

Policy: **Working without a valid Practicing Licence in SK** Policy Number: 1.13

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## **Working without a valid Practicing Licence in Saskatchewan**

### 1. Policy

Clause 20 of the Medical Laboratory Technologists Act, 1995 states;

No person other than a member shall use the title “medical laboratory technologist” or “registered medical laboratory technologist” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member.

Clause 12 of the SSMLT Regulatory Bylaws states:

#### Licence Required to Work in Saskatchewan

*“Every practicing and temporary practicing member must have a valid and subsisting licence to practice medical laboratory technology in Saskatchewan.”*

Clause 16(2) of the SSMLT Regulatory Bylaws states;

*“Every practicing member must obtain a licence in each year to practice by submitting the required form, together with the prescribed fee and/or any other fees or charges owing to the SSMLT for any reason, on or before November 30 in each year.”*

Clause 16(3) of the SSMLT Regulatory Bylaws states;

*“A practicing member who does not obtain or renew a licence ceases to be licenced and is not entitled to practice or work as a medical laboratory technologist as of December 1 of the year for which the licence is required.”*

#### [SSMLT Act, 1995](#)

#### [SSMLT Regulatory Bylaws](#)

If a member is engaged in MLT practice in Saskatchewan without a valid practicing licence, the following actions will be taken.

### 2. Procedure

- 2.1 Validate the person's current Saskatchewan registration and licensure status.
- 2.2 If the person is not currently registered in the Practicing or Temporary Practicing category of licensure in Saskatchewan, contact the person to determine the validity of the information.
- 2.3 If the person is not currently registered in the Practicing category of licensure in Saskatchewan, contact the person's employer(s) or the appropriate Human Resource Department to determine the following:

- 2.3.1. If the person has engaged in MLT practice in Saskatchewan within the current licensure year
- 2.3.2. If applicable, how many total shifts or the length of time the person has engaged in unlicensed MLT practice in Saskatchewan
- 2.3.3. Any other pertinent information relating to employment as deemed necessary
- 2.4. If the employer(s) confirms the person has engaged in MLT practice in Saskatchewan while unlicensed, provide the following instruction:
  - 2.4.1. Have the person vacate the premises immediately, if applicable
  - 2.4.2. Cancel all upcoming scheduled shifts
  - 2.4.3. Instruct the person to contact the SSMLT for information about applying for or reinstating their registration and licensure.
  - 2.4.4. SSMLT may conduct a workplace inspection should there be reason to believe a person is engaging in practice as a MLT without a licence.
  - 2.4.5. SSMLT will notify SK College of Physicians and Surgeons, Laboratory Quality Assurance program and the Ministry of Health, Medical Services Branch, Laboratory Licensing section.<sup>1</sup>
- 2.5. If the person engaged in MLT practice in Saskatchewan without a practicing licence, the SSMLT Registrar or designate will submit a formal complaint to the SSMLT's online complaint submission process.

The Counselling & Investigation Committee will review and render a decision on the respective complaint.

2.6 The Counselling & Investigation Committee upon review of the respective complaint case and with confirmation of all information, shall request the SSMLT Registrar or the assigned delegate assign a ticket as outlined in 2.7. The ticket assignment may occur in conjunction with other assigned deliverables as determined appropriate by and at the discretion of the Counselling & Investigation Committee.

2.7 Engaging in MLT Practice Without a Practicing License Ticket Offence Fee:

- 2.7.1 Any person engaging in MLT practice in Saskatchewan without a licence will be issued a ticket in the amount of \$100 per shift for every shift worked without a licence.

1. CPSS accreditation checklist General G.1.2.1 and Medical Laboratory Licensing Act-Regulations