

2014 ANNUAL REPORT

Ontario Society of 
Medical Technologists



Shari Batson
ART, BSc.
President
Director-at-Large
Chair, Editorial Committee
Chair, 2014 Conference Committee



Gregory Young
MLT, ART, MBA
Vice-President
District 4 Director
Chair, MLA/T Certification Committee



Blanca McArthur
Executive Director

2014 OSMT Annual Report



The Board of Directors of the OSMT is pleased to present this 2014 Annual Report to provide our members with a snapshot of the highlights of the previous year's activities and programs.

Membership

The OSMT's number one priority is, and will always be, to serve our members. We do so in many ways – with benefits, services, programs, and with professional representation. One of the Board's current priorities is to strengthen the OSMT through the provision of value-added and innovative services. Because of the OSMT's evolving membership composition, we also want to explore our Board structure to ensure there is equitable representation of the Society's membership. The Board recognizes that member input will be critical to these decisions so a pilot discussion session was held during the 2014 OSMT Conference to see how we can engage our members in bringing about some desirable additions and changes. The plan is to have our District Directors roll out these discussion group sessions across Ontario for feedback from our members.

The OSMT's 2014 membership totalled 2,399, with a composition of 41% MLTs, 54% MLA/Ts, and 5% Students and other categories. This was the third consecutive year in the history of the OSMT that the number of MLA/T members surpassed MLT members. Overall, there was a 2% increase in memberships since 2013 and, while this increase was marginal, it is encouraging to see that the downward trend experienced in the last

few years has stabilized.

The OSMT continues to offer a wide variety of programs, services, and benefits, including a superior Personal Professional Liability insurance policy for all our members. The OSMT's quarterly *Advocate* publication runs feature articles, case studies, educational reports, and provides information about issues of interest to the laboratory profession. The Editorial Committee often receives positive comments on the quality of our magazine.

In April 2014, the OSMT purchased a MediaLab subscription so that our members can have free access to over 70 on-line courses that were developed especially for laboratory technologists and technicians. Participants are provided with personalized certificates and training records and many find it an effective way to complete their QA hours. This new addition has proven to be a very popular value added benefit.

Conference and Trade Show

The OSMT 2014 *Outside-the-Lines* Conference and Trade Show was held September 19th to 21st in the picturesque and historic city of Kingston where delegates enjoyed a weekend of 'learn and play'.

A great weekend began with live music and wine tastings at the President's Reception. Kingston's very own world champion town crier, Chris Whyman, led guests into the conference on Saturday morning, proclaiming our gathering well and truly begun. Presentations included something for everyone; molecular diagnostics in microbiology, critical values in hematology, improving



Karim Bhaloo
MLT, BSc.
District 5 Director



Conrad Bégin Jr.
MLT, ART
Past-President, Director-at-Large
Chair, ByLaws Committee
Chair, Nominations, Elections &
Credentials Committee



Jan Church
MLT
Treasurer
Director-at-Large
Chair, Professional Development
Committee

patient care through IPC and infection control, and the new public cord blood bank to name but a few. Our delegates also went places. Dr. Jacalyn Duffin took us on a trip to the Vatican and OPP Constable Tim Sobschak took us on some of his team's hazard response deployments. On Saturday evening, intrepid guests enjoyed a tour of historic Fort Henry and a wonderful meal inside the battery.

The OSMT thanks the many vendors and sponsors. Conferences like this are only possible with their generous support.

Marketing and Promotions

In early 2014, students in the Advertising and Integrated Marketing Communications program at St. Lawrence College in Kingston took on the OSMT as a client in an effort to review our programs and services and make suggestions for ways in which we can better convey messages to our audiences. As a result of their creative work, the students who worked on the OSMT project were presented with a Greg Award by St. Lawrence College for Team Leadership in an Agency Setting.

Thank you to James Loveys and Christopher Kane for producing five videos which are on YouTube and can be accessed from the OSMT website. The topics of the videos are on Advocacy, MLT careers, MLA/T careers, How the OSMT serves the laboratory professionals of Ontario, and Professional Liability Insurance protection.

