KMLTTB/TRN/03

REPUBLIC OF KENYA
MINISTRY OF HEALTH

KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD
Make Testing a Safe Reality

KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD

APPLICATION FOR REGISTRATION AS A MEDICAL LABORATORY SCIENCES TRAINING INSTITUTION

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

KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD Make Testing a Safe Reality	APPLICATION FOR REGISTRATION AS A MEDICAL LABORATORY SCIENCES TRAINING INSTITUTION		DOCUMENT CONTROL
	OWNER OF THE FORM	REGISTRAR	Serial: KMLTTB/TRN/03 Revision No. 001 Revision Date: 6th TH MARCH 2024

FILL THE DETAILS

CONTACT DETAILS	
NAME OF PROVIDER:	
DATE OF APPLICATION:	
PHYSICAL LOCATION	
COUNTY:	
SUBCOUNTY	TOWN:
LANDMARK:	
PLOT NUMBER:	
POSTAL ADDRESS:	
INSTITUTION MOBILE NUMBER:	
INSTITUTION EMAIL:	
INSTITUTION WEBSITE:	
ROAD/ STREET:	
BUILDING:	
FLOOR ON THE BUILDING:	

CATEGORIES			
Post-Doctoral Medical Laboratory Sciences		Doctor Of Medical Laboratory Sciences	
Doctor of Philosophy Medical Laboratory Sciences		Higher Diploma In Medical Laboratory Sciences	
Master of Science In Medical Laboratory Sciences		Diploma In Medical Laboratory Sciences	
Bachelor of Science In medical Laboratory Sciences		CPD providers In Medical Laboratory Sciences	

MANAGEMENT

1. Director/S Name:
   ID Number:
   Mobile Number.
   Email:
2. CEO Name:
   ID Number.
   Mobile Number.
   Email

3. Head of Department/Coordinator Chair of Department Name

Mobile Number:

KMLTTB Reg Number:

ID Number.

Email:

Highest Professional Qualification:

ATTACHMENT

ATTACHMENTS

1. Letter of incorporation
2. University charter /TVETA registration/ Gazette Notice /Legal Notice
3. Tax compliance
4. Lecturers Curriculum Vitae
5. Director Police Clearance
6. List of Lectures indicating Name, Qualification, Institution Obtained, Board No, Employment Status
7. Memorandum of Understanding
8. Training needs assessment report

TRAINING NEEDS ASSESSMENT FOR MEDICAL LABORATORY PROFESSIONALS IN BASIC TRAINING AND CONTINIOUS PROFESSIONAL DEVELOPMENT (CPD).

Background

Medical laboratory professionals are responsible for performing complex scientific procedures in various disciplines namely; hematology, chemistry, virology, histopathology, cytopathology, parasitology, entomology, mycology, bacteriology and blood transfusion science while conducting a variety of tests on blood, urine, cerebrospinal fluid, other body fluids, and tissues. They play a key role in today's healthcare environment by ensuring correct diagnosis and appropriate treatment of patients and also in improving overall practice of medicine.

There is a universal consensus that many health professionals including those in the medical laboratory sciences need not only the basic training but also to update and improve their knowledge and skills so that it does not become outdated or obsolete.

Basic medical laboratory science training and continuing professional development (CPD) enables professionals to acquire knowledge, improve skills and performance to effectively function in an ever-changing healthcare environment.

CPD is the systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities is necessary for the professionals to successfully carry out their duties throughout their career. Continuous professional development is an integral requirement of both professional and health service providers in the form of lifelong education.

CPD is a career development—long process that requires health professionals to enhance their knowledge, acquire new skills and build on existing ones. The main objective of CPD is to promote up-to-date and high-quality patient care by ensuring that health professionals have access to the necessary learning opportunities to maintain and improve their ability to practice

- Training institutions and CPD providers will be required to do training need assessment before approval and licenser to contact basic training and continuous professional development activities.
- **The training needs assessment shall be composed of key steps include:**

1. **Determine training institution Benefits of Needs Assessment-**
   This part of the process will sell and help the Training institution and Kenya medical laboratory technicians and technologists Board understand the concept of the needs assessment. Needs assessment based on the alignment of critical behaviors with a clear training institution mission will account for critical occupational and performance requirements to help KMLTTB:
   a) Eliminate redundant training efforts,
   b) Substantially reduce the unnecessary expenditure of training in medical laboratory sciences
   c) Assist training institutions, CPD providers and KMLTTB in identifying performance requirements that can best be satisfied by training and other developmental strategies. To go beyond learning and actually achieve critical behaviors the training institutions will also need to consider how required drivers will sustain desired outcomes.
   - Identifying key stakeholders
   - Provide a budget line to support the training
   - Describe desired outcomes that will contribute to mission objectives of the training institution
   - Clarify critical behaviors needed to achieve desired outcomes
   - Define required drivers essential to sustain the critical behaviors

2. **Plan- The needs assessment is likely to be only as successful as the planning.**
   - Set goals/objectives for the needs assessment
   - Evaluate organizational training institutions readiness and identify key roles
   - Evaluate prior/other needs assessments
   - Prepare project plan
   - Inventory the capacity of staff and technology to conduct a meaningful training skills assessment and analysis
   - Clarify success measures and program milestones

