



Sponsoring Veterinarians Process Overview

Manitoba Community Vaccinator Program

Step 1: Complete Veterinarian Application

- Need to read [Community Vaccination Sponsoring Veterinarian Educational Requirements](#)
- Apply [here](#)
- Wait for Approval - 1-5 business days

Step 2: Identify Appropriate Community Vaccinator Candidate

- Each sponsoring veterinarian can locate their own candidates
- contact the MVMA at mvmainfo@mvma.ca for help locating interested communities and/or potential vaccinators

Step 3: Apply to Utilize a Potential Community Vaccinator

- Read: [Community Vaccinator Education Policy](#)
- Complete: [Manitoba Community Vaccinator Application](#)
- Wait for approval - 1-5 business days

Step 4: Complete and Record Community Vaccinator Training

- [Designated Vaccinator Education Record](#) - Template Microsoft Word doc
- [Manitoba Community Vaccinator Programming: Designated Vaccinator Training Manual](#)

Step 5: Create the Forms the Community Vaccinator Will Need

- [Vaccination Consent Form Template](#) - Sample only in Word format
 - [Vaccination Record- Client Copy](#) - Template - Microsoft Word doc
 - [Medical Record- DV/SV/Clinic Copy](#) - Template - Microsoft Word doc
 - [Inventory Tracking Sheet Template](#) - Excel Format ([Inventory Tracking Sheet Guide](#))
 - *** Please ensure that you are keeping records for the annual renewal. You will need to provide:
 - Community where the vaccine was administered
 - Name of animal owner or Animal Owner ID
 - Date vaccine(s) administered
 - Name of animal or Animal ID
 - Amount and type of vaccine administered
- For convenience, the page entitled Vaccine Usage from the Sample Vaccination Inventory Tracking document (template) can be used to easily track and provide this information annually.*

Step 6: Complete Annual Renewal (Complete Each November)

- Each year, the Sponsoring Veterinarian must:
 - 1) Complete a renewal application to maintain their Sponsoring Veterinarian status.
 - 2) Complete a renewal application for each Designated Vaccinator that they supervise.
 - 3) Submit to the MVMA Registrar information about services provided through the program.