

**Request for Proposals for Interim Registrar
College of Audiologists and Speech-Language Pathologists Manitoba
May 2021**

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 contract position that will start as soon as possible and continue for a 3-to-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 January 1st, 2014, under the legislated authority of *the Regulated Health Professions Act* in Manitoba.

The College regulates approximately 480 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 being provided by those professionals registered with the College to serve and protect the public interest.

Scope of Work

The duties of the Interim Registrar will focus on matters of regulation. These will include:

- 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
- Representing the College at provincial and national boards/committees as directed by Council
- Reporting to Council at Council meetings and other intervals as appropriate
- Overseeing staff at the College

Qualifications

The College is interested in hearing from individuals who have strong communication skills, can work well 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 per week (minimum of 20 hours per week required; proposals for up to 40 hours per week will be considered).
- 4) Duration of availability to perform the interim registrar position (minimum of 3-6 months required to commence as soon as possible).
- 5) Compensation expectation

Proposal Preparation

Please submit a cover letter and include a resume outlining qualifications for this interim position, availability, and rate.

Process Schedule

Proposal Submission Deadline: Friday, May 28, 2021 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
- Proposed rate

We thank all candidates for applying. Those selected for an interview will be contacted.

Contacts

Inquiries and submissions should be sent to: Heather Shpak, president@caslpm.ca