




REPUBLIC OF KENYA
MINISTRY OF HEALTH



KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD

RETURNS BY REGISTERED (APPROVED) MEDICAL LABORATORY SCIENCES TRAINING INSTITUTIONS

Pursuant to the Medical Laboratory Technicians and Technologists Act CAP 253 A Laws of Kenya

	RETURNS BY REGISTERED (APPROVED) MEDICAL LABORATORY SCIENCES TRAINING INSTITUTIONS		DOCUMENT CONTROL Serial: KMLTTB/MLSTR/01 Version 001 Date: 2 ND JANUARY, 2025
	OWNER OF THE FORM	REGISTRAR	

All KMLTTB approved (registered and accredited) Medical Laboratory Training institutions shall be required to file returns every end the months of March and September, as well as any other time requested by KMLTTB. This is meant to provide accurate data on the status of training in Medical Laboratory Sciences in the Republic of Kenya.

The approved training institutions shall also file the returns every time they present student for indexing purposes.

The data filing shall be the responsibility of the Head of the training institution approved as a medical Laboratory training institutions.

The Chairman/ Head of Medical Laboratory sciences training institution shall be as a matter of his/her high professional calling do everything in their power to ensure the required data is as accurate and complete as possible as well as in accordance with the MLTT ACT, CAP 253A Laws of Kenya, the Data protection act, 2019, The Public officer Ethics act, 2012, The Digital Health ACT 2023 and The Health ACT, 2017

Failures to file the returns shall constitute professional misconduct in accordance with MLTT ACT Cap 253A laws of Kenya and may lead to disapproval of MLS training institutions and professional sanctions against the HoD in charge of Medical Laboratory Sciences Training.

A. Returns on Governance of Approved Medical Laboratories Sciences Institutions

NAME OF THE INSTITUTION	
ADDRESS OF THE INSTITUTION (POSTAL, EMAIL AND MOBILE PHONE)	
LOCATION (COUNTY AND SUBCOUNTY)	
APPROVAL (REGISTRATION) NO.	
APPROVAL DATE	
KMLTTB APPROVAL LEVEL (FULL OR PROVISIONAL)	
LATEST YEAR OF ANNUAL TRAINING LICENCE	
LAST KMLTTB INSPECTION DATE	
DATE OF SCHEDULED NEXT INSPECTION AS PER THE LAST INSPECTION REPORT	
DATE OF SCHEDULED NEXT INSPECTION AS PER THE LEGAL INSPECTION SCHEDULE (EVERY FOUR YEARS AFTER THE FIRST APPROVAL)	

B. PARTICULARS OF THE CURRENT HOD/COD MEDICAL LABORATORY SCIENCES

NAME OF MLS CoD/HoD	
ID NO.	
KMLTTB REGISTRATION No.	
DATE OF APPOINTMENT	
PROFESSIONAL QUALIFICATIONS.	
HIGHEST PRESSIONAL QUALIFICATION AND THE INSTITUTION OBTAINED.	
PERIOD OF APPOINTMENT	

C. PARTICULARS OF THE CURRENT LEAD LECTURERS IN MEDICAL LABORATORY SCIENCES
DEPARTMENT/FACULTY

SUBJECT	LECTURE'S PARTICULARS	
Microbiology. Codes(Diploma/BSc) DT01/BT01	NAME OF MLS LECTURER	
	ID NO.	
	KMLTTB REGISTRATION NO.	
	DATE OF APPOINTMENT	
	PROFESSIONAL QUALIFICATION	
	HIGHEST PRESSIONAL QUALIFICATION AND THE INSTITUTION OBTAINED.	

