

- The MLT Profession Regulation amendments were approved in April
- The Alberta Provider Directory work is progressing nicely
- The MLA Regulation and Restricted Activities initiatives are ongoing – these will continue to be a focus of the College over the next few years.

➤ Increasing employer support and understanding



Effective communication between the College and employers is key in supporting the members and advancing the profession. One strategy to enhance communication with consistent information exchange was the initiation of an employer E-newsletter. Also, position statements on Laboratory Human Resource Challenges and Supervision were approved this year which may influence employer workforce strategies and policies.

3. Toward Building Effective Relationships

➤ Networking with our stakeholders

One of the biggest challenges the College faces is to engage its members in a meaningful way. This year, the College devoted a section of its Annual General Meeting to member dialogue and feedback on two draft position statements as well as solicited member feedback on the annual convention through a web-based survey. Plans to use web-based surveys for ongoing member feedback are underway. Furthermore, the revamped College website has a dedicated member section with information targeted specifically to members.

4. Toward a Sustainable College

➤ Building a strong volunteer base for Council (Succession Planning)

Volunteers are critical to the success of the College and as such, Council recommended that a nominations working committee be formed with the task of making volunteer selection more purposeful and targeted. Both the President and the President-Elect attended a volunteer workshop hosted by the CSMLS in support of this initiative.

➤ Improving Council's effectiveness

An ongoing focus of College Council is to continually improve its effectiveness. This is achieved through ongoing professional development opportunities such as the CEO Symposium and the CSMLS Leadership Conference. The emphasis on Council agendas is on planning, policy, legislation and fiscal monitoring, and Councilors strive to link decisions to the vision, mission and strategic plan.

➤ Succession Planning – College Staff

A key component in any organization is succession planning and the College is no exception. This year, Council spent time developing a succession plan for the Executive Director/Registrar – and just in time too! With great regret, Council accepted Executive Director/Registrar, Sandra Shaw's, resignation which will be effective as of June 1st, 2008. The void left by Sandra will be difficult to fill indeed.

Other staff positions have job descriptions and all staff members are cross-trained. An office operations manual that is continually updated and office staff working guides all ensure effective and efficient operations when staff is in transition.

2007 has proven to be a year of growth and development for the College. I feel privileged to have been a part of a group of such dedicated and talented staff and volunteers that made this possible. I am proud to serve the College and most of all, I am proud to be a Medical Laboratory Technologist!

Sonja Chamberlin, MLT (MLS), BSc
President, 2007

Message from the Executive Director/Registrar



It is with a hint of sadness as I reflect upon the fact that this will be my final annual report message to members of the College. As most of you know by now, I have decided to take early retirement to pursue travel and hobby interests.

I wish to express my sincere appreciation for the support and cooperation I have received and enjoyed from Councilors, staff, volunteers and members at large. The last nine years have literally flown by as we have worked diligently to comply with all the legislated requirements for our profession under the *Health Professions Act* (HPA).

Through the dedicated efforts of College Council, committee volunteers and staff, the College has matured and evolved in form and function from its origin as a Society (ASMLT) on July 15, 1981. The journey to regulated professional status started in 1981 and finally succeeded with proclamation under the *Health Disciplines Act* (1993) and subsequent proclamation under the HPA on March 1, 2002.

The profession has dealt with a roller coaster of challenges and issues including the:

- Massive cutbacks (40 per cent) and layoffs resulting from health workforce re-balancing and restructuring in the mid-90's
- College restructuring to meet legislated requirements under the HPA
- Escalating human and fiscal resource requirements associated with HPA compliance
- Transition to a policy governance model
- Incorporation of new technologies to support expanding College operations and program delivery, such as:
 - Enhanced internet communications
 - Website re-design including the addition of a member only site
 - Online renewal for MLTs
 - Competence Program development and implementation for reporting and legislative compliance purposes
 - Enhanced electronic file maintenance
 - Introduction of Web-based surveys
 - Introduction of Web-based support for annual convention
- Annual strategic planning as a routine part of operations
- Increased advocacy efforts related to:
 - Enhanced awareness and understanding of the professional services provided by laboratory professionals
 - Pursuit of Medical Laboratory Assistant regulation under the HPA
 - Identification of restricted activities for laboratory professionals
- Shrinking laboratory workforce as the result of an ageing workforce, increased test volumes, and a shortfall in new graduates to backfill vacant positions
- Database modifications to support improved tracking and reporting related to the MLT demographic shift
- Multiple demands and time constraints associated with stakeholder consultations to keep abreast of shifting trends in the profession and shifting legislative and regulatory requirements

The above is just a sampling of the many challenges the College has addressed and the future will be no exception. With the ongoing commitment of dedicated volunteers and staff, the College will continue to evolve and mature in response to meeting the myriad challenges associated with meeting member needs and legislated regulatory requirements.

The regulatory and member service reports in this Annual Report reflect the activities and accomplishments during 2007. The 2007 Annual Report may be viewed or downloaded from the College website under Member Access > Publications > 2007 Annual Report.

I wish to express my sincere appreciation for the opportunity to serve the College and profession. As I stated earlier, it has been an invigorating and fulfilling nine years. I wish everyone the very best for the future and ongoing success in *Ensuring Excellence in Medical Laboratory Science*.

With sincere gratitude,
Sandra Shaw, MLT, CAE, Executive Director/Registrar (1999 – 2008)



College Council

President: Sonja Chamberlin, MLT, BSc (MLS)

Past President: Karen Heaton, MLT

President-Elect: Angelika Lichtenfeld, MLT, ART

Councillors:

Marlene Cairney, MLT

Christina Dixon, MLT, BSc

Tara Dixon, MLT, BSc

Charlene Kerr, MLT

Kellar Klein, MLT

Tamara Trotter, MLT

Public Members:

Barry Finkelman

Victor Fernandez

Pat Roddick

MLA Representative:

Louise Mosier, MLA



2007 College Council

(Back left to right): Tara Dixon, Charlene Kerr, Barry Finkelman, Louise Mosier, Kellar Klein, Pat Roddick (Front left to right): Angelika Lichtenfeld, Sonja Chamberlin, Karen Heaton (Missing): Marlene Cairney, Tamara Trotter, Victor Fernandez, Christina Dixon

