



**RVTTT Representative to:  
CVMA Animal Health Technology/Veterinary Technology Program  
Accreditation Committee (AHTVTPAC)**

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**Position:** This position is one of two (RVT representation from eastern and western Canada) voting positions on the CVMA Committee AHTVTPAC. Nominations from the RVTTT Board of Director are presented and then selected. The RVTTT nominee is submitted for approved by the CVMA Council (November CVMA Council Meeting).

We are currently looking to fill **Western Representative (BCVTA, ABVTA, SAVT)** to begin in January 2024. Training opportunity may be available Fall 2023.

**Term:** CVMA Council appoints all committee members annually for a one-year term, which is renewable for six terms, but for continuity the preference is that a minimum of three years is recommended.

**Mandate:**

- Under the guidance of and having responsibility to the Board of Directors of the RVTTT, the AHTVTPAC:
  - recommends the accreditation standards for animal health technology/veterinary technician training programs for CVMA approval.
  - regularly reviews and proposes amendments to the standards to keep the process current with technological changes in veterinary clinical practice.
  - responds to requests from animal health technology and veterinary technician training programs for CVMA accreditation.
  - provides a consultation service on behalf of the CVMA concerning the status of programs in Canada, the procedure to follow in establishing new programs to meet accreditation standards and responds to queries regarding technician training.

**Qualifications:**

- This person is appointed by the RVTTT Board of Directors using the following criteria:
  - RVTTT member in good standing
  - Western Representative to be a member of BCVTA, ABVTA or SAVT
  - Eastern Representative to be a member of MVTA, OAVT, ATSAQ or EVTA
  - Minimum 3 years of experience as a Registered Veterinary Technologist/Technician
  - Not currently employed by an AHT/VT program
  - Is committed to the role and education of veterinary technicians
  - Must be available to travel to CVMA Committee meeting
  - Must be available to attend RVTTT conference calls (min. 4/6 per year)

**Responsibilities include:**

- Attend and participate in the following CVMA Committee activities:
  - One annual committee meeting – usually held in Ottawa, over two days in the spring. Responsibilities include reviewing reports and presenting their results to the committee, and completing any paperwork resulting from the meeting.
  - One – two virtual meetings per year when required.
  - Participation in accreditation site visits – site visits are usually scheduled in the fall and spring. Members will be required to participate in a few site visits a year. Responsibilities include reviewing self-study reports, attending the site visit (usually two days in length) and participating in producing the Report of Evaluation and recommendation to the CVMA council.
  - Review and editing of AHTVTPAC documents – committee members will be required to assist with the review and editing of the documents used in the accreditation process on an ongoing basis. Members will communicate with other committee members and the CVMA offices via e-mail, as required.
- Attend and participate in RVTTC BOD Teleconference Meetings:
  - RVTTC Board of Directors Teleconference Meetings every two months
    - Provide reports from CVMA functions to RVTTC BOD meetings
    - Provide reports to CVMA from RVTTC

**Financial Responsibility:** CVMA is responsible for travel expenses to attend CVMA Committee meetings.

CVMA is responsible for travel expenses and honorarium to participate in accreditation site visits.

**To Apply:**

Please send a

- **resume** outlining your education, work and volunteer experience.
- and a brief **personal statement** about you, what interests you in the role, what you hope to contribute, and gain from representing RVTTC in this role:

RVTTC Board of Directors  
c/o Cera Youngson, Executive Director  
[cyoungson@rvttcanada.ca](mailto:cyoungson@rvttcanada.ca)

**Application Deadline:**

**EXTENDED July 3, 2023**

(Typically May)

Please note, if you are the selected candidate, your documents will be shared with CVMA.