SUBJECT	LECTURE'S PARTICULARS	
Clinical Chemistry. Codes(Diploma/BSc) DT02/BT02	NAME OF MLS LECTURER	
	ID NO.	
	KMLTTB REGISTRATION NO.	
	DATE OF APPOINTMENT	
	HIGHEST PROFESSIONAL QUALIFICATION	

SUBJECT	LECTURE'S PARTICULARS	
Hematology. Codes(Diploma/BSc) DT03/BT03	NAME OF MLS LECTURER	
	ID NO.	
	KMLTTB REGISTRATION NO.	
	DATE OF APPOINTMENT	
	HIGHEST PROFESSIONAL QUALIFICATION	
	HIGHEST PRESSIONAL QUALIFICATION AND THE INSTITUTION OBTAINED.	

SUBJECT	LECTURE'S PARTICULARS	
Blood Transfusion. Codes (Diploma/BSc) DT04/BT04	NAME OF MLS LECTURER	
	ID NO.	
	KMLTTB REGISTRATION NO.	
	DATE OF APPOINTMENT	
	PROFESSIONAL QUALIFICATIONS	

	HIGHEST PROFESSIONAL QUALIFICATION AND THE INSTITUTION OBTAINED.	
--	--	--

SUBJECT	LECTURE'S PARTICULARS	
Histology. Codes (Diploma/BSc) DT05/BT05	NAME OF MLS LECTURER	
	ID NO.	
	KMLTTB REGISTRATION NO.	
	DATE OF APPOINTMENT	
	PROFESSIONAL QUALIFICATION	
	HIGHEST PROFESSIONAL QUALIFICATION AND THE INSTITUTION OBTAINED.	

SUBJECT	LECTURE'S PARTICULARS	
Parasitology. Codes(Diploma/BSc) DT06/BT06	NAME OF MLS LECTURER	
	ID NO.	
	KMLTTB REGISTRATION NO.	
	DATE OF APPOINTMENT	
	PROFESSIONAL QUALIFICATIONS	
	HIGHEST PROFESSIONAL QUALIFICATION AND THE INSTITUTION OBTAINED.	

SUBJECT	LECTURE'S PARTICULARS	
Practicals.	NAME OF TECHNICAL STAFF	
	ID NO.	

Codes(Diploma/BSc) DT07/BT07	KMLTTB REGISTRATION NO.	
	DATE OF APPOINTMENT	
	PROFESSIONAL QUALIFICATION	
	HIGHEST PROFESSIONAL QUALIFICATION AND THE INSTITUTION OBTAINED.	

D. Returns on other medical laboratory Technical staff. Lecturers including part timers

SUBJECT	LECTURE'S PARTICULARS			
MICROBIOLOGY Codes(Diploma/BSc) DT07/BT07	NAME OF TECHNICAL STAFF	ID NO.	QUALIFICATIONS	KMLTTB REG. NO

SUBJECT	LECTURE'S PARTICULARS			
CLINICAL CHEMISTRY Codes(Diploma/BSc) DT07/BT07	NAME OF TECHNICAL STAFF	ID NO.	QUALIFICATIONS	KMLTTB REG. NO

SUBJECT	LECTURE'S PARTICULARS			
HAEMATOLOGY Codes(Diploma/BSc) DT07/BT07	NAME OF TECHNICAL STAFF	ID NO.	QUALIFICATIONS	KMLTTB REG. NO

SUBJECT	LECTURE'S PARTICULARS			
BLOOD TRANSFUSSION SCIENCE	NAME OF TECHNICAL STAFF	ID NO.	QUALIFICATIONS	KMLTTB REG. NO
Codes(Diploma/BSc) DT07/BT07				

SUBJECT	LECTURE'S PARTICULARS			
PARASITOLOGY	NAME OF TECHNICAL STAFF	ID NO.	QUALIFICATIONS	KMLTTB REG. NO
Codes(Diploma/BSc) DT07/BT07				

SUBJECT	LECTURE'S PARTICULARS			
HISTOPATHOLOGY	NAME OF TECHNICAL STAFF	ID NO.	QUALIFICATIONS	KMLTT B REG. NO
Codes(Diploma/BSc) DT07/BT07				