College Staff

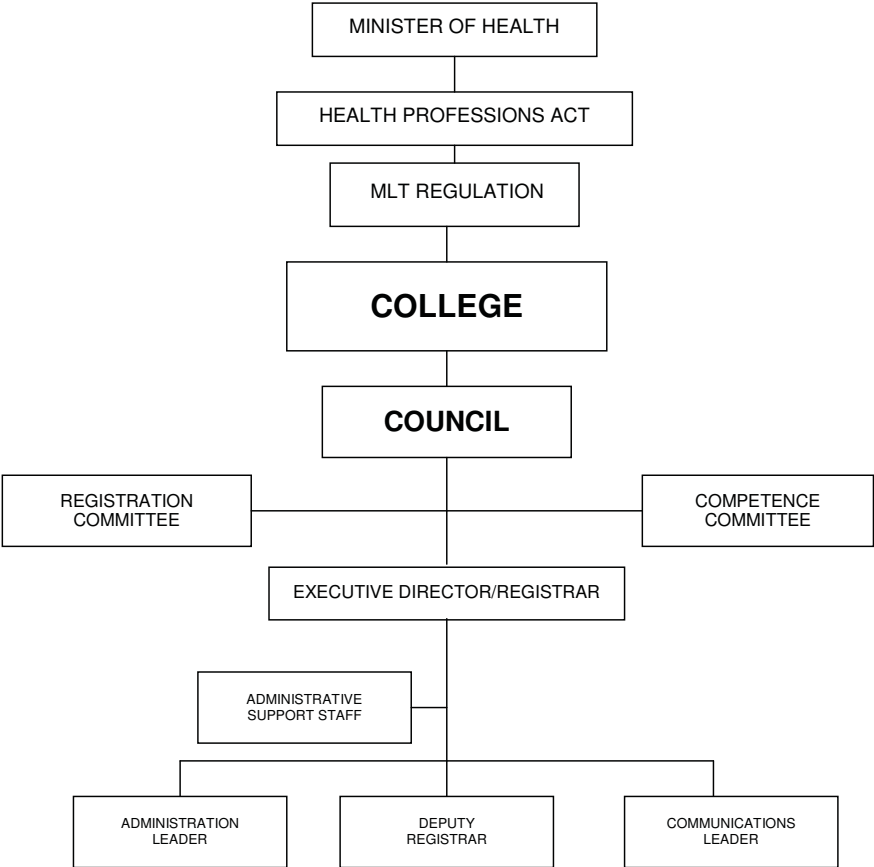


College Staff: *(Back left to right) : Executive Director/Registrar: Sandra Shaw, MLT, CAE; Bookkeeper: Sharon Semeniuk; Administration Leader: Judy Dragon*

(Front left to right): Administration Support II: Avaleen Petryk; Administration Support I: Jenn Bolstler; Deputy Registrar: Lydia Hodgson, MLT, BSc; Communications Leader - 2007: Elsie Rose (not in picture)

Structural Organization Chart

ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS (ACMLT) STRUCTURAL ORGANIZATION CHART

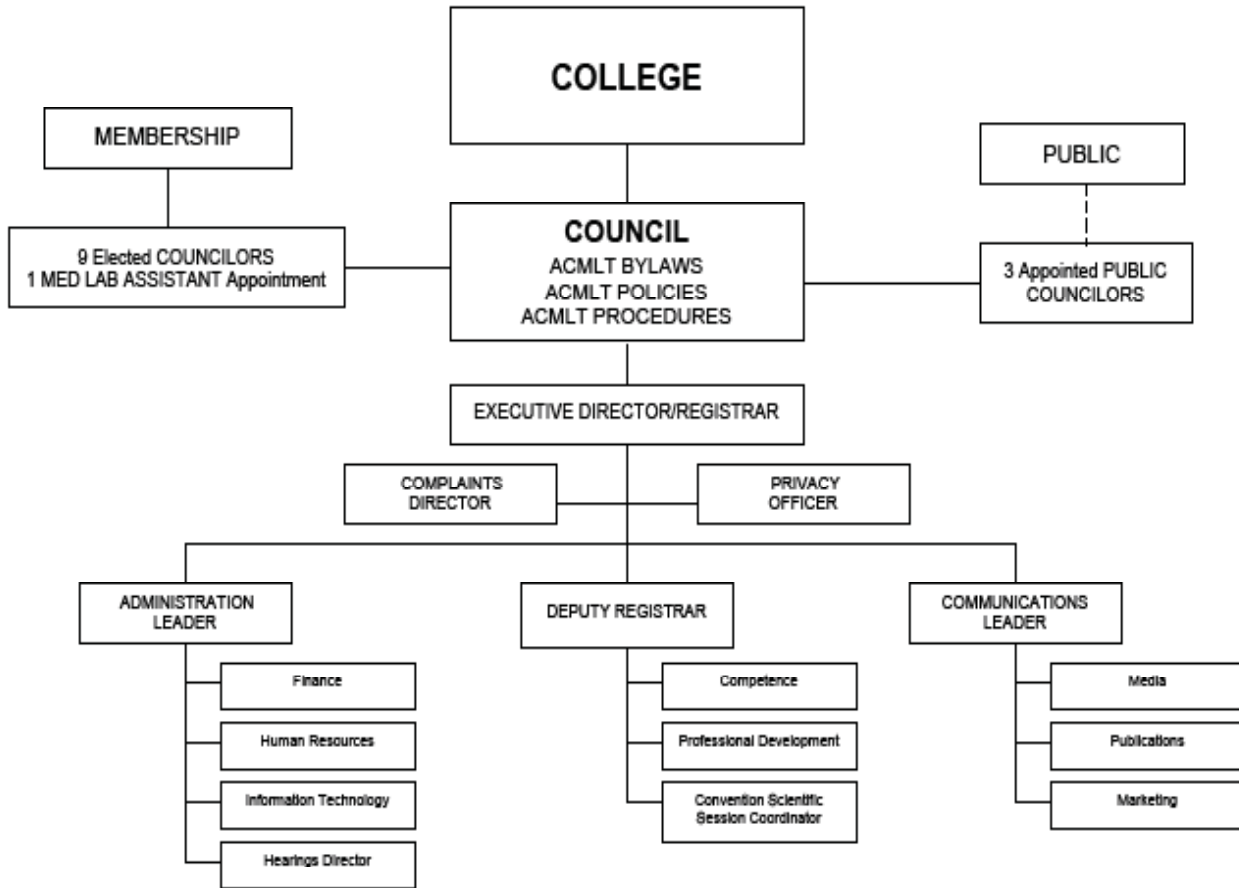


Council Approved – Nov 27, 2004



Functional Organization Chart

ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS (ACMLT) FUNCTIONAL ORGANIZATION CHART



Council Approved - Dec 1, 2007

Registration Report 2007

In compliance with Section 33 of the *Health Professions Act* (HPA), the Alberta College of Medical Laboratory Technologists (College) maintains a register of regulated Medical Laboratory Technologists (MLTs). Pursuant to Section 46 of the HPA, practicing MLTs fulfilling the requirements as set out in the HPA, Regulations, and Bylaws, are issued annual Practice Permits which are valid from January 1 to December 31 of each year.

