



OMFC REGISTRATION REVIEW

Manitoba Veterinary Medical Association Final Registration Review Report (2013)

OFFICE OF THE MANITOBA FAIRNESS COMMISSIONER

Table of Contents

Introduction	1
Review Process.....	2
Overview of the Assessment and Registration Process of the Manitoba Veterinary Medical Association	3
Manitoba Veterinary Medical Association’s Action Plan.....	7
Fairness Commissioner’s Statement of Compliance.....	11

Introduction

This Final Registration Review Report presents the results of the Office of the Manitoba Fairness Commissioner's (OMFC) registration review with the Manitoba Veterinary Medical Association (MVMA) as of March 2013.

Registration reviews are conducted as part of the Fairness Commissioner's mandate to review the registration practices of regulatory bodies subject to *The Fair Registration Practices in Regulated Professions Act (Act)*.

The purpose of a registration review is to enable the Fairness Commissioner to determine a regulator's compliance to the Act and to make recommendations to improve compliance. Compliance refers first and foremost to the fairness of assessment and registration practice, with particular attention drawn to the need for the fair consideration of internationally educated applicants. It also refers to the co-operation of the regulator with the Fairness Commissioner.

The Act stipulates that a registration review for any given regulator is to be undertaken at times specified by the Fairness Commissioner. The content of a registration review is to include an analysis of the relevance and necessity of registration requirements, the timeliness of decision making, the reasonableness of fees and the registration of internationally educated individuals. This may involve the review of any third parties employed in the assessment and registration process.

The OMFC's review process culminates in a Final Registration Review Report, complete with an Action Plan from the regulator. This report is a public document submitted to the Province's Minister of Immigration and Multiculturalism and posted on the OMFC's website.

Review Process

For the purposes of the 2012/13 registration review cycle, regulatory bodies with few internationally educated applicants and/or that rely heavily upon third parties for their assessment process participated in a self-assessment review process.

The review process had several steps: agreeing to a review schedule, arranging for the involvement of key staff and council members, participating in a two-day self-assessment workshop, drafting an action plan and finalizing the plan in consultation with the Fairness Commissioner.

The process was designed to support meaningful reviews that concretely identify fairness issues and lead to progressive change.

The Fairness Standard and Self-Assessment Workshop

As a first review encounter with the OMFC, regulatory practice was evaluated against a single broad fairness standard as defined by the OMFC's *Fairness Standard and Criteria Document*:

Dedicated and fair practices are applied for the assessment and registration of internationally educated applicants. Policies and procedures are documented, consistently followed and periodically reviewed to ensure their effectiveness.

This fairness standard covers the full spectrum of fair assessment and registration practice and is defined with multiple elements and criteria in the *Fairness Standard and Criteria Document*.

Over the course of a two-day self-assessment workshop, the standard was explained and regulators examined their practice in light of the various elements and criteria involved. Special emphasis was placed on the importance of clear, complete and accurate assessment and registration information, fair third party assessment practice and the consideration of qualifications acquired through professional work experience. Solutions and best practice models were presented as regulators drafted action plans to address issues of concern.

Action Plan & Compliance Statement

Shortly after the workshop, regulators submitted board-approved Action Plans to the OMFC. Regulators met with the Fairness Commissioner to discuss the plans and in some instances, revisions were made.

The Action Plan contained in this report has been reviewed by the Fairness Commissioner and is comprised of actions needed to address fairness concerns and improve compliance to *The Fair Registration Practices in Regulated Professions Act*.

Concluding this report, the Fairness Commissioner's Compliance Statement provides comment on the suitability of the regulator's Action Plan and the overall compliance of the regulator's registration practice.

Overview of the Assessment and Registration Process of the Manitoba Veterinary Medical Association

The Manitoba Veterinary Medical Association (MVMA) regulates the practice of veterinary medicine in Manitoba under the authority of *The Veterinary Medical Act* (C.C.S.M. c. V30). Only persons licensed with the MVMA can practice veterinary medicine or use the title "veterinarian," or any variation thereof.

Veterinarians prevent, diagnose and treat diseases and disorders in animals. They advise clients on feeding, hygiene, housing and general care of animals. Veterinarians are employed in animal hospitals and clinics, laboratories, government and industry.

Provincial statistics indicate that 24 internationally educated veterinarians immigrated to Manitoba from 2005 to 2011.

