



Dear Member

The APACE scheme is a voluntary program for medical laboratory scientists that recognises continuing education, formal courses and a wide range of professional activities that contribute to your professional growth.



APACE has been approved by the New Zealand Medical Laboratory Science Board as a recertification programme for New Zealand Medical Laboratory Scientists.



The healthcare industry is undergoing rapid change. We are expected to keep our knowledge and skills up to date to enable us to perform to the highest professional standard. The APACE scheme provides a method in which your professional activities may be recognised.

This compendium has been supplied to you so that you may have all of your documentation in one place when applying for your APACE certificate, preparing or updating your CV, preparing your taxation return, to present to NATA at the time of your laboratory's inspection, and when applying for recertification in New Zealand.



Credit where credit is due

APACE Committee:

Maureen Jacobsen - Chair

John Ivey

Gary Smith

Peter Gambell

Rosemary Savino

David Ellis (ASM)

Fernando San Gil (AACB)

Grace Gilmore (ASTH)

Gina Aitken (ANZSBT)



INTRODUCTION

The Australasian Professional Acknowledgement of Continuing Education (APACE) is a registered trademark of the Australian Institute of Medical Scientists.

Participation in the APACE program is voluntary.

Applicants who are not members of AIMS, ASM, AACB, ASTH or ANZSBT may also participate in the APACE program, provided that they pay a fee equivalent to the AIMS Member status membership fee (currently AUD244.00).

THE ROLE OF THE APACE COMMITTEE

As administrator for the scheme, the role of the APACE Committee is to:

- provide documentation, guidelines and on-line facilities and support
- record membership enrolment in the APACE scheme
- act as the database to record participants' points
- issue *APACE Certification* to individuals who fulfil the CEU credit requirements
- perform audits on every twentieth application for APACE certification and on 10% of New Zealand applicants.

APPLICATIONS AND CERTIFICATION

Step 1. APACE APPLICATION

Complete the application form and record your activities as outlined below.

Step 2. APACE CERTIFICATION

Registrants are required to accumulate a minimum of 100 CEU credits within a maximum submission period of 2 years

Applicants who submit any activities conducted outside Australia or New Zealand must supply full details of the activity and proof of attendance.

RECORDING OF ACTIVITIES

The activities record form is designed to provide an easy means of recording details of professional and CE activities and is maintained by the individual. These activities may also be recorded online in the APACE online Diary.

The list of activities on the following pages is not exhaustive. Members may submit details of a particular activity to the APACE committee for ratification as an acceptable activity for APACE credit.

AUDIT

As this is a self-driven assessment and submission scheme, 5% of Australian applicants and 10% of New Zealand applicants will be audited to validate the scheme. These applicants must submit complete documentation (e.g. proof of attendance, post graduate qualifications etc) for audit.

APACE CERTIFICATION

A Certificate of APACE Participation will be issued to members who meet the requirements.

A list of individuals who achieve certification will be published in forums such as journals, newsletters and on websites as public acknowledgment. Please indicate on the application form if you wish to be included in any listings.

FORWARD APPLICATIONS FOR APACE CERTIFICATION

Electronic applications are preferred and may be submitted through the APACE Online Diary (www.aims.org.au) or via the Member Lounge for AIMS members.

Hard copy applications may also be submitted as follows:

AIMS members – to the national office of the Australian Institute of Medical Scientists

AACB members - to the national office of the Australasian Association of Clinical Biochemists

ASM members – to the national office of the Australian Society for Microbiology.

ASTH and **ANZSBT** members – to the national office of the Australian Institute of Medical Scientists, including the fee of AUD30.

ENQUIRIES

Telephone: 61 7 3876 2988

Facsimile: 61 7 3876 2999

Email: aimsnat@aims.org.au

Website: <http://www.aims.org.au>



APPLICATION FORM for APACE CERTIFICATION

I am a financial member of AIMS/AACB/ASM/ASTH/ANZSBT (circle one)

Membership No. _____

New Zealand Registration Number (NZ applicants only) Registration No. _____

I am not a financial member of any of the above associations and enclose the fee of \$244.00.

Signature _____

Title _____ Surname _____ First Name _____

Address _____

_____ State _____ Postcode _____

Country _____

Email address _____ Telephone _____

Employer _____

Address _____

_____ State _____ Postcode _____

Date of Commencement _____ Date of Completion _____

CONTINUING EDUCATION UNITS (CEU)

TOTAL CEU _____

I give permission for my name to be included on the APACE Accredited Members List on the AIMS Website or in any other forum or listing for publicity purposes.

Signature _____ Date _____

New Zealand Applicants only:

I authorise the APACE Committee to forward details of my name, employer, registration number and details of my application and CEU credits to the New Zealand Medical Laboratory Science Board and any external auditor appointed by the Board.