As authorized under the HPA and in accordance with Section 4.1 of the College Bylaws, a register of non-regulated and voluntary members is also maintained. Medical Laboratory Assistants, Associates, Retired, and Honorary members comprise the members in this category.

College Regulated Member Registers include:

- General MLT
- Diagnostic Cytology MLT
- Clinical Genetics MLT
- Provisional MLT

Individuals educated and trained under previous regimes, and who possess subject specialties and CSMLS Certification, are registered on the General MLT Register with a restriction to their specific area of training, expertise, and practice.

Trained individuals not meeting minimum MLT Registration Requirements:

1. Certified Individuals not meeting minimum entry to practice requirements:

Certified individuals wishing to return to MLT practice but who lack the current minimum hours or competence requirements may be issued a Conditional Practice Permit on the appropriate Register subject to restrictions or conditions as assessed on a case by case basis. In order to be upgraded to a full standing MLT registration and Practice Permit, these individuals must meet certain conditions within a specified time frame and in some instances comply with specified restrictions relative to their MLT practice.

A Conditional Practice Permit is cancelled immediately if conditions are not met within the specified time frame, and the employer notified. No extensions are permitted.

2. Canadian BSc or MSc Credentialed

The Substantial Equivalency route to MLT registration, as authorized under the HPA, was approved by Council in late 2004 and implemented during 2005/2006. Employers and individual voluntary College members who may qualify for this process are notified and advised of the process.

A summary of applicants processed under the Substantial Equivalency provisions and their status at year end 2007 is reported in Table 2.

The Registration Committee held three (3) meetings during 2007 to deal with registration issues falling outside the parameters of current legislation including assessing applicants under Substantial Equivalency on a case by case basis.

No requests or appeals of Registration Committee Decisions were referred to Council in 2007.

Tables 1 and 2 summarize the year end 2007 College registration and membership statistics.

One hundred and twenty five (125) MLT members registered in 2007 received a 30-day notice of cancellation of their registration due to the non-renewal of their 2008 practice permit.

The public, including employers, may enquire of the College whether or not an individual is a regulated member of the College and in possession of a valid practice permit and the College is authorized under legislation to provide a response.

The reconciliation in Table 3 summarizes the disposition of MLTs registered in 2007 and who have not remained in the MLT workforce and are no longer in possession of a valid MLT Practice Permit.



Registration Report 2007

Table 1: College 2007 Year End Membership Data	
Description	# Registrants
REGULATED MLT MEMBERS	
Full Standing MLT Regulated Member	2340
Conditional Practice Permits (at year end)	5
Provisional Practice permits (at year end)	13
Total MLT Registrants Year Ending 2007	2358
NOTE: Of this total, 84 represented New Graduates	
NON-REGULATED (VOLUNTARY) MEMBERS	
Associate	37
Medical Laboratory Assistants	223
Voluntary Members Grand Total	260
GRAND TOTAL MEMBERSHIP	
REGULATED AND VOLUNTARY	2618
Honorary Members	2

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Registration Report 2007

Table 2: College Provisional and Conditional Practice Permit Summary Year End 2007

Description	# Registrants
6-MONTH CONDITIONAL PRACTICE PERMITS	
Forwarded from 2006	7
Total Issued in 2007	36
Upgraded to full standing MLT	31
Downgraded (to Associate or MLA)	3
Cancelled	4
Conditional Practice Permits Pending Year End 2007	5
PROVISIONAL MLT PRACTICE PERMITS	
Forwarded from 2006	12
Total Issued in 2007	66
Grand Total In Process in 2007	78
Upgraded to Full Standing MLT	63
Downgraded (to Associate or MLA)	0
Cancelled	2
Provisional Practice Permits Pending Year End 2007	13
SUBSTANTIAL EQUIVALENCY MLT REGISTRATION APPLICATIONS	
Grand Total enquiries regarding Substantial Equivalency (SE) 2007	28
No Response after initial enquiry into the SE process	24
Applicants entered into the SE process (2007)	4
Applicants forwarded from 2006	13
Applications incomplete (no communication) removed from process	3
Applicants approved with restriction and time limited conditions	14
Applicants with conditions removed, practice restriction remaining	8
Applications in process and pending as of December 31, 2007	6

Table 3: 2007 Registered MLTs – Not renewed for 2008

Description	Reconciled Numbers	Comment
Maternity Leave	6	On 2007 MLT Registers May return to MLT Practice during 2008
Extended Leave – (Educational, Leave of Absence/ Long Term Disability etc)	4	
Cancelled (No communication, no dues, etc.)	62	Some may be retirees
Left MLT work (Totally or some may no longer be in a mandatory MLT work environment)	16	
Moved (out of province or out of country)	27	
Retired	22	
Deceased	0	
Grand Total (MLTs from 2007 Not on MLT Register for 2008)	137	

The MLT demographic profile illustrated in Table 4 is based upon those MLTs retaining a valid 2008 Practice Permit as of January 1, 2008.

Table 4

Age Range	Percentage MLTs with a valid Practice Permit December 31, 2007		Compared to Percentage of MLTs 6 years earlier (2001)	
20 – 29	10	63%	9	78%
30 – 39	20		31	
40 – 49	33		38	
50 – 54	15	36%	14	23%
55 – 59	15		7	
60 – 70	6		2	
	99% (rounding)		101% (rounding)	

Sandra Shaw, MLT, CAE, Executive Director/Registrar

Heather Malcolm, MLT, BSc, Chair, 2007 Registration Committee



Professional Conduct Report 2007

The *Health Professions Act (2000)* authorizes the framework for College Operational Program Policy OP-3, *Conduct*, and sets out the parameters for College responsibilities regarding regulated member professional conduct as follows:

The College ensures that the professional conduct of members maintains public safety while ensuring excellence in medical laboratory science. To do this, the College:

- *Acts in the best interests of the public when responding to complaints*
- *Regulates the practice of members by applying, maintaining, and enforcing the MLT standards of practice and code of ethics*
- *Complies with current legislation regarding matters of conduct including the:*
 - o *Appointment of a Complaints Director*
 - o *Appointment of a Hearings Director*

Council Process Policy CP-13.2 refers generally to the complaints, investigation, and hearing process pursuant to provisions set out in the *Health Professions Act (2000)*, MLT Regulation, and Bylaws as follows:

Pursuant to provisions under the Health Professions Act (HPA) and MLT Regulation pursuant to the Act, the College shall appoint a Complaints Director, and a Hearings Director, and regulated members for the Regulated Members Resource List (RMRL) to serve on investigations, hearings or complaints review panels to fulfill the requirements of the HPA.

