



## THE BEST QUALITY TRAINING BY THE BEST QUALITY PEOPLE

### Medical Laboratory Quality Management – NZS/ISO 15189

#### **The first ever quality standard written by medical people for medical laboratories.**

Learn about the requirements of the NZS/ISO 15189: Medical Laboratories – Particular requirements for quality and competence

This short course is designed to assist medical testing laboratory staff to extend their quality management systems to ensure full compliance with NZS/ISO 15189. In particular:

- Assignment of Laboratory Director responsibilities
- Pre-examination and post-examination processes
- Continuous improvement and preventive action
- Liaison with laboratory users in relation to best utilisation of laboratory services
- Health and safety requirements
- Reporting of results
- Referral laboratory procedures.

#### **Presenters**

The course is presented by senior International Accreditation New Zealand staff, each with a laboratory background and a detailed knowledge of the implementation of quality management systems in the laboratory setting.

#### **Participating in a course**

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99 or emailing us at [info@nzqc.co.nz](mailto:info@nzqc.co.nz).

To confirm your place, just send us a completed registration form either with full payment or a purchase order. As soon as we receive your registration form (preferably no later than four weeks before the course), we'll send you a confirmation letter with full details.

#### **Course fees include**

- Tuition
- Morning tea, lunch and afternoon tea (depending on course times)
- All course notes and take-home reference materials

#### **Duration & Prices**

Two day course \$1215.00 +GST

*Book one month in advance to receive the early bird price of \$1035.00 +gst*

#### **Dates & Locations**

Auckland 14-15 November 2012

# NZQC COURSE REGISTRATION FORM



Name of Course **Medical Laboratory Quality Management – NZS/ISO 15189**

Date \_\_\_\_\_ Location \_\_\_\_\_

## REGISTRANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Company Name: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## APPROVING MANAGER

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## BOOKING

Purchase Order \_\_\_\_\_

Booking Contact Name \_\_\_\_\_

Invoice Address (if different to above) \_\_\_\_\_

Please read the terms and conditions below before posting your registration for this course.

## METHOD OF PAYMENT

Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.

**Pay By Cheque**

Please make cheque payable to:  
New Zealand Quality College  
Private Bag 28908, Remuera  
Auckland 1541

**Pay by Credit Card**

Currently we accept VISA and MASTERCARD

VISA  MASTERCARD

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Payment Amount: \$ _____ (+ GST)
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**Direct bank deposit**

**A/C 03-0196-0131722-00**

**Reference: NZQC**

## TERMS AND CONDITIONS

### Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

### Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

### Transfers

You may transfer to another date and/or location for the course you have registered for up to 5 working days prior to the course commencing at no additional cost. If we receive a transfer request within 5 days of the course, a 25% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.