Qualifications

The principal qualifications required to register as a veterinarian include academic training and successfully passing the Canadian Veterinary Medical Association's (National Body) Clinical Proficiency Exam (CPE). With respect to academic training, a doctorate in veterinary medicine from a veterinary college accredited by the National Body is required. Applicants from academic programs unaccredited by the National Body must, in addition to the CPE pass two additional exams, the Basic and Clinical Sciences Exam and the North American Veterinary Licensing Exam.

Assessment and Registration Process

Graduates of accredited veterinarian academic programs apply directly to the MVMA. This involves completing an application form, a membership form, paying \$1,214.82 in MVMA fees and submitting the following documentation:

- a photocopy of the University Diploma
- a head and shoulders identification photo
- a photocopy of the National Body Certificate of Qualification from the National Examining Board or a copy of the letter stating that the applicant has been accepted to sit the CPE examination
- a photocopy of membership cards held in other jurisdictions and a letter from the Registrar of the appropriate membership or licensing authority in the former jurisdiction, verifying the applicant's standing in the former jurisdiction
- a photocopy of the applicant's CVMA membership card
- letters of good standing from appropriate jurisdictions

Upon completed application, the MVMA provides applicants with a written decision within no more than two weeks of their application.

Internationally Educated Veterinarians

Graduates of non-accredited veterinary academic programs first make application for certification to the National Body and then apply as above to the MVMA. There are two key steps in the process:

1. Internationally educated veterinarian apply to the National Body, completing an application form, paying a \$571.50 assessment fee and submitting the following documents:
 - original or notarized copy of degree in veterinary medicine
 - certified or notarized transcript
 - Name and contact information for 3 persons under whom the applicant has studied or worked, and to whom the Association may seek a confidential reference
 - three signed and dated copies of a recent passport-size photograph
 - certified copy of your birth certificate, passport or a statutory declaration confirming your identity

If documents are not in English or French, notarized translations are required.

2. Applicants must write and pass three exams: the Basic and Clinical Sciences Exam, the North American Veterinary Licensing Exam, and the Clinical Proficiency Exam. The successful completion of these exams results in a certificate of qualification from the National Body.

The Basic and Clinical Sciences Exam (BCSE) is a computer-based, 220 minute, multiple choice exam offered four times a year in Winnipeg. The fee is \$231.65. After passing this exam, applicants can choose the order in which to complete the remaining two exams.

The North American Veterinary Licensing Examination (NAVLE) consists of an optional 15 minute tutorial and 360 multiple choice questions administered in six blocks of 60 questions each. Applicants have 65 minutes to complete six blocks of 60 questions each and is offered in April and November/December in Winnipeg. The fee is \$1017.00

The Clinical Proficiency Examination (CPE) consists of seven sections. Each section requires between 45 minutes to 4 hours to complete with the entire exam administered over a period of seven days. The exam is offered in February, April/May, November and December in Guelph, Saskatoon, Charlottetown and Quebec. The fee is \$8,064.00.

In Manitoba, applicants can practice veterinary medicine with a temporary license if they have completed the Basic and Clinical Sciences Exam and the North American Veterinary Licensing Examination. In this circumstance, applicants apply to the Manitoba Veterinary Medical Association for a temporary license and must work under the indirect supervision of a licensed veterinarian. Applicants can practice with a restricted license under the direction of a licensed member for up to two years before completing the

Clinical Proficiency Examination.

3. Upon successfully completing all three national exams and receiving National Body certification, applicants apply to the MVMA, completing an application form, paying \$1,214.82 in MVMA fees and submit the following documents:
 - Certified copy of your degree of veterinary medicine
 - Copy of National Body certificate of qualification
 - Evidence of practice insurance
 - A letter of good standing from previous regulating authority

All new members must participate in the MVMA's Annual Seminar and Exam. The purpose of the Seminar/Examination is to familiarize new members with the relevant Acts, By-Laws, Code of Ethics, regional conditions and provincial departments particular to Manitoba and to acquaint new members with the MVMA's functions and responsibilities.

Appeal Process

Following the Veterinary Medical Act, applications for registration denied or subject to condition can be appealed to council. Upon receipt of the registration decision, the applicant has 30 days to notify council and appeals are held within 90 days. Applicants are advised of their right of appeal in their letter denying them licensure.

Time and Cost

Time

Graduates of veterinary programs accredited by the Canadian Veterinary Medical Association Medicine (National Body) who possess a Certificate of Qualification from Canadian Veterinary Medical Association- National Examining Board can register with the MVMA within a week or two of a completed application.

Graduates from academic programs unaccredited by the National Body will face a much longer process as they will need to complete all three of the national NEB exams and receive Certificate of Qualification from the National Body. Although it will vary significantly depending on the circumstances of the applicant, the time range to complete National Body exams will range from a minimum of 6 months to 2 years or more. Conditional licensure with the MVMA is possible upon successfully completing two of three NEB exams; for some applicants this will shorten the time into professional practice.