Summary of matters related to regulated member professional conduct in 2007:

Complaints Received by Complaints Director	#	Source of Complaint			Explanation
		Employer	Co-Worker	Public	
Carried forward from 2006	2	2			
Complaints Received during 2007	2	2			
Total Conduct cases in process	4				Three out of the four cases in progress during 2007 were removed from MLT practice and referred for assessment under section 118 of the HPA. Prior to re-entry to MLT practice, a report verifying fitness to practice by an acceptable assessor must be submitted in support of any application for MLT reinstatement.
Total complaints dismissed in 2007	0				
Complaints Investigated in 2007	1				
Hearings concluded in 2007	0				
Conduct cases carried forward to 2008	1				One investigation in progress at year end 2007

Sandra Shaw, MLT, CAE, Complaints Director

Judy Dragon, Hearings Director



Legislation Sub-Committee Report 2007

Legislation Working Sub-Committee of Council reviews legislation governing the College and recommends amendments as necessary. Three face-to-face meetings were held in 2007. The committee work included:

1. Bylaws were amended, which were subsequently approved by the membership at the 2007 Annual General Meeting.
2. Policy amendments including the following:
 - Capital Assets – Acquisition and Disposal
 - Continuing Competence Committee Terms of Reference
 - Conventions
 - Role of the Councilor
 - Role of the Past President
 - Role of the President
 - Role of the President-Elect
 - Succession Planning (NEW)
3. Other College documents reviewed included:
 - College Code of Ethics (DRAFT)
 - MLT Standards of Practice (DRAFT REVISION)
 - Position Statement on Supervision (Approved by Council)
 - Position Statement on Human Resources and Workplace Challenges (Approved by Council)
 - Volunteer Handbook revisions (Approved by Council)
4. In addition, the committee reviewed and provided feedback on allied health care Colleges' profession regulations as requested through a consultation process coordinated by Government.

Respectfully submitted,
Karen Heaton, MLT
ACMLT 2007 Past President



ACMLT Legislation sub-committee hard at work.

Nomination Report 2007

Section 6 of the College Bylaws sets out the process for nomination and election to Council.

There were three positions open for Council, each with three-year terms commencing January 1, 2008 as follows:

- Two positions for Councilor
- President-Elect position.

All three positions for 2008 were filled by acclamation:

- Myron Pilip, Councilor
- Melissa Sereda, Councilor
- Christina Dixon, President-Elect

Christina Dixon, the successful candidate for the President-Elect position is currently a Councilor with one more year remaining on her term. In accordance with College Bylaw section 6.8.3,

“the Council may appoint a successor to assume the duties of an office for the remainder of the calendar year in the event of an office becoming vacant”. Judith Welke has been appointed and has accepted the remainder of the Councilor term, expiring December 31, 2008.

Respectfully submitted,
Karen Heaton, MLT
ACMLT 2007 Past President

Nominations Committee



*Sonja Chamberlin, MLT, BSc
Chair*



*Melissa Sereda, MLT
Councilor*



*Marlene Cairney, MLT
Councilor*

Continuing Competence Program Report 2007

The College has implemented the MLT Continuing Competence Program (CCP) in compliance with provisions as set out in Section 50 of the *Health Professions Act* (HPA) and Sections 12.2, 12.3 and 12.4 of the *MLT Profession Regulation* as proclaimed and which authorizes implementation and compliance enforcement.

College Operational Program Policy OPR-2, sets out the CCP operational framework including:

Annual Review Process:

- Collection of program reports and documentation annually
- Member File maintenance
- Aggregate reporting to Government annually

Random Audit Process

- A random percentage of practicing MLTs will be audited in detail annually
- MLTs with incomplete files will automatically be audited

Table 1: Continuing Competence Committee Meeting Activity 2007

	#	Comment
Total meetings	3	2 day Audit, 1 regular meeting, 1 teleconference
Volunteer/member participant contribution of time	290 hours	College staff time not included

Table 2: MLT 2008 Renewal (rounded %)

Renewal Process	2008 Members Renewing	CCP Reports Problem Free	CCP Reports Problems>Returns
Online renewals	85%	92%	8%
Hard-copy renewals	15%	64%	36%

Note: Problematic CCP reporting primarily is due to missing or incomplete documentation for Evaluation or Results/Comments sections of the Learning Plan and/or incorrect reporting using ranges rather than specific clusters for learning objectives. In order for the reporting program to function as intended and provide reliable reports, members must adhere to specific instructions for reporting.

The following aggregate statistics are drawn from the 85 per cent of members renewing online.

Continued on next page...

Continuing Competence Program Report 2007

Table 3: MLT Employment Status for 2008 (2007 provided for comparison)

Employment Status	2008	2007
Full time	60%	56%
Part time	32%	32%
Casual	5%	7%
Other	2%	4%
Self employed	1%	1%

Table 4: MLT Practice Site Summary

Practice Site	2008	2007
Hospital laboratory	60%	61%
Private laboratory	18%	16%
Other	15%	16%
Educational institution	5%	5%
Research facility	2%	2%

Table 5: Top 10 Profile Areas as Identified by Members for Learning and Development

Cluster	Description 2008	Cluster (2007)	Description 2007
A-3	Professional Development	A-3	Professional Development
C-4	Analytical Principles and Procedures	C-4	Analytical Principles and Procedures
C-2	Anatomy and Physiology	B-1	General Laboratory Safety
B-1	General Laboratory Safety	C-2	Anatomy and Physiology
A-2	Communication and Interpersonal Skills	A-4	Leadership
A-4	Leadership	D-2	Quality Management
D-2	Quality Management	A-2	Communication and Interpersonal Skills
A-5	Management Skills	A-5	Management Skills
I-1	Routine Hematology	I-1	Routine Hematology
C-5	Equipment/Instrumentation	C-5	Equipment/Instrumentation

