



MANITOBA VETERINARY MEDICAL ASSOCIATION

Interim MVMA Registrar (Temporary Position)

The Manitoba Veterinary Medical Association (MVMA) is the independent, non-profit professional organization responsible for advocacy and regulation of the veterinary profession in Manitoba. As the advocate for the veterinary profession, the MVMA promotes animal health and welfare, public awareness of veterinary medicine and supports members in their pursuit of professional excellence. As a regulatory body, the MVMA is responsible for licensing members, inspecting clinics, and investigating public concerns/complaints regarding the practice of veterinary medicine in the Province of Manitoba.

The Registrar is a part-time employee of the MVMA whose primary responsibility is the regulation of the practice of veterinary medicine in the Province of Manitoba. The Registrar's regulatory activities are directed by *The Manitoba Veterinary Medical Act* and the by-laws and regulations of the MVMA. The Registrar must be sensitive to information received; respecting confidentiality and identifying potential conflicts of interests as responsibilities are discharged.

This position reports to the Executive Director of the association and the Council.

Key Functions

- Approve registration and/or licensure for individuals and veterinary corporations applying to practice veterinary medicine in Manitoba.
- Oversee the process of investigation, mediation and resolution of complaints lodged against MVMA members.
- Direct the inspection process for veterinary clinics in Manitoba.
- Assist with maintenance, development and interpretation of regulatory legislation including updates to The Manitoba Veterinary Medical Act, MVMA By-laws and Practice Inspection, Practice Standards By-laws.

Job Description – MVMA Registrar

Primary Duties and Responsibilities

Assigned duties include, but are not limited to:

Registration & Licensing

- Direct the process to ensure candidates (veterinarians, veterinary technologists, veterinary corporations, and students) meet all qualifications of registration/licensure/permitting and receive required documentation/communication
- Oversee annual renewal process
- Manage applications and renewal process for the Designated Vaccinator Program.
- Respond to enquiries regarding registering to practice in Manitoba
- Direct and supervise the process for requests of Letters of Standing
- Advise relevant governments, veterinary and pharmaceutical suppliers, and other related organizations of non-renewal or changes in the status of members' license to practice in Manitoba (annually and as required)
- Direct the maintenance of the member, veterinary corporation and clinic provincial database (Register)
- Maintain a record of all student practitioners in the province
- Ensure that a list of Animal Health Assistants is maintained, and the registration is renewal annually
- Oversee the Seminar & Exam Process

The Peer Review Committee (PRC)

- Oversee the Deputy Registrar's management of PRC administration.
- Refer matters to the PRC when required.
- Oversee the verbal and written complaints process
- When directed by the PRC Chair, establish an Inquiry Panel based on legislation and prepare for and respond to the Inquiry Panel's needs

Practice Inspection, Practice Standards (PIPS)

- With the support of MVMA staff:
 - Coordinate, follow up on and assign inspection schedule
 - Coordinate the self-inspection process
 - Direct and supervise the completion of inspection reports
 - Inspection Reports
 - Ensure reports are issued
 - Ensure deficiencies are managed appropriately
- Manage temporary and specialty clinic applications

By-Law/Regulation/Policy & Regulatory Administration

- MVMA & PIPS By-laws
 - Assist with identification of new by-laws or existing by-laws requiring amendments
 - Assist with the drafting/amending of by-laws
 - Assist with researching process and legislation

- Consult with MVMA legal counsel as required
- Respond to enquiries about Manitoba legislative and by-law requirements

Liaison with other VMAs, Government and Stakeholders

- Liaison with other veterinary medical associations and regulatory colleges (VMAs/Colleges) nationally including attendance at national meetings
- Liaise and correspond with the Canadian Veterinary Medical Association (CVMA), Canadian Council of Veterinary Registrars (CCVR) and other VMAs/Colleges on issues of mutual concern and work as required to resolve these issues
- Respond to enquiries from other provinces about Manitoba's legislative requirements
- Attend CVMA meetings as requested by the MVMA Council
- Attend other meetings MVMA Council
- Liaise with representatives from Manitoba Veterinary Technologists Association (MVTA) as requested by the Executive Director or MVMA Council

Events

- Attend events as requested by the MVMA Council

Association Organization & Office Administration

- Research, prepare, and present report(s) to council during council meetings
- Attend council and committee meetings as requested by the Executive Director or MVMA Council
- Proactively participate in:
 - Achievement of the association's strategic plan and goals as out by the MVMA Council and directed by the Executive Director
- Participate in volunteer management:
 - Direct reimbursement of expenses for volunteers on related committees (PRC, PIPS)
- Financial Management:
 - Submit budget requests to the Executive Director in April of each year for consideration for inclusion in the budget

Position Information

Contract length: anticipated roughly 14 months (June 2025-August 2026)

Schedule: 10-15 hours per week. Some work can be completed outside of standard business hours, however, a minimum of 4 hours per week must be completed during normal business hours. Some evening work required.

Pay: Pro-rated, FTE \$100,000.00-\$125,000.00 per year, commensurate with experience

Education: Minimum of Bachelor's Degree

Work Location: In person at the MVMA office or hybrid work

Closing Date: May 6, 2025

How to Apply:

Please send a cover letter and resume to: registrar@mvma.ca

All submissions must be in English. If we can make the process easier through accommodation in the recruitment process, please reach out. Candidates must hold appropriate work authorization for Canada. The MVMA thanks all applicants for their interest. However, only those candidates we wish to interview will be contacted.