



## **Request for Proposals for Interim Registrar College of Audiologists and Speech-Language Pathologists Manitoba January 2019**

### **Summary**

The College of Audiologists and Speech-Language Pathologists Manitoba (CASLPM) is inviting Requests for Proposals (RFP) for the position of **Interim Registrar** for the specific function of oversight of the regulatory matters of the College.

The Interim Registrar position is a **temporary part time contract position** that will be in place beginning as soon as possible for a 3-6 month period during the recruitment process for a permanent Registrar.

### **Background**

The College of Audiologists and Speech – Language Pathologists of Manitoba came into force on 1<sup>st</sup> January 2014, under the legislated authority of *the Regulated Health Professions Act* in Manitoba.

The College regulates approximately 400 professionals within the professions of audiology and speech – language pathology. All audiologists and speech – language pathologists who wish to practice these professions in the province of Manitoba must be registered with the College and hold a valid Certificate of Practice before engaging in practice. The College regulates by ensuring high – quality services are provided by those professionals registered with the College in order to serve and protect the public interest.

### **Scope of Work**

The duties of the Interim Registrar will be limited to matters of regulation:

- Ensuring the registration of members and issuance of certificates of practice are carried out in accordance with regulations
- Overseeing the complaints and discipline process and alternative dispute resolution process
- Overseeing the Continuing Competency Program
- Representing the College at provincial and national boards/ committees

## **Qualifications**

The College is interested in hearing from individuals who have strong communication skills, are able to work independently and in teams and have a good working knowledge of the Regulated Health Professions Act and/or related Acts. Submissions should include details on the following information:

- 1) Education
- 2) Knowledge and Experience:
  - As a regulated health care professional and/or from working in Healthcare, Family Services and/or Education
  - Health Regulation
  - Working with (or on) a volunteer council
- 3) Number of hours of availability / week (minimum of 10 hours / week required, proposals for more hours and all schedule proposals will be considered).
- 4) Duration of availability to perform the interim registrar position (minimum of 3-6 months required).
- 5) Compensation expectation

## **Proposal Preparation**

Please submit a one-page letter and resume outlining qualifications for this interim position, availability and rate.

## **Process Schedule**

Proposal Submission Deadline: Friday, February 1, 2019 at 5:00 PM CST

## **Evaluation and Award Process**

Evaluation of submissions will be based on:

- Experience of the contractor as it relates to the interim position
- Availability of the contractor
- Pricing

## **Contacts**

Inquiries and submissions should be sent to:

[President@CASLPM.ca](mailto:President@CASLPM.ca)