Note: The above are in descending order of total responses received online



Table 6: MLT Demographic Summary for 2008

Age Demographic	2008	2007
21-25	6%	5%
26-30	8%	8%
31-35	10%	10%
36-40	15%	16%
41-45	17%	17%
46-50	17%	18%
51-55	17%	18%
56-60	9%	8%
61-65	2%	1%
	101 (<i>Rounding</i>)	101 (<i>Rounding</i>)

Lydia Hodgson, MLT, BSc
Deputy Registrar

Marie Halvorson, MLT, CLS
Chair, Continuing Competence Committee

Governance and Regulatory

The College is constituted under the authority of the *Health Professions Act 2000* (HPA), and legislation pursuant to the HPA including the *MLT Profession Regulation*, College Bylaws and Policies. The *MLT Profession Regulation* and Bylaws are posted on the College website under Member Services at www.acmlt.org. College structural and functional organization charts are available on the website and in this publication.

Council met on five (5) separate occasions during 2007, including the strategic planning session at which newly elected Councilors were present. An annual general meeting of the membership is held each year.

Member volunteers, numbering approximately 70 people, serve on Council, Regulatory and member service committees. Members at large are involved in various consultation exercises from time to time as required by the College and/or Government.

Table 1 summarizes the number of meetings and volunteers' cumulative time commitment involved in meeting the governance and regulatory obligations of the College. College staff time and public member time is not included in this summary.

Table 1: Volunteer Commitment to College Regulatory Functions 2007:

Volunteer Group	# Meetings	Time (Hrs)*	Comment
Council	5	767	
Legislation Sub-Committee	3	221	
Registration	3	190	Meets quarterly
Competence Committee	3	226	
Conduct		~200	Volunteer time only Staff time not allocated here
TOTAL	14	1404	

* Note: Estimated travel and meeting preparation time is also accounted for and included in the totals, staff time is not included.

Member Services and Advocacy Report 2007

In addition to a regulatory function, the College also fulfills a member services and advocacy role. Meetings may be at the invitation from an external group such as Government, or other key stakeholders such as the Canadian Society for Medical Laboratory Science or the educational institutions. College volunteers or staff attendance at these venues ensure that the voice of the College and MLTs is heard. College Communications are provided to members, key stakeholders and the public. Activities in this area generally relate to:

- Communications
- Publications – Newsletter and Website
- Member Awards
- Advocacy
- Advisory representation at external meetings
- Ad Hoc and Steering Committees (project specific)

Table 2 summarizes the activity and time commitment from volunteers in the area of member services and advocacy. Staff time is not included in this reporting.

Table 2: Volunteer Time Commitment to College Member Services and Advocacy 2007

Volunteer Group	# Meetings	Time (Hrs) *	Comment
MLA Regulation Steering Committee	2	131	Letter of application sent to Minister of Health. Response pending.
Advisory:			
NAIT, SAIT, UofA, CSMLS	5	86	
Student or member presentations	9	34	
Total	16	251	

* Note: Estimated travel and meeting preparation time is also accounted for and included in the totals, staff time is not included.



Communications Report 2007

In 2007, the College continued to build upon its communication efforts that were established in 2006. Greater usage and progression was made with the following communications vehicles:

- **Website:** The website is continuing to be used as an advertising opportunity for College events, conventions, and AGMs. Online renewals and other online features/forms are being uploaded in order to better serve College members.
- **Spectrum:** More news stories, members' stories, and more graphics added. The quarterly publication continues to be a vital source of information for College members.
- **Tabletop displays:** Advocacy and working with the CSMLS has been a great priority over the past year and working together to create new tabletop displays for National Medical Lab Week in April.

The College's three-year strategic plan is coming to a close and a new strategic session has been planned for October 2008. The College is in the process of conducting a member survey to gauge member opinion of the College and its services, and a final report is expected in early 2008.

Communications Leader, Elsie Rose, retired midway through 2007. By year end, Zeb Qureshi was recruited to the Communications Leader position commencing January 2008.

Zeb Qureshi
Communications Leader



Council during a Strategic Planning Session.

Awards Report 2007

The College presents annual awards to deserving members as follows:

- Award of Distinction
- Merit Awards
- Bursary Awards
- Student Awards

The 2007 Award of Distinction was awarded to Ruth Farrow.
There were no nominees for the Award of Merit in 2007.

Bursary Awards, comprising financial support for continuing education activities, were awarded to three members.

Student Awards were presented at each of the educational institutions and are comprised of funding support drawn on endowment funds established for this purpose.

Respectfully submitted,
Karen Heaton, MLT
ACMLT 2007 Past President

Medical Laboratory Assistant (MLA) Regulation Steering Committee Report 2007

Through their terms of reference, Medical Laboratory Assistants (MLAs) serving on the Medical Laboratory Assistant Regulation steering Committee are committed to:

“Develop the necessary documentation to make application under Section 25 of the Health Profession Act for Medical Laboratory Assistants (MLAs) who are duly qualified to become a recognized health profession.”

Public Protection:

Medical Laboratory Assistants have direct contact with the public, performing a variety of functions and procedures including the invasive procedure of phlebotomy (collection of blood samples). The quality and accuracy of MLAs pre-analytical tasks directly impacts patient safety and quality of care. The quality and accuracy of laboratory tests performed, validated, and reported by regulated MLTs is directly proportional to the quality and accuracy of the pre-analytical tasks performed by MLAs.

Self-Regulation:

Self-regulation of practicing professionals under government legislation ensures an enforceable process whereby public protection and safety is assured by establishing minimum and enforceable:

- Education and training standards
- Standards of practice
- Standards of ethical conduct
- Ongoing competence standards
- Accountability standards
- Licensure requirements



Medical Laboratory Assistant (MLA) Regulation Steering Committee Report 2007

The MLA Regulation Steering Committee is comprised of “MLAs working for MLAs” with MLTs serving in an advisory capacity. An MLA representative serves on College Council and on the Registration Committee in an advisory capacity.

Committee members participated in a Canadian Medical Association (CMA) survey regarding Medical Laboratory Assistants joining the Canadian Medical Association Conjoint Committee on Accreditation (CCA). As a result of stakeholder feedback, Medical Laboratory Assisting became the 15th profession to become part of the CCA process for accrediting training programs. As reported in a June 6, 2007, news release and the August 2007 issue of the CJMLS:

- All seven of the provincial medical laboratory regulating bodies supported the move
- Five of the ten provincial/territorial ministers of health who responded to the survey supported the proposal and the other five did not object
- 62 per cent of all stakeholder respondents supported the proposal and 18 per cent did not object
- National associations representing pathologists, clinical chemists, and medical microbiologists voiced enthusiastic support for the proposal.