Fees

Directs costs for registration with the MVMA range from approximately \$1,200.00 to \$10,000.00 plus; National Body exams accounting for the difference. There may be additional associated costs securing and possibly translating documents and preparing for exams. They will be significant additional costs if NEB examination rewrites are required. For the NEB Clinical Proficiency Exam, partial credit is possible and parts of the exam can be rewritten for \$1,680.00.


Fees :

MVMA Registration	\$831.07
Legal	\$45.00
GST	\$43.80
CVMA fee	\$281.00
CVMA GST	\$14.05
Canadian Veterinary Medical Association Application Fee	\$517.50
NEB Exams Basic Clinical and Sciences	\$231.65
North American Veterinarian Licensing Exam	\$1,017.00
Clinical Proficiency Exam	\$8,064.00

Manitoba Veterinary Medical Association's Action Plan

In response to the self-identified Compliance Issues, the Manitoba Veterinary Medical Association proposed the following action plan as of March 2013. The plan is reprinted under the 'MVMA's Planned Actions' column in the table below.

The MVMA's Action Plan will form the basis of its relationship with the OMFC moving forward. The plan is monitored by the OMFC and will be tracked in the 'Completion Date' box of the Action Plan as it comes to fruition. As the report will be available online, this allows any interested party to see the progress to date.

Compliance Issues	MVMA's Planned Actions	Short Term Less than 3 months	Medium Term 3 months to 1 year	Long Term 1 year or more	Completion Date
<p>Applications are provided clear, complete and accurate information about assessment and registration:</p> <ul style="list-style-type: none"> • Qualification requirements • Documentation requirements • Range of full costs (for third party assessor) • Timelines and key dates including realistic sense of timelines involved • Realistic time range for entire process <p>* Currently the MVMA website does not consolidate the governing provisions required for new members including foreign trained veterinarian, instead they are dispersed throughout. We also have not included on this page a direct link to the Canadian Veterinary Medical Association – National Examining Board – our third party assessor.</p>	<p>Create a consolidated page dedicated to potential members including foreign trained veterinarians. This page will include a link to the Canadian Veterinary Medical Association (CVMA) our third party assessor. They have a comprehensive document covering all aspects of qualifying as a veterinarian, including requirements to be met, to the exams, and what one can expect regarding the exam process. We will expand this section of the MVMA website to include the link so potential members can see not only the MVMA requirements but the CVMA requirements as well.</p>				

Compliance Issues	MVMA's Planned Actions	Short Term Less than 3 months	Medium Term 3 months to 1 year	Long Term 1 year or more	Completion Date
<p>Applications are provided clear, complete and accurate information about assessment and registration:</p> <ul style="list-style-type: none"> Financial support opportunities <p>* We do not have any links to provincial or federal financial support programs on the MVMA website.</p> <ul style="list-style-type: none"> Step by step path <p>* Currently our information page does not provide a step by step description of the entire process that foreign trained veterinarians will experience as they go through the CVMA as well as the MVMA requirements.</p>	<p>The MVMA will create a brief descriptive paragraph explaining the availability of financial support programs and provide links to provincial and federal programs that we are aware of.</p> <p>The MVMA will create a written based description of the process and will explore the possibility of creating a flow chart to encompass the process in a simple and clear manner. The MVMA will have to work with the CVMA to comprise this document to ensure all steps are reflected.</p>		<p>✓</p> <p>✓</p>		

Compliance Issues	MVMA's Planned Actions	Short Term Less than 3 months	Medium Term 3 months to 1 year	Long Term 1 year or more	Completion Date
<p>Applications are provided clear, complete and accurate information about assessment and registration:</p> <ul style="list-style-type: none"> Information on upgrading programs for the occupation <p>*We do not currently provide links to available upgrading programs offered by other provinces.</p> <ul style="list-style-type: none"> Documentation requirements are reasonable. Alternative documentation opportunities are available and explained to applicants. <p>Criminal records policy is warranted and clearly explained.</p> <p>*The MVMA for the 2013 year do not require any declaration of a Criminal records policy.</p>	<p>Link to these federal and provincial programs need to explore what is available</p> <p>The MVMA will provide a link on our information page advising potential members about any available upgrading programs</p> <p>The MVMA has recognized the need for a declaration from all potential members on findings of guilt related to Criminal Code of Canada, Narcotics Controlled Act, the Food and Drugs Act and other similar legislation in any jurisdiction, and will be exploring the feasibility of requesting this information in the next two years.</p>		<p>✓</p>	<p>✓</p> <p>Two years</p>	