MLA/T Certification Program

Talk about branding! Today, people refer to the OSMT Medical Laboratory Assistant/Technician certificate simply as the "OSMT". Established in 1988, the MLA/T certification program has become one of the mainstays of our Society bringing with it new members who now

comprise over half the membership. The MLA/T Competency Guidelines were built on the practices and needs of Ontario laboratories and employers rely on the OSMT to set entry level standards and credentialing for their new employees. Training programs are designed around these competencies. The OSMT also serves as the third party assessor for applications to the Ministry of Training Colleges and Universities Private Institutions Branch. The OSMT has a deep commitment to ensuring that MLA/T Certification stays strong and vital. A continuous validation process is used to ensure that the MLA/T exam is up-to-date and consistent with Ontario legislation and current workplace practices.

Advocacy and Communications

Aside from a wide array of benefits and services, some of the OSMT's most valued work centers on the professional issues that impact the MLTs and MLA/Ts of Ontario. We converse and work with many stakeholders to ensure that the interests of our members are represented and that we stay informed about developing trends and emerging issues.

These are some of the groups with whom we have engaged in meetings, discussions, or held committee seats with their organizations during 2014:

- Institute for Quality Management in Healthcare (IQMH) Stakeholder Forum
- Coalition of Ontario Regulated Health Professions' Associations (CORHPA)
- Allied Health Professional Development Fund (AHPDF) Committee
- Ontario Point-of-Care Testing Network
- CMLTO Regulation of Medical Laboratory Assistants & Technicians Advisory Working Group



Joan Gandza
MLT
District 8 Director
Chair, Finance Committee
Chair, MLA/T Exam Committee



Aline Letourneau
MLT
District 2 Director



Robert Scheuermann
BSc., MBA, MLT
District 6 Director
Chair, Membership Marketing & Communications Committee

- CSMLS National Council on Government and Public Relations

Other communication, education, and promotional activities included:

- Presentations of The Politics of Professionalism, which introduces the key stakeholders and features recent developments and current issues that impact the medical laboratory profession
- Sponsorship of the Kenora-Rainy River Regional Laboratory Program annual symposium
- Attendance at the IQMH *Point-of-Care Testing Workshop: Today and Tomorrow*
- Sponsorship and attendance at numerous career fairs and graduation ceremonies
- Internationally Educated Health Professionals (IEHP) – Pilot Navigator Project for Selected Health Professions
- Meeting with CSMLS Executive about respective programs and initiatives
- Participating in an Antispam Workshop held by the Canadian Society of Association Executives
- Attendance at reception to recognize Dr. Vivek Goel, founding President and Chief Executive Officer of Public Health Ontario
- Attendance at Greg Awards ceremonies at St. Lawrence College of Applied Arts and Technology
- The OSMT also observes College of Medical Laboratory Technologists of Ontario Council meetings to stay informed about the directions taken by the regulatory body

Regulation of Medical Laboratory Assistants/Technicians

In late 2014, the OSMT participated in a stakeholder consultation meeting with the CMLTO relative to the

College's initiatives to establish a voluntary roster and ultimately to regulate medical laboratory assistants/technicians. In keeping with the OSMT's mandate to serve the interests of our members, the OSMT stated that the Society has numerous reservations about moving forward with these initiatives. The OSMT believes that the impacts, responsibilities, and costs have not been clarified and that there needs to be more education about the regulation for this healthcare provider group. The OSMT Board plans to poll our members, and to have conversations, about regulation in the coming year.

Awards

Each year the OSMT presents a number of awards to recognize leadership, outstanding achievements, and contributions to promote the medical laboratory profession. The 2014 OSMT Awards were made to the following individuals and groups:

Richard Lafferty Excellence in Writing Award

Ms. Sue Rivard
Hamilton Health Sciences Centre
"Access Rights – not the same as Right of Access: Privacy breach management under PHIPA" published in Winter 2014 issue of *Advocate*

2014 MLT Student Achievement Award

Mr. Satoru Watanabe, St. Lawrence College, Kingston

2014 MLA/T Student Achievement Award

Ms. Dorian Anglin Facey, Anderson College of Business, Health and Technology, Toronto

National Medical Laboratory Week Award

Everest College, Scarborough Campus



Irene Sottile
MLT
Secretary
Director-at-Large



Soultana Tsitsikotas
MLA/T
MLA/T Director-at-Large

In 2014, the OSMT established a new award called the "Jim Braidwood Outstanding Professional Award". This award was created to honour the late Jim Braidwood who, during his long and fruitful career as an MLT, made many outstanding contributions to the laboratory profession, and to the work of the OSMT, particularly in his role as Editor of our *Advocate* publication. This award will be made to members of the OSMT who are highly regarded by their colleagues for improving work life and professional practice through shared learning and development.

