
Policy: **Register**

Policy Number: 1.6

Policy Type: Registration Date Approved: Nov. 8, 2018 Date Implemented: Apr. 10, 2019

Date Revised:

1. Register

- 1.1 . The Executive Director of the SSMLT will act as the Registrar and have responsibility to register persons as members and issue licenses.
- 1.2 . The Registrar will keep a register of the members of the SSMLT.

2. Register Requirements

- 2.1 . The register kept by the Saskatchewan Society of Medical Laboratory Technologists will include the following information:
 - Registration number;
 - Name and address;
 - Category of practice;
 - License issued;
 - Encumbrances, limitations, conditions or restrictions on the license; and
 - Other information as may be required.
- 2.2 . The register will be kept in accordance with Section 17 of the Act.
- 2.3 . The register will be kept at the head office of the SSMLT.
- 2.4 . The register will be open for inspection by all persons, without fee, during normal office hours of the SSMLT.
- 2.5 . A list of registered members derived from the register will be posted on the SSMLT website and will be updated at least every month. The list will include name, registration number, category of practice, expiry date of licence and whether there are limitations, restrictions or conditions placed on the licence.