Signature _____ Date _____

CEU credits	ACTIVITIES
	<p>Applicants who submit any activities conducted outside Australia or New Zealand must supply full details of the activity and proof of attendance</p> <p><u>Employment</u> <i>As a medical scientist/technician in a recognised laboratory (clinical, veterinary or medical research), in a tertiary institution or elsewhere in the pathology industry. These points include attendance at departmental meetings, clinical case reviews, workplace related teleconferences.</i> New Zealand applicants must include a copy of their updated training documentation, signed competency review and contact details of the assessor</p>
12	<p>Per year full-time (pro rata part-time of full time equivalent). Maximum 24 credits per application. (Credits need to be adjusted accordingly if a longer period than annual leave is taken).</p>
	<p><u>Attendance at Scientific Meetings</u></p>
5	<p>Attendance at International/National/State/Divisional/Regional Scientific Meeting - AIMS and other appropriate societies/associations including New Zealand SIG meetings (per half day) (50 credits maximum per meeting)</p>
5	<p>Attendance at short courses or workshops (per half day) Maximum 50 credits per course.</p>
2	<p>Attendance at short Special Interest Groups (SIG) meetings (not workplace related)</p>
1	<p>Attendance at scientific seminars/research forums/lunchtime meetings etc, but not workplace clinical case reviews (Maximum 25 credits per application)</p>
1	<p>Attendance at AACB tutorials (per hour)</p>
	<p><u>Presentation at Meetings</u></p>
10	<p>At a National/State/Divisional/Regional Scientific Meeting or New Zealand SIG meeting</p>
20	<p>At a Workshop (per half day)</p>
5	<p>Presentation of poster (half credits if co-author but not the presenter)</p>
5	<p>At Australian SIG or recognised workplace scientific meetings, seminars, research forums etc</p>
5	<p>Per AACB tutorial</p>
	<p><u>Publications</u></p>
20	<p>Primary author of an article published in a peer reviewed scientific journal.</p>
10	<p>Secondary author of an article published in a peer reviewed scientific journal.</p>
5	<p>Book Review – published review of a scientific publication.</p>
5	<p>Scientific article reviewed (i.e. reviewed for a peer review journal such as AJMS)</p>
	<p><u>Washington University online MTS program</u> (available through AIMS Member Lounge)</p>
1	<p>Per hour of online instruction</p>
5	<p>Per examination unit passed</p>
	<p><u>Structured Reading</u></p>
5	<p>Per set of questions answered correctly from each issue of the AJMS (40 credits maximum per year)</p>
	<p><u>Post Graduate Studies (relevant to medical science or laboratory management)</u></p>
200	<p>PhD/Fellowship</p>
100	<p>Masters Degree</p>
40	<p>Honours</p>
40	<p>Graduate Diploma</p>
20	<p>Graduate Certificate</p>
	<p><i>Pro rata CEU credits are available for units completed in the above programs, but cannot be reclaimed on completion when submitting next APACE submission. The number of units completed out of the total number of units in the course must be recorded.</i></p>
	<p><u>Professional Service</u></p>
10	<p>Per year serving on National/State/Divisional/Regional Committees – AIMS/AACB/ASM and other appropriate societies/associations</p>
5	<p>Per year serving on Australian SIG organising committees</p>
10	<p>Per year serving on National Scientific Meeting Committee</p>
10	<p>Per year for Examinations Council Membership</p>
10	<p>Per day NATA/IANZ Assessor</p>

<u>Other Activities</u>	
5	Professional, scientific or educational project development – per day. Maximum 20 credits per year per project.
3	Publication of short scientific or laboratory related articles in state newsletters or journal (not peer reviewed) Maximum 20 credits per year.
2	Teleconferences relevant to medical science (not workplace related)
1	Per hour spent on literature searches for relevant topics/articles (for online searches, the html site must be cited).
1	Reading of professional articles in journals (submit list of articles with references). Maximum 20 credits per application.

PRESENTATIONS Name of meeting / society / organisation:	Dates:	Duration:	Location City & state	CEU credits:	APACE Committee use only
PUBLICATIONS: Article title / Journal:	Date / issue	Primary author: <small>(tick as appropriate)</small>	Secondary author: <small>(tick as appropriate)</small>	CEU credits	APACE Committee use only
BOOK REVIEWS: Book Title / Journal title	Date / issue			CEU credits	APACE Committee use only
PEER REVIEW OF ARTICLES PRE PUBLICATION Article / Journal title	Date / issue			CEU credits	APACE Committee use only
WASHINGTON UNIVERSITY ONLINE MTS PROGRAM					APACE Committee use only