In preparation for finalizing the submission to and request of Government to recognize MLAs as a category of practicing medical laboratory health care professionals, a meeting was held with representatives from Workforce Planning of Alberta Health and Wellness. By year end 2007, an updated submission in support of MLA regulation under the *Health Professions Act* was submitted to Workforce Planning as directed by the Minister of Health.

College presentations to MLA students at NAIT and SAIT continued through 2007 and a MLA corner in the College newsletter (*Spectrum*) featured articles of relevance to MLAs.

At the time of this reporting, the MLA Regulation Steering Committee awaits government response to their request for recognition.

Appreciation is extended to all those who have provided dedicated service on the MLA Regulation Steering Committee in fulfilling the vision of *Ensuring Excellence in Medical Laboratory Science*.

Respectfully submitted,

Louise Mosier, MLA
Chair, MLA Regulation Steering Committee and MLA Representative to Council

Professional Development Certificate Program Report 2007

The College supports professional development (PD) programs and member education programs that meet members' needs for education requirements in order to:

- Perform their daily tasks efficiently and effectively
- Protect the public
- Be on the leading edge of technological advancements

The College supports members' continuing education by:

- Approving Bursary Awards to qualifying applicants each year
- Promoting educational offerings in the *Spectrum* and on the College website at no charge
- Supporting and administering the voluntary PD Certificate Program
- Providing financial support to the annual Convention scientific sessions through:
 - o Free advertising and promotion in the *Spectrum* and on the website
 - o Administrative support for the Annual Convention registration process
 - o Events organization monitoring
 - o On-site Convention administration support
- Providing feedback and consultation to other ACMLT committees including the Registration and Continuing Competency Steering Committees.

A summary report of the College Professional Development Program activity from 2000 – 2007 inclusive follows:

DESCRIPTION	2007	2006	2005	2004	2003	2002	2001	2000	EXPLANATION
Total number of applications received	68	75	83	92	67	100	61	No record	
Approved	65	72	82	88	66	96	56	25	
Denied	3	3	1		1	3	3		Material submitted considered part of the job description / more information required
Pending at year end	3	2	0	4	0	1	2		Waiting for clarification
Average turnaround time for complete applications	6 Days	5 Days	4 Days	3 Days	7 Days	7 Days	30 Days	6 weeks to 2 months	For clearly documented and uncomplicated applications
All Credits in Category 1	32%	50%	37%	41%	44%	70%	77%	No record	
Credits in Category 1, 2, and/or Category 3	68%	50%	63%	59%	56%	30%	23%	No record	Majority being in Category 1 and 3
MLTs receiving PD Certificate	98%	79%	78%	82%	70%	72%	76%	No record	
Upgrading from a Conditional Practice Permit to full standing MLT Practice Permit	14%	21%	18%	15%	21%	14%	No record	No record	Turnaround time critical to ensure timely licensure for practicing MLTs
Upgrading from an Associate or MLA membership to full standing MLT Practice Permit	1%	0%	2%	7%	9%	13%	14%	No record	Turnaround time critical for timely upgrading and licensure for practicing MLTs and employer staffing needs
Non MLT recipients not upgrading	0%	1%	2%	1% or less	1% or less	1% or less	No record	No record	

Continued on next page...



Professional Development Certificate Program Report 2007

The future focus for members' continuing education and competence will involve:

- Ongoing implementation, monitoring, evaluation and reporting of the Continuing Competence Program as mandated under legislation
- Providing program content input to the College Convention scientific program coordinators
- Collaboration with key stakeholders regarding member needs relative to the Continuing Competence Program
- Promotion of personal and professional growth of the membership

Lydia Hodgson, MLT, BSc
Deputy Registrar

Marie Halvorson, MLT
Chair, Continuing Competence Committee

Public Members' Report 2007

The *Health Professions Act* (HPA) requires that at least 25 per cent of the members of a College Council must be public members. There should be three such members of the Alberta College of Medical Laboratory Technologists (ACMLT). The year 2007 is the first time the ACMLT has had the third public member on Council. Victor Fernandez, was appointed late in the year and attended his first meeting in December. Victor joins Barry Finkelman, who has been reappointed to his second three-year term, and Pat Roddick, now in her sixth and final year with Council.

When a public member is appointed to a College Council, he or she is a member like any other. They are expected to be prepared, attend meetings, participate in discussions, and vote on any issues before Council. Their appointment is intended to promote the accountability of the College. The practice of the Medical Laboratory Technologist profession is integral to the care and treatment of members of the public. The ACMLT continues with the promotion of accountability. They are committed to ensuring public protection and safety.

Medical Laboratory Technologists (MLTs) must renew their Practice Permit annually in accordance with current legislation, policies, and operational procedures of the College. MLTs who have been out of practice for several years must also follow a set of policies and procedures before they may re-enter the workforce. The Continuing Competence Program identifies learning need of registered members and allows for each MLT to upgrade and/or enhance their competence on an annual basis.

The College acts in the best interests of the public when responding to complaints. They regulate the practice of members by applying, maintaining, and enforcing the MLT Standards of Practice and Code of Ethics. As Public Members, we are concerned that Medical Laboratory Assistants (MLAs), who work closely with MLTs, are not regulated under the HPA, and applaud the ACMLT and the MLA Regulation Steering Committee in their continuing efforts to bring the MLAs under regulation.

Council members and staff of the ACMLT continue serving the Medical Laboratory Technologists, the voluntary Medical Laboratory Assistants, the health care professions, and the general public in *ENSURING EXCELLENCE IN MEDICAL LABORATORY SCIENCE*.