E. RETURNS ON OTHER SUBJECT LECTURERS INCLUDING PART TIMERS

SNo.	SUBJECT	Name of the lecturer	ID	Appointment Date/part time
1.	CLINICAL CHEMISTRY			
2.	BACTERIOLOGY			

	VIROLOGY			
	MYCOLOGY			
3.	HAEMATOLOGY			
	HAEMOSTASIS / CAOGULATION STUDIES			
4.	BLOOD TRAFUSSION SCIENCE			
5.	HISTOLOGY/HISTOPATHOLOGY			
6.	PARASITOLOGY			
	ENTOMOLOGY AND VECTOR BIOLOGY			
	MALACOLOGY			

F. Returns on Students Admission and Indexing (Academic Profile)

Years of Study		
1 st Year	Date of Admission/Indexing	
	Numbers of Student admitted/Indexed	
	Genders of students:	M: F:
	Number of Students Currently in Session:	
	Number Of student Dropped out:	
	Reasons For Drop Out:	
	Numbers of Students Affected by Natural Attrition:	
	Number of Student Repeated to a lower classes:	
	Number of Students with Supplementary:	

	Subject with Supplementary	
	Numbers of Students Living with Disabilities (PLWD):	
	Categories of Disabilities:	
	County NOT Represented in this Student Cohorts:	

Years of Study		
2 ND Year	Date of Admission/Indexing	
	Numbers of Student admitted/Indexed	
	Genders of students:	M: F:
	Number of Students Currently in Session:	
	Number Of student Dropped out:	
	Reasons For Drop Out:	
	Numbers of Students Affected by Natural Attrition:	
	Number of Student Repeated to a lower classes:	
	Number of Students with Supplementary:	
	Subject with Supplementary	
	Numbers of Students Living with Disabilities (PLWD):	
	Categories of Disabilities:	

	County NOT Represented in this Student Cohorts:	
--	--	--

Years of Study		
3 RD Year	Date of Admission/Indexing	
	Numbers of Student admitted/Indexed	
	Genders of students:	M: F:
	Number of Students Currently in Session:	
	Number Of student Dropped out:	
	Reasons For Drop Out:	
	Numbers of Students Affected by Natural Attrition:	
	Number of Student Repeated to a lower classes:	
	Number of Students with Supplementary:	
	Subject with Supplementary	
	Numbers of Students Living with Disabilities (PLWD):	
	Categories of Disabilities:	
	County NOT Represented in this Student Cohorts:	

Years of Study		
4 TH Year	Date of Admission/Indexing	

	Numbers of Student admitted/Indexed	
	Genders of students:	M: F:
	Number of Students Currently in Session:	
	Number Of student Dropped out:	
	Reasons For Drop Out:	
	Numbers of Students Affected by Natural Attrition:	
	Number of Student Repeated to a lower classes:	
	Number of Students with Supplementary:	
	Subject with Supplementary	
	Numbers of Students Living with Disabilities (PLWD):	
	Categories of Disabilities:	
	County NOT Represented in this Student Cohorts:	

G. LECTURERS STUDENTS RATIOS

YEAR OF STUDY	MLS SUBJECT WITH QUALIFIED LECTURERS	RATIO OF RELECTURERS TO STUDENT RATIO	MLS SUBJECT WITHOUT QUALIFIED LECTURERS IN THE RATIO OF 1:5
1ST YEAR			
2ND YEAR			
3RD YEAR			
4TH YEAR			

H. Indicate any improvement in terms of Medical Laboratories equipment, reagents and chemicals (provide information on the discipline covered and the status of validation and verification by KMLTTB) if any.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

I. (i). Provide information on any change of policy of the institution since the last time that KMLTTB conducted a compliance inspection e.g. Curriculum design, Admission Policy, institutional governance and ownership?.....

.....
.....

