

# Fair Registration Practices Report

## Veterinarians (2018)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

*Short Term licence* - The fees section of the College's by-laws was updated and now states that the membership fee for a short-term licence is \$250.00 per issuance. The by-laws previously stated that the fee could only be charged once per year. The Registration Committee policy on Short Term licences has been revised to reflect this change.

*Document Translation Policy* - Applicants are required to provide specific documentation to the College. When the documentation is in a language other than English or French, the College requires a translation and there were no specific standards regarding the types of translations that are submitted to the College. This resulted in confusion amongst applicants and staff as to what is acceptable. The Registration Committee has now adopted a policy that outlines what types of translations are acceptable.

#### ii. Describe the impact of the improvements / changes on applicants.

The Short Term licence fee will now apply for each issuance. By-law consultation occurred and all licensed members and stakeholders were invited to provide feedback regarding this change. The College did not receive any feedback about this change. The change was communicated to all licensed members.

The Document Translation Policy is expected to be posted to the College's website in 2019. The policy will be effective once it has been posted.

#### iii. Describe the impact of the improvements / changes on your organization.

There is no impact to report regarding the change to the Short Term licence fee.

The impact of the introduction of the Document Translation Policy will be reported in the 2019 Fair Registration Practices Report.

## **b) Assessment of qualifications**

### **i. Describe any improvements / changes implemented in the last year.**

The College launched a revised CVO Jurisprudence Exam to applicants September 4, 2018. The project included minor changes to the exam blueprint and drafting of new questions to create a new exam form. The exam is now 3 hours in length and includes 3-option multiple choice instead of 4-option. The CVO Jurisprudence Exam Candidate Instruction Guide and Workbook have been updated and are available on the CVO Website.

### **ii. Describe the impact of the improvements / changes on applicants.**

Refreshing the exam ensures applicants enter the profession with current knowledge of Ontario legislation and regulations, as well as College standards and guidelines.

### **iii. Describe the impact of the improvements / changes on your organization.**

Staff are monitoring results, planning for the next modification and developing a maintenance schedule.

## **c) Provision of timely decisions, responses, and reasons**

### **i. Describe any improvements / changes implemented in the last year.**

At the end of each Registration Committee meeting, committee members are assigned decision and reason documents to review. This is a change from each committee member reviewing each decision and reason document from that particular meeting. The committee members have up to 5 business days to post comments/edits to the Chair and staff. The Chair works with staff to make any necessary amendments and finalizes the document. If there are substantial changes to the D&R, the Chair has discretion as to whether or not the D&R will be re-circulated to committee members for review. The Chair then e-signs on behalf of those Registration Committee members who participated in making the decision and formulating the reasons. Once the Decision and Reason document has been approved and signed by the Chair, it is issued to the applicant or member.

### **ii. Describe the impact of the improvements / changes on applicants.**

This process change means that applicants/members receive their decision and reasons documents sooner.

### **iii. Describe the impact of the improvements / changes on your organization.**

There is no changes to report for staff. Committee members review less decision and reasons documents but they are accountable for reviewing assigned decision and reasons documents within 5 business days.

## **d) Fees**

### **i. Describe any improvements / changes implemented in the last year.**

The fees section of the College's by-laws was updated and now states that the membership fee for a short-term licence is \$250.00 per issuance.

### **ii. Describe the impact of the improvements / changes on applicants.**

See answers provided in 1. a)

### **iii. Describe the impact of the improvements / changes on your organization.**

See answers provided in 1. a)

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**f) Policies, procedures and/or processes, including by-laws**

**i. Describe any improvements / changes implemented in the last year.**

The College launched a new database in 2017 and began to accept online applications. This database houses applicant and member information. During the course of 2018, the College has continued to make improvements to the database and the online application system.

**ii. Describe the impact of the improvements / changes on applicants.**

The College continues to simplify the online application process.

**iii. Describe the impact of the improvements / changes on your organization.**

While some parts of the licensing process are still completed manually, it is anticipated that the licensing process becomes more automated over 2019/2020.

**g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

The CVO Jurisprudence Exam Candidate Instruction Guide and Workbook have been updated and are available on the CVO Website.

**ii. Describe the impact of the improvements / changes on applicants.**

The Guide and Workbook are now organized in an easier to follow manner based upon feedback received from applicants.