Recipient of the first

Jim Braidwood Outstanding Professional Award

Ms. Barbara Duguay

Ross Memorial Hospital, Lindsay

Collaborative Education Fund

The OSMT Collaborative Education Fund (CEF) provides sponsorship for professional development initiatives that positively impact and enhance the skills and knowledge of medical laboratory professionals. The OSMT wishes to encourage interprofessional collaboration and events organized by other healthcare groups. To qualify for sponsorship, the content should also be of benefit to medical laboratory professionals.

2014 CEF sponsorships were made to:

- University Health Network Laboratory Medicine Program – National Medical Laboratory Week Education Event
- Ross Memorial Hospital Laboratory Symposium

- University Health Network Laboratory Medicine Program – 8th Annual LMP Education Conference
- Everest College – Scarborough Campus – First Annual Scientific Day

Financial Statements

With fiduciary diligence and responsibility, the OSMT remains in a very solid financial condition. The year 2014 closed with a \$1,823,042 in net assets, \$700,000 of which has been earmarked in a Program Development Fund. The 2014 Financial Statements show total revenues of \$612,540 and expenses of \$552,292 with \$60,248 remaining in net income.

The new Canadian Audit Standards requirements demand a more vigorous audit of certain areas of operations and reporting structures have been modified to comply with current best practices in recognizing assets and liabilities.

The OSMT purchased a new computer system for the office and moved to cloud technology to store our databases and to facilitate conference registrations.

No extraordinary commitments or contracts were outstanding at the end of the year. The Society maintains a \$250,000 internally-restricted reserve as protection against operating costs.

Thank you!

In summary, the OSMT has enjoyed a prosperous and productive year. This work has been made possible with the commitment of like-minded laboratory professionals. We thank all our MLT and MLA/Ts members for their loyalty and support.

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INDEPENDENT AUDITORS' REPORT

To the Members of **Ontario Society of Medical Technologists**

Report on the Financial Statements

We have audited the accompanying financial statements of Ontario Society of Medical Technologists, which comprise the statements of financial position as at December 31, 2014 and the statements of operations, changes in net assets and cash flows for the year ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.


An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Ontario Society of Medical Technologists as at December 31, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

KRIENS-LAROSE, LLP


 Chartered Professional Accountants
 Licensed Public Accountants

Toronto, Ontario
 May 9, 2015

ONTARIO SOCIETY OF MEDICAL TECHNOLOGISTS STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2014

	2014	2013
	\$	\$
ASSETS		
CURRENT		
Cash	145,900	192,629
Investments (Note 2)	1,748,911	1,568,368
Accounts receivable	1,113	27,417
Prepaid expenses	9,433	8,692
	1,905,357	1,797,106
INVESTMENTS (Note 2)	109,290	100,000
EQUIPMENT (Note 3)	14,997	4,021
	2,029,644	1,901,127


LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	18,669	23,189
Deferred revenue (Note 4)	172,185	102,990
Government remittances payable	15,748	12,154
	206,602	138,333

NET ASSETS

Unrestricted net assets	858,045	808,773
Program Development Fund (Note 5)	700,000	700,000
Reserve for General Operations (Note 5)	250,000	250,000
Invested in equipment	14,997	4,021
	1,823,042	1,762,794
	2,029,644	1,901,127

APPROVED ON BEHALF OF THE BOARD:

 , Director, San Church , Director

Accompanying notes available upon request

ONTARIO SOCIETY OF MEDICAL TECHNOLOGISTS
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2014

	2014	2013
	\$	\$
REVENUES		
Membership fees	256,867	249,987
Laboratory Assistant Certification Program	239,611	260,870
Convention and trade show	50,468	68,876
Interest income	30,976	33,550
Members services	28,779	31,939
ADVOCATE and publications	3,104	2,928
Unrealized investment income	2,735	930
Continuing education	-	981
	612,540	650,061

EXPENSES		
Administrative (Schedule II)	348,429	324,647
Operating (Schedule I)	195,724	222,843
Financial (Schedule III)	8,139	7,935
	552,292	555,425
EXCESS OF REVENUES OVER EXPENSES FOR THE YEAR	60,248	94,636