(ii) Availability of KMLTTB APPROVAL certificate? Yes.....No.....

(iii) Availability of KMLTTB LATEST APPROVED Curriculum? Yes.....No.....

J. FACILITIES:

Physical facilities

Item		Number	Capacity in (sq. m) and no. of students	Usage	
				Specific to Department	Shared
Conference Halls					
Lecture Room/Lecture Theatres					
Lecturer's Offices					
Laboratories	Computer Laboratory				
	Language Laboratory				
	None specialized Medical Laboratory				
	Microbiology Laboratory				
	Parasitology Laboratory				
	Biochemistry /Clinical Chemistry Laboratory				
	Haematology Laboratory				

	Pharmacology and Toxicology Laboratory				
	Histology/Anatomy Laboratory				
	Pharmacognosy Laboratory				
	Research Laboratories				
	Microteaching Laboratory				
	Insectary Laboratory				
	Skills Laboratory				
	Counselling Laboratory				
	Animal House Laboratory				
Library					
Seminar Rooms					
Technical staff offices and common facilities.					
Examination Office					
Studios					
Internet Access points					
Others (<i>Specify</i>)					

ii)Returns on Equipment and Teaching Materials

ITEM	TYPE	NUMBER	CAPACITY	USAGE	
				DEPARTMENTAL	SHARED
Desk Top Computers (PCS)					
Laptops/Note Books					
Power Point Projectors					
Smart boards					
Scanner					
Printers					
Computer Software					
Special Equipment (attach list)					
Farm Equipment (attach list)					
Internet Bandwidth (in Mbps)					
Others(specify)					

K. Returns on Memorandum of Understandings (MOU) with medical laboratories facilities for internal and external clinical practical rotations

S/NO	NAME OF THE MEDICAL LABORATORY	KMLTTB REG NO	CLASS	COUNTY	SUB COUNTY	DATE SIGNED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**L. FOR OFFICIAL USE ONLY: TO BE ANALYSED BY THE QUALITY ASSURANCE
DEPARTMENT KMLTTB**

AREAS CHECKED	MEETS SET KMLTTB STANDARD? YES/NO	COMMENTS ON STATUS OF THE INSTITUTION THAT HAS FILED RETURNS
Governance of Approved Medical Laboratories Sciences Institutions		
Current HOD/CoD medical laboratory sciences		
Lead lecturers in medical laboratory sciences department/school.		
Findings on other medical laboratory Sciences lecturers		
General Human Resource including support staff.		
Students Admission and Indexing (Academic Profile)		
Lecturer Student ratio		
Availability of KMLTTB Approval Certificate (Registration)		
KMLTTB Approved Curriculum		
Infrastructures (Teachings/Demonstrations Medical Laboratories, Library, theory room/classrooms).		
<i>Equipment and Teaching Materials</i>		
Memorandum of Understandings (MOU) with medical laboratories facilities for internal and external clinical practical rotations.		
Conclusion and Recommendation: 1. 2. 3. 4. 5.		

Ihereby Solemnly swear and declare that the information I have provided here is correct to the best of my knowledge and that I am fully aware of the provisions of MLTT ACT, CAP 253A, Laws of Kenya, OFFICER ETHICS ACT , 2012, THE HEALTH ACT,2017, THE DATA PROTECTION ACT,2019, DIGITAL HEALTH ACT,2023 AND THE CONCTITUION OF Kenya,2010.

THAT, on all matters related to my obligations as a Medical Laboratory science professional, in charge of a training programme, protect and defend the dignity of the profession, students, patients, other healthcare professionals as well as the wider society.

THAT, I shall discharge my duties in accordance with all the applicable laws and regulations at all times and THAT I shall at all times obey and abide by the KMLTTB CODE OF ETHICS.

Signed by KMLTTB

Registration Number THIS DAY

.....OF.....20.....

OFFICIAL STAMPS.....

..... THE END.....