Patricia Roddick
Barry Finkelman
Victor Fernandez

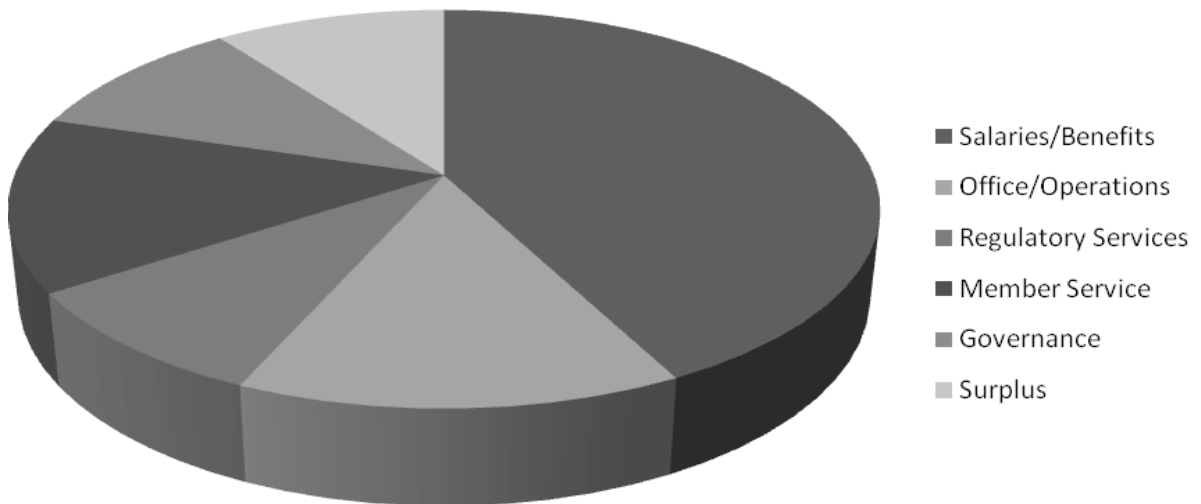
College Financial Ratio Report 2007

Ratio: Expense Category to Total Revenue				
Description	2006 Audit	2007 Audit	2008 Budget	Comments
Salaries/Benefits	42%	42%	36%	~ 70% (Regulatory) ~ 30% (Mbr. Services)
Office/Operations	14%	14%	16%	
Regulatory Service	19%	9%	16%	CCP set up in 2006 ED/R recruitment 2008
Member Service	15%	14%	21%	Convention increases
Governance	8%	10%	11%	
Surplus	2%	10%		Staff shortage in 2007
Total	100%	99%	100%	Rounding

Industry standard guidelines provide for internally restricted operating funds to equal approximately 50 per cent – 66 per cent of the annual budgeted operating expenses.

Based on the 2007 Annual Audit, ACMLT internally restricted funds equal 36 per cent of the budgeted 2008 operating expenses.

2007 Audit





YAREMCHUK & ANNICCHIARICO LLP
CHARTERED ACCOUNTANTS



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AUDITORS' REPORT

To the Members of **Alberta College of Medical Laboratory Technologists**:

We have audited the statement of financial position of **Alberta College of Medical Laboratory Technologists** as at December 31, 2007 and the statements of changes in net assets, operations and of cash flows for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of **Alberta College of Medical Laboratory Technologists** as at December 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

The figures for the year ended December 31, 2006, which are provided for the purpose of comparison, were reported by another auditor.

Chartered Accountants

Edmonton, Alberta
February 19, 2008



ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2007

	<u>2007</u>	<u>2006</u>
<u>ASSETS</u>		
CURRENT ASSETS:		
Cash	\$ 235,339	\$ 612,007
Investments	1,370,720	826,963
Accounts receivable.....	7,372	9,571
Prepaid expenses.....	<u>34,837</u>	<u>17,042</u>
Total current assets	1,648,268	1,465,583
PROPERTY AND EQUIPMENT (Note 3)	<u>72,862</u>	<u>88,104</u>
TOTAL	<u>\$1,721,130</u>	<u>\$1,553,687</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:		
Accounts payable and accrued liabilities	\$ 34,157	\$ 43,429
Unearned membership fees	827,455	746,058
Current portion of obligation under capital lease.....	<u>4,717</u>	<u>2,770</u>
Total current liabilities	<u>866,329</u>	<u>792,257</u>
DEFERRED LEASE INDUCEMENT	<u>7,350</u>	<u>11,025</u>
OBLIGATION UNDER CAPITAL LEASE (Note 4)	<u>-</u>	<u>3,991</u>
NET ASSETS:		
Invested in property and equipment	65,512	77,079
Internally restricted (Note 5)	415,614	315,614
Unrestricted	<u>366,325</u>	<u>353,721</u>
Total net assets.....	<u>847,451</u>	<u>746,414</u>
TOTAL	<u>\$1,721,130</u>	<u>\$1,553,687</u>

Approved by the Council:




ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2007

	Invested In Property and Equipment	Internally Restricted (Note 5)	Unrestricted	2007 Total	2006 Total
Balance at beginning of the year	\$ 77,079	\$315,614	\$ 353,721	\$746,414	\$731,841
Excess of revenue (expenses) for the year	(32,231)	-	133,268	101,037	14,573
Purchase of equipment.....	<u>20,664</u>	<u>-</u>	<u>(20,664)</u>	<u>-</u>	<u>-</u>
	65,512	315,614	466,325	847,451	746,414
Transfer to internally restricted ..	<u>-</u>	<u>100,000</u>	<u>(100,000)</u>	<u>-</u>	<u>-</u>
Balance at end of the year.....	<u>\$ 65,512</u>	<u>\$415,614</u>	<u>\$ 366,325</u>	<u>\$847,451</u>	<u>\$746,414</u>



ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2007

	<u>2007</u>	<u>2006</u>
REVENUE:		
Membership fees.....	\$840,086	\$822,136
Convention fees.....	50,697	65,720
Interest.....	41,007	42,053
Grants.....	6,750	11,382
Advertising, processing fees and other.....	<u>16,547</u>	<u>18,059</u>
Total revenue.....	<u>955,087</u>	<u>959,350</u>
EXPENSES:		
Ad hoc committees.....	3,394	5,239
Amortization.....	35,906	32,950
Awards.....	1,102	1,000
Bank and credit card charges.....	26,664	22,933
Communications.....	39,421	19,277
Computer.....	13,632	12,462
Conduct.....	45,288	40,342
Continuing competency steering committee.....	8,469	75,628
Convention.....	52,710	72,844
Council meetings.....	54,637	57,411
Deputy registrar.....	3,640	1,713
Insurance.....	5,310	3,360
Interest - obligation under capital lease.....	585	1,064
Office.....	16,712	16,534
Postage and copying.....	21,429	25,250
Professional fees.....	32,811	47,379
Publications.....	21,408	28,763
Registrar.....	10,681	10,007
Registration committee.....	7,087	12,181
Rent and common area costs.....	51,657	42,622
Salaries and benefits.....	396,546	402,245
Telephone.....	<u>4,961</u>	<u>5,286</u>
Total expenses.....	<u>854,050</u>	<u>936,490</u>
EXCESS OF REVENUE BEFORE THE UNDERNOTED.....	101,037	22,860
LOSS ON DISPOSAL OF EQUIPMENT.....	<u>-</u>	<u>8,287</u>
EXCESS OF REVENUE FOR THE YEAR.....	<u>\$101,037</u>	<u>\$ 14,573</u>



ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2007

	<u>2007</u>	<u>2006</u>
OPERATING ACTIVITIES:		
Cash from operations:		
Excess of revenue for the year	\$ 101,037	\$ 14,573
Items not involving cash for operations:		
Amortization	35,906	32,950
Loss on disposal of equipment	-	8,287
Amortization of deferred lease inducement	<u>(3,675)</u>	<u>(3,675)</u>
	133,268	52,135
Increase (decrease) in non-cash working capital balances related to operations:		
Accounts receivable	2,199	(512)
Prepaid expenses	(17,795)	(5,908)
Accounts payable and accrued liabilities	(9,272)	2,895
Unearned membership fees	<u>81,397</u>	<u>9,011</u>
Net cash from operating activities	<u>189,797</u>	<u>57,621</u>
FINANCING ACTIVITY - repayment of obligation under capital lease		
	<u>(2,044)</u>	<u>(2,442)</u>
INVESTING ACTIVITIES:		
Purchase of equipment	(20,664)	(52,410)
Purchase of investments	(4,094,547)	(851,412)
Proceeds on sale of investments	<u>3,550,790</u>	<u>763,433</u>
Net cash used in investing activities	<u>(564,421)</u>	<u>(140,389)</u>
DECREASE IN CASH DURING THE YEAR	(376,668)	(85,210)
CASH AT BEGINNING OF THE YEAR	<u>612,007</u>	<u>697,217</u>
CASH AT END OF THE YEAR	<u>\$ 235,339</u>	<u>\$ 612,007</u>

ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2007

1. PURPOSE OF ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS:

The College regulates the practice of medical laboratory technology in a manner that protects and serves the public interest. In fulfilling this role, the College establishes, maintains and enforces standards for registration and continuing competence, standards of practice and a code of ethics for the profession and investigates and acts on complaints.

2. ACCOUNTING POLICIES:

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. The significant accounting policies are as follows:

Revenue recognition:

Alberta College of Medical Laboratory Technologists follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably assured.

Membership revenue is recognized in the year to which the membership fees relate. Revenue from special activities is recognized when the function to which the revenue relates to has been presented or completed.

Donated services:

The work of the College is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the College and because of the difficulty of determining their fair value, donated services are not recognized in these financial statements.

Investments:

Investments consist of term deposits and guaranteed investment certificates and are classified as held to maturity financial instruments and are stated at cost.

Property and equipment:

Property and equipment are stated at cost. Amortization is provided at the following annual rates:

Computer hardware	30% declining balance
Computer software	50% declining balance
Office equipment and furniture	20% declining balance
Leasehold improvements.....	straight line over the term of lease (60 months)



ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2007

2. ACCOUNTING POLICIES (continued):

Donated equipment is recorded at estimated fair market value at the time of the donation (none in 2007 or 2006).

Deferred lease inducement:

Deferred lease inducement represents the value of reimbursements for leasehold improvements provided by the lessor and is amortized over the term of the lease on a straight-line basis. The amortization of the deferred lease inducement is recorded as a reduction of rent expense.

Cash and cash equivalents:

Cash and cash equivalents consist of balances with banks and short-term investments with maturities not exceeding 90 days.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

3. PROPERTY AND EQUIPMENT:

The major categories of property and equipment and related accumulated amortization are as follows:

Accumulated	<u>Net Book Value</u>		
	<u>Cost</u>	<u>Amortization</u>	2007	<u>2006</u>
Computer hardware.....	\$ 28,856	\$ 19,939	\$ 8,917	\$12,739
Computer software	104,246	71,161	33,085	36,808
Office equipment and furniture	44,426	20,944	23,482	28,228
Leasehold improvements	<u>14,755</u>	<u>7,377</u>	<u>7,378</u>	<u>10,329</u>
	<u>\$192,283</u>	<u>\$119,421</u>	<u>\$72,862</u>	<u>\$88,104</u>

ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2007

4. OBLIGATION UNDER CAPITAL LEASE:

The College is committed to lease office equipment under a lease agreement which requires monthly payments of \$877 to March, 2009.

The future minimum lease payments are as follows:

	<u>2007</u>	<u>2006</u>
Total minimum lease payments	\$5,259	\$7,889
Less amount representing interest	<u>542</u>	<u>1,128</u>
Present value of future lease payments	4,717	6,761
Less current portion due.....	<u>4,717</u>	<u>2,770</u>
Long term obligation under capital lease.....	<u>\$ -</u>	<u>\$3,991</u>

The lease was paid out after December 31, 2007.

5. NET ASSETS - INTERNALLY RESTRICTED:

By resolution of Council, funds have been internally restricted as follows:

	<u>2007</u>	<u>2006</u>
Operating reserve.....	\$400,000	\$300,000
Bursary fund	9,859	9,859
Capital and operating project fund.....	<u>5,755</u>	<u>5,755</u>
Total.....	<u>\$415,614</u>	<u>\$315,614</u>

The funds are included in investments and can only be expended upon approval by Council.

6. LEASE COMMITMENTS:

The College is committed to the rental of business premises under a lease agreement which expires July, 2010. The minimum annual rent payable is as follows:

2008	\$21,935
2009	22,320
2010	13,020

The College is also responsible for its proportionate share of common area costs.

The College has also committed to a lease for office equipment requiring quarterly payments of \$2,130 to July, 2013.



ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2007

7. FINANCIAL INSTRUMENTS:

The College's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities, and obligation under capital lease. It is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The carrying values of the financial instruments approximate their fair values.

8. SUPPLEMENTARY CASH FLOW INFORMATION:

Supplementary cash flow information is as follows:

	<u>2007</u>	<u>2006</u>
Interest paid.....	\$585	\$1,064

9. INCOME TAX STATUS:

The College is a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

10. COMPARATIVE FIGURES:

Certain of the prior year's figures, provided for the purpose of comparison, have been reclassified in accordance with the current year's presentation.



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Ensuring Excellence in Medical Laboratory Science



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