Fairness Commissioner's Statement of Compliance

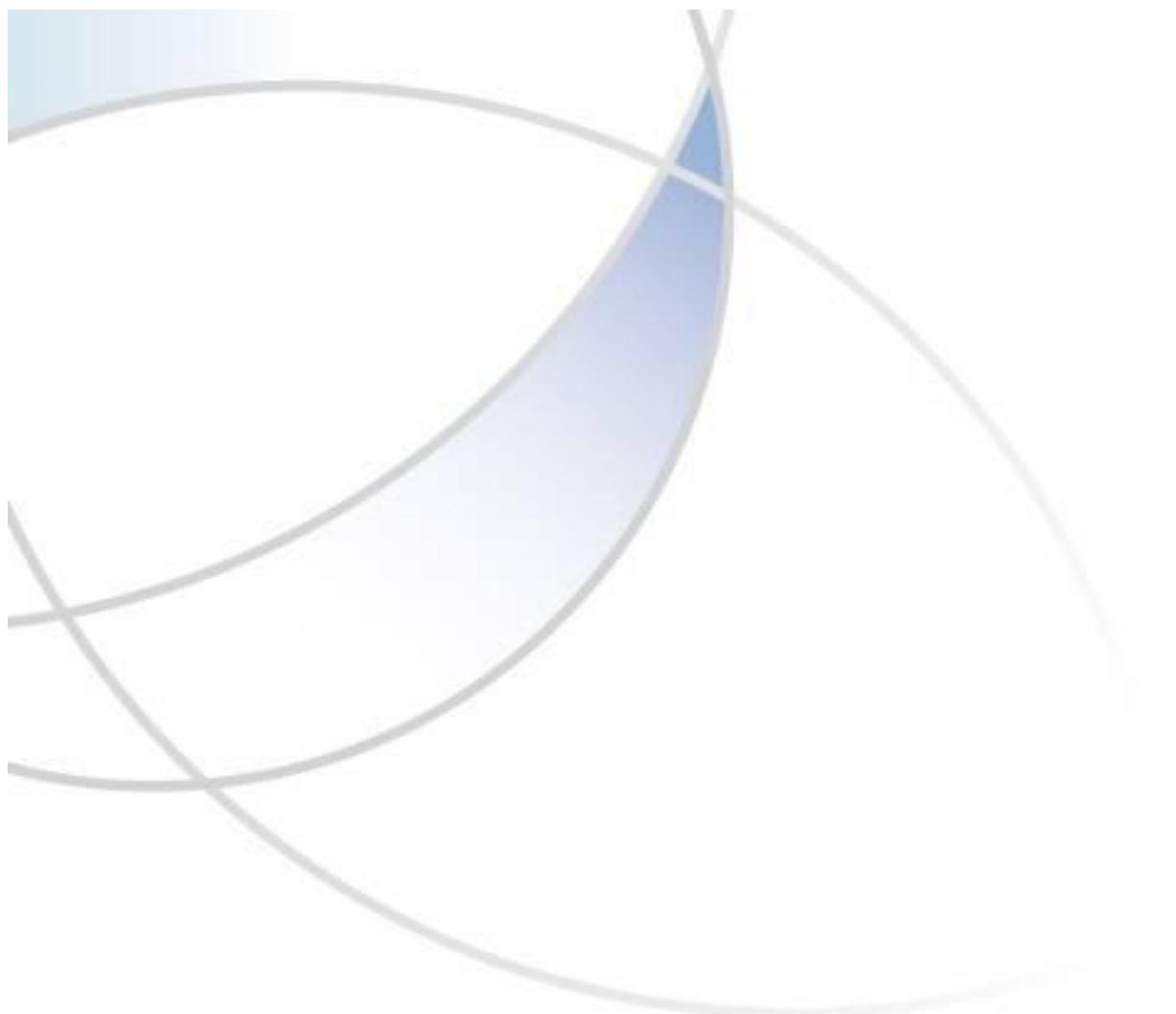
The Manitoba Veterinary Medical Association's Action Plan is a constructive response to the registration review. These actions will significantly improve the information the Association provides and further its compliance under *The Fair Registration Practices in Regulated Professions Act*.

We appreciated the positive, productive participation of the Association's staff and council member at the OMFC review workshop. We have also appreciated the engagement of the Association's recently appointed registrar and look forward to our work together moving forward.



Ximena Munoz

Manitoba Fairness Commissioner



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