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

The College continues to conduct an annual orientation session for all Registration Committee members. This orientation cover fairness in decision making, conflict of interest and confidentiality. Also covered during the orientation session is:

- 1) Anti-discrimination: New committee members are required to complete a learning module in Human Rights Principles.
- 2) Cultural Diversity: New committee members are required to review the Managing Cultural Differences document distributed by the Ontario Regulators for Access Consortium.
- 3) Objectives of FARPACTA: Committee members are required to review the "understanding fair-access law" module on the Ontario Fairness Commissioner website. The Committee training schedule is reviewed and updated each year.

Council has regular education sessions throughout the year. Council members are required to complete a learning module on accessibility and the needs and experiences of persons with disabilities.

New College staff attend ORAC's Managing Cultural Differences workshops.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**l) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

Many policy initiatives related to entry to practice continued in 2018.

A decision was made to discontinue the bridging program for internationally trained veterinarians (Veterinary Skills Training and Enhancement Program) until further review could occur. The VSTEP program was challenged for many years to enroll a sufficient amount of Ontario applicants into the program and to self-sustain without additional government funding. The program was deemed not to be meeting the needs of internationally trained veterinarians in Ontario. VSTEP has ceased operations. As a next step, the College received government funding to review the VSTEP program and to assess and determine the current needs of applicants. The report is complete and will be presented to Council in March 2019.

The Canadian Council of Veterinary Registrars is working on two national projects related to licensure. A template for letters of professional standing was established to ensure consistent information sharing. A project to explore developing a national competency profile for veterinarians has begun.

Council directed work on a review of licensure categories, and requiring criminal record screening. This work will return to Council in June 2019.

The initiative relating to modernizing the Veterinarians Act continues and recommendations were presented to the Ministry of Agriculture, Food and Rural Affairs for consideration.

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants who were interested in VSTEP have had discussions with staff related to alternative resources.

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year, however, as discussed above changes to the Veterinarians Act are being proposed.

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

No changes this year

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## 2. Quantitative Information

### a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No

Other (please specify)

Additional comments:

### b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	132
Female	219
None of the above	0

Additional comments:

### c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	1897
Female	2896
None of the above	0

Additional comments:

### d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
125	50	26	Australia 10 Bangladesh 1	0	351

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Belgium 1		
			Brazil 2		
			Bulgaria 3		
			Chile 2		
			Colombia 3		
			Czech Republic 1		
			Egypt 13		
			France 2		
			Grenada 8		
			India 17		
			Iran 13		
			Iraq 1		
			Ireland 5		
			Italy 1		
			Japan 1		
			Jordan 1		
			Korea, Republic Of 1		
			Mexico 3		
			Netherlands 1		
			New Zealand 6		
			Norway 1		
			Pakistan 9		
			Saint Kitts And Nevis 6		
			Serbia 1		
			Slovakia 1		
			S. Africa 3		
			Spain 4		
			Sri Lanka 4		
			Switzerland 1		
			Syrian Arab Republic 1		
			Trinidad 3		
			U.K. 20		
			Total 150		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Australia 13		
			Bangladesh 1		
			Belgium 1		
			Brazil 2		
			Bulgaria 2		
			Chile 2		
			Colombia 2		
			Czech Republic 1		
			Egypt 14		
			France 4		
			Grenada 5		
			India 18		
			Iran 8		
			Ireland 4		
			Japan 1		
126	57	22	Korea, Republic Of 1	0	341
			Mexico 3		
			Netherlands 1		
			New Zealand 5		
			Norway 1		
			Pakistan 7		
			Peru 1		
			Saint Kitts And Nevis 8		
			Serbia 2		
			Slovakia 1		
			S. Africa 2		
			Spain 2		
			Sri Lanka 3		
			Trinidad 1		
			U.K. 20		
			Total 136		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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Provinces				
			Albania 1	
			Argentina 2	
			Austria 4	
			Australia 79	
			Bosnia And Herzegovina 2	
			Bangladesh 4	
			Belgium 6	
			Bulgaria 5	
			Brazil 11	
			Switzerland 7	
			Chile 4	
			China 2	
			Colombia 13	
			Costa Rica 2	
			Serbia 10	
			Czech Republic 3	
			Germany 11	
			Denmark 1	
			Egypt 81	
			Spain 6	
			Finland 1	
			Belarus 1	
3267	406	105	France 10	0
			U.K. 109	<b>4793</b>
			Grenada 20	
			Croatia 5	
			Hungary 12	
			Ireland 39	
			Israel 3	
			India 234	
			Iraq 5	
			Iran 39	
			Italy 4	
			Japan 2	
			Kenya 7	
			Saint Kitts And Nevis 37	
			Korea, Republic Of 12	
			Cayman Islands 3	
			Sri Lanka 26	
			Lithuania 1	
			Morocco 2	
			Mexico 13	
			Malaysia 1	
			Nigeria 5	
			Netherlands 3	