3. **Conduct Needs Assessment**
   - Obtain needs assessment data (e.g., review strategic plans, assess HR metrics, review job descriptions, conduct surveys, review performance appraisals)
   - Analyze data
   - Define performance problems/issues: occupational group/individuals
   - Describe critical behaviors needed to affect problems/issues
   - Determine and clarify why critical behaviors do not currently exist
   - Research integrated performance solutions
   - If training is the best solution, determine best training and development approach(es)

- Assess cost/benefit of training and development approach(es); build a "business case"
- Include organizational drivers needed to reinforce the critical behaviors that will affect problems/issues
- Describe how the critical behaviors will be monitored and assessed after implementation of the basic medical laboratory training and CPD provision

The results of the needs assessment will allow the training institutions, CPD providers and KMLTTB to set the training objectives by answering two questions:

- What needs to be done?
- Why is it not being done now?

It is more likely that an accurate identification of whom, if anyone, needs training and what training is needed. The medical laboratory science training institution and CPD providers will prepare a report after conducting training needs assessment which be required in the application for approval as medical laboratory science training institution AND/OR CPD provider.

The Head/chairman of Department/School of medical laboratory sciences shall be responsible for the application, registration, and renewal of practicing certificate for any college or university intending to offer medical laboratory sciences programme in public and private sector. All medical laboratory sciences training institutions shall be supervised by persons holding a practicing certificate and an annual license issued by KMLTTB.

ELIGIBILITY TO BE THE ROLE OF HEAD /CHAIRMAN OF A MEDICAL LABORATORY SCIENCES TRAINING INSTITUTION.

1. A medical laboratory sciences professional shall only be legible to head or chair an approved medical laboratory training institution if he/she has the requisite academic and professional qualifications as well as being dully registered licensed to practice medical laboratory. For university Medical laboratory sciences department a minimum of Master of sciences in Medical Laboratory Sciences and Diploma Colleges a minimum of Bachelor of sciences in medical laboratory science or Higher national Diploma in medical laboratory Sciences. In any case the head /chair shall have a minimum of five years' experience.

2. A medical laboratory professional shall be eligible to head / chair medical laboratory sciences department /school over an approved medical laboratory science training institution if she/he has worked as a medical laboratory professional for a period of not less than 5 years in a registered medical laboratory/approved medical laboratory sciences training institution.

3. Any person(s) who wants to apply for approval of medical laboratory sciences training institution shall complete the application forms and provide all the necessary documents as prescribed by the Board.

4. One person shall only be eligible to head or chair over one medical laboratory sciences training institution school or department.

5. The board shall be notified in writing at least 21 days prior to any changes affecting the following:

    i. Change of ownership-including share distribution, change of directors etc of an approved medical laboratory sciences training institution.
    ii. Change of head /chairman of medical laboratory sciences department or school in an approved college or university.
    iii. Change in registered premises i.e. Location, Plot number, building, floor etc.
    iv. Change in nature of business training i.e. change from college to university.
    v. Any other significant changes.
    vi. No approved medical Laboratory sciences training institution shall operate without head or chairman of department of school.
    vii. Whenever an approved Medical laboratory sciences training institution make any of the above changes and notify the Board Accordingly the Board shall re-inspect the Medical laboratory sciences training facilities upon payment of the prescribed fee.
    viii. Any Person in charge of an approved Medical laboratory sciences training institution who fails to observe this provision commits an offence and shall on conviction be punished with section 18 and 39 of the MLTT Act.

ROLES/DUTIES/RESPONSIBILITIES OF HEAD /CHAIR OF MEDICAL LABORATORY SCIENCES DEPARTMENT /SCHOOL

- All approved Medical Laboratory sciences training institution in Kenya shall be required to have a Medical Laboratory sciences head /chair of department or school.

- The head / Chair of Medical Laboratory Sciences Department /School shall be responsible for the overall operation and administration of the medical laboratory sciences training, including the employment of competent personnel , students indexing, demonstration laboratories, Library books, students practical rotation, reagents and equipment, safety, medical laboratory policies, quality assurance, all testing including reference materials and specimens, testing and test reports.

- The head /Chair of Medical Laboratory Sciences Department / School shall be answerable to KMLTTB on all aspects of operations of Medical Laboratory Practice Business employment in their respective approved Medical Laboratory sciences Training institutions.
- Any Head / Chair of an approved medical Laboratory sciences in charge who disregards on neglects the provisions of this roles/duties/responsibilities shall be deemed to have contravened the code of ethics for Medical Laboratory professionals and Scope of Practice.
- The head/ Chair of an approved medical Laboratory Sciences Training institution who is indicted with any unprofessional conduct, omission or commission shall be referred to disciplinary committee of the Board for the necessary disciplinary in accordance with section 26 of the Act and may also be fine in accordance with section 39 of the MLTT Act.

DECLARATION BY THE APPLICANT

(To be filled in Capital Letters)

a) I ……..of P.o Box ……on this day of ……..20 ..... an adult citizen of.....country and of sound mind, wish to state that to the information I have provided in this form is truthfully and best to the best of my knowledge.

APPLICANT	**SIGNATURE**	**DATE**
OFFICIAL STAMP		
STAMP		**DATE**