



COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

Position Posting: Deputy Registrar

Company: College of Medical Laboratory Technologists of Manitoba (CMLTM)

Work Hours: 40 hours bi-weekly (0.5 FTE), occasional evenings and weekends

Compensation: \$41.00/hr. to \$44.00/hr. based on qualifications

SUMMARY

The Deputy Registrar is responsible for the support and coordination of the CMLTM Committees, CMLTM volunteers, and supporting the registration process. As a member of the leadership team, they advise the Registrar/CEO on key issues related to the Committees, CMLTM volunteers, and the registration process, and recommends appropriate actions. In addition to supporting the Registrar/CEO in the implementation of the College's policies, they will also assume responsibilities of the Registrar/CEO in the absence or as delegated by the Registrar/CEO.

The Deputy Registrar is accountable to the Registrar/CEO

FUNCTIONS

Council/Committee/Volunteer Support

- Provide advice and support to the CMLTM Council, Committees, and volunteers in carrying out the business of the College as required under the Medical Laboratory Technologists Act (MLTA), Regulations, and Bylaws. (RHPA will replace MLTA)
- Participate and assist in providing leadership in the development, implementation, and evaluation of CMLTM programs
- Remain current on issues/trends affecting the profession
- Support the development and make recommendations to the Council/Committees' short and long-range objectives
- Support the development and make recommendations to the Council/Committees' policies
- Attend and assist in the preparation of materials for Council meetings, as required
- Attend and coordinate meetings of designated Committees, including preparing and distributing agendas, and background materials to Council
- Research, analyze, and prepare briefing materials, options, and recommendations on Council, Committee, and College issues as appropriate.
- Research and analysis including consulting relevant people, agencies, or references, and condensing the information to be accessible to the Council
- Assist in the orientation of new Council/Committee members, and volunteers

Leadership, Integrity, Accountability



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- Assist the Council, as required, with the preparation and delivery of presentations to governments, registrants, and other groups on issues which affect the College, its registrants, or the public
- Manage and conduct the CMLTM Continuing Competency Program audits

Registrant and External Relations

- Assists with the registration process in tandem with the Registrar/CEO
- Provides support for Student members and Internationally Educated MLTs (IEMLTs)
- Ensures accurate and timely information regarding CMLTM programs and policies are communicated to registrants, the public, other organizations, and media as delegated by the Registrar/CEO
- Responds to media requests or arranges for an appropriate spokesperson
- Responds to routine and non-routine inquiries from applicants, registrants, stakeholders, government agencies, and others as appropriate
- Submits to the Council for approval all newsletters and policy statements distributed to CMLTM registrants or to the public
- Regularly contributes to CMLTM publications
- Coordinates stakeholder activities with the Registrar/CEO

Acting on the Registrar/CEO's Behalf

- Responds to issues and concerns that arise regarding the management of CMLTM in the absence of the Registrar/CEO
- Represents CMLTM as delegated by the Registrar/CEO

Regulation

- Assists in ensuring that the Medical Laboratory Technologists Act, Regulations, and CMLTM Bylaws are enforced as they relate to the discipline of registrants
- Assist in the review of applications for registration, including the approval of documents. Where credentials are in doubt, interviews candidates and investigates records, convictions, and any other materials which may influence the decision
- Consults with legal advisors concerning regulatory functions and jurisprudence as it relates to the practice of medical laboratory technology
- Assists in arranging investigations, professional reviews, mediation, and Courts of Inquiry
- Ensures that appropriate confidentiality of files and records is maintained and determines access to files related to regulatory functions

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General

- Requests for Grants and Subsidies
- Develops Key performance indicators for regulators in tandem with the Registrar/CEO
- Supports the administration and daily operations of the College
- Carries out other duties and assignments as may be determined by the Registrar/CEO
- The Deputy Registrar will have their performance reviewed annually by the Registrar/CEO

Candidate Specifications

Proven and successful management and administrative skills such as:

- Must be a CMLTM member in good standing on the Active roster
- Ability to develop and maintain excellent working relationships
- High energy level and the ability to work independently
- Ability to communicate effectively, both orally and in writing
- Proficient in the independent use of email (Outlook), Microsoft Word, Excel, PowerPoint, SharePoint, and membership portals
- Ability to cope with workload, a high tolerance to change, alterations to schedules, and performance in a public arena
- Familiarity with board governance and organization protocol
- Experience working with regulatory agencies is an asset
- Knowledge and understanding of the Medical Laboratory Technologist Act, Regulations, Free Trade and Labour Mobility in Canada Act, Canadian Free Trade Agreement, and CMLTM Bylaws
- Integrity and sound judgement
- Establishing and achieving goals

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How to Apply

Deadline to submit: October 1, 2026

To apply for this position, send the following documents to registrar@cmltm.ca

- **cover letter**

- Your cover letter must address the specific question:

This position requires supporting registrants, students, volunteers, committees, and senior leadership while managing multiple regulatory and administrative processes. Please describe a specific example that demonstrates your ability to balance competing priorities, work independently, and deliver excellent stakeholder service.

- **resume**
- completed **Application Assignment** (below)

Application Assignment (Scenario)

CMLTM Council has an upcoming meeting to discuss important issues in the MLT profession and make relevant decisions. Artificial Intelligence (AI) has become an unavoidable tool in regulatory work.

Draft a Briefing Note to present to Council that includes background information on the use of AI in professional regulation. Ensure considerations, options, and resource implications are discussed.

Leadership, Integrity, Accountability