Accompanying notes a available upon request

ONTARIO SOCIETY OF MEDICAL TECHNOLOGISTS
SCHEDULES TO STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2014

	2014	2013
	\$	\$
SCHEDULE I		
Operating Expenses		
Convention and trade show	48,660	61,335
ADVOCATE and publications	38,852	42,932
Board and committee meetings	32,706	44,368
Laboratory Assistant Certification Program	28,970	26,641
Members insurance	24,055	23,707
Membership and public relations	22,481	23,860
	195,724	222,843

SCHEDULE II		
Administrative Expenses		
Salaries and benefits	255,873	247,329
Rent	37,767	35,855
Office and supplies	24,175	20,215
Leases	13,167	16,127
Consulting	7,100	-
Amortization	6,704	1,040
Telephone	1,973	1,824
Postage	838	1,378
Miscellaneous	832	879
	348,429	324,647

SCHEDULE III		
Financial Expenses		
Audit	4,650	4,500
Insurance	3,489	3,435
	8,139	7,935

Accompanying notes a available upon request

Ontario Society of Medical Technologists

53rd Annual General Meeting
Saturday, September 19, 2015
16:15 – 17:30 pm

Sheraton Parkway Toronto North
600 Highway 7 East. – Richmond A Room
Richmond Hill, ON

AGENDA

1. Call to Order and Approval of Agenda
Greg Young, MLT, ART, MBA
(AGM Motion Voting Rules)
MOTION To approve the agenda for the 53rd Annual General Meeting
2. President's Report
Greg Young, MLT, ART, MBA
3. Executive Director's Report
Blanca McArthur
4. Credentials Report
Shari Batson, MLT, BSc.
(re: status of members present)
MOTION To accept the credentials report for the 53rd Annual General Meeting
5. Minutes of the 52nd Annual General Meeting
Aline Letourneau, MLT
MOTION To approve the minutes of the 52nd Annual General Meeting
6. Business Arising from the Minutes
7. 2014 Annual Report, *Aline Letourneau, MLT*
MOTION To receive the 2014 Annual Report
8. Appointment of Auditors
Jan Church, MLT
MOTION To appoint the accounting firm Kriens-LaRose Chartered Accountants as auditors for OSMT 2015 fiscal year
9. Report of the By-Laws Committee
Jim Uliana, MLT
MOTION Amendments to by-laws
10. Election of Directors, 2015-2016
Shari Batson, MLT, BSc.
MOTION To accept the report of the Nominations, Elections & Credentials Committee
MOTION To destroy ballots
11. Ratification of Board Actions
MOTION To approve the actions of the OSMT Board for 2014
12. Other Business
13. Resolutions
14. Adjournment
MOTION To adjourn the meeting

OSMT BOARD OF DIRECTORS 2014 – 2015

OFFICERS

President:	Gregory Young, MLT, ART, MBA
Vice-President:	Karim Bhaloo, MLT, BSc.
Secretary:	Aline Letourneau, MLT
Treasurer:	Jan Church, MLT
Past-President:	Shari Batson, ART, BSc.
Executive Director:	Blanca McArthur (ex-officio)

DISTRICT DIRECTORS

District 1	Jim Uliana, MLT (Thunder Bay)
District 2	Aline Letourneau, MLT (Timmins)
District 3	Vacant
District 4	Gregory Young, ART (Lindsay)
District 5	Karim Bhaloo, MLT, BSc. (Toronto)
District 6	Conrad Bégin Jr., MLT, ART (Cambridge)
District 7	Vacant
District 8	Sarah Demarse, MLT (London)

DIRECTORS-AT-LARGE

Shari Batson, ART, BSc. (Inverary)
Jan Church, MLT (Richmond Hill)
Debra Robertson, MLT (Sunderland)

DIRECTOR-AT-LARGE, MLA/T

Elizabeth Sacino, MLA/T, BSc. (Thunder Bay)

OSMT STAFF

Blanca McArthur	Executive Director
Debbie Brooks	Executive Assistant
Amy Yu	Membership & MLA/T Examination Coordinator
Sue Bowerman	Administrative Assistant
Margaret Faye	MLA/T Program Consultant



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