			New Zealand	16
			Norway	1
			Peru	3
			Philippines	11
			Pakistan	59
			Poland	17
			Portugal	1
			Romania	17
			Russia	5
			Sudan	1
			Sweden	1
			Slovenia	1
			Slovakia	5
			Syrian Arab Republic	1
			Tunisia	1
			Turkey	2
			Trinidad	6
			Taiwan, Province Of China	2
			Thailand	1
			Ukraine	2
			Uruguay	1
			Venezuela	4
			S Arabia	9
			Total	1015

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	125	50	26	150	0	<b>351</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	5	2	3	18	0	<b>28</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	19	5	1	37	0	<b>62</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	1	0	3	0	<b>4</b>
<b>Applicants who became FULLY registered members</b>	126	57	22	120	0	<b>325</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	9	0	<b>9</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	0	0	0	15	0	<b>15</b>

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	Restricted Licence	<p style="text-align: center;"><b>Description (a)</b></p> <p>A restricted licence is a licence with conditions or limitations on the practice of veterinary medicine imposed by a committee under the Veterinarians Act, most often the Registration Committee. The conditions most often placed on a restricted licence are the requirement to be supervised, restricted to practising a specific scope of veterinary medicine or restricted to a specific employer. There are three defined levels of supervision - immediate, direct or indirect.</p>
b)	Academic Licence	<p style="text-align: center;"><b>Description (b)</b></p> <p>A holder of an academic licence may engage in the practice of veterinary medicine only in the department of the Ontario Veterinary College of the University of Guelph in which he or she holds a professional appointment. An academic licence terminates when the licensee ceases to hold the foregoing appointment.</p>
c)	Postgraduate and Resident Licence	<p style="text-align: center;"><b>Description (c)</b></p> <p>The holder of a postgraduate and resident licence must be enrolled as an intern, resident or Doctor of Veterinary Science student at the Ontario Veterinary College of the University of Guelph. The holder of a postgraduate and resident licence may engage in the practice of veterinary medicine only as required by the program in which he or she is enrolled and only at the</p>

		Ontario Veterinary College. A postgraduate and resident licence terminates when the licensee ceases to be enrolled as an intern, resident or Doctor of Veterinary Science student.
<b>d)</b>	Educational Licence	<p style="text-align: center;"><b>Description (d)</b></p> <p>The holder of an educational licence must be enrolled in a non-clinical program of postgraduate veterinary education provided by the Ontario Veterinary College of the University of Guelph. Examples are Epidemiology and Pathology. The educational licence terminates when the licensee ceases to be enrolled in a program of non-clinical postgraduate veterinary education.</p>
<b>e)</b>	Public Service Licence	<p style="text-align: center;"><b>Description (e)</b></p> <p>The holder of a public service licence may engage in the practice of veterinary medicine only in the course of employment as a veterinarian by the Crown in right of Canada (Federal employee)</p>
<b>f)</b>	Short Term Licence	<p style="text-align: center;"><b>Description (f)</b></p> <p>The holder of a short term licence may engage in the practice of veterinary medicine only under the supervision of the member whose undertaking has been given, and to what extent required by the appointment for special purpose as a visiting veterinarian. A short term licence can be issued for not more than 30 days.</p>
<b>g)</b>	General Licence	<p style="text-align: center;"><b>Description (g)</b></p> <p>The holder of a general licence may practise veterinary medicine in Ontario, without restriction on scope or place of practice.</p>

**Additional comments:**

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

<b>from January 1<sup>st</sup> to December 31<sup>st</sup> of the reporting year</b>	<b>Ontario</b>	<b>Other Canadian Provinces</b>	<b>USA</b>	<b>Other International</b>	<b>Unknown</b>	<b>Total</b>
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<b>Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee</b>	2	3	1	45	0	<b>51</b>
<b>Applicants who initiated an appeal of a registration decision</b>	0	0	0	0	0	<b>0</b>
<b>Appeals heard</b>	0	0	0	0	0	<b>0</b>
<b>Registration decisions changed following an appeal</b>	0	0	0	0	0	<b>0</b>

**Additional comments:**

#### j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

<b>Category</b>	<b>Staff</b>
<b>Total staff employed by the regulatory body</b>	18
<b>Staff involved in appeals process</b>	3
<b>Staff involved in registration process</b>	4

**Additional comments:**

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### 3. Submission

**I hereby certify that:**

**Name of individual with authority to sign on behalf of the organization:**

Jan Robinson

**Title:**

Registrar & CEO

**Date:**

2019/03/01

