The OAVT is pleased to announce that the new locum bank has been launched!

The locum bank will be made available on our public website at: http://oavt.org/jobs/find-a-locum

At any time, any RVT in good standing can add or remove themselves from the locum bank. If for any reason an RVT becomes suspended (not paying dues, not submitting CE) then the system will pull that RVT from the list.
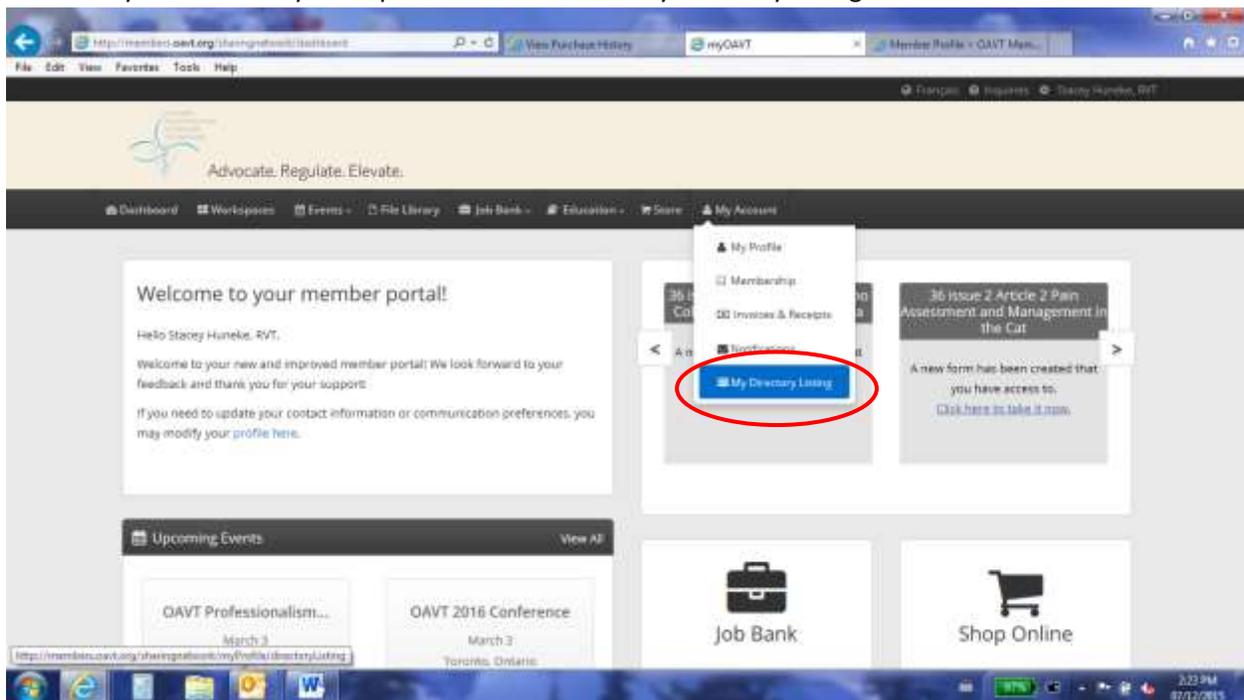
The OAVT retains the right to edit or remove any part of an RVT's locum posting should it not adhere to the OAVT's code of conduct, or if it does not reflect the qualities of an RVT.

The OAVT does endorse the use of terms such as "vet tech", "veterinary technician", "VT" or "AHT". These terms are not recognized by the province of Ontario, the CVO or the OAVT. Please refer to yourself as a Registered Veterinary Technician or RVT.

Step 1: Turn your locum listing "on"

-Log in to your OAVT member portal.

-Go to "my account" on your top menu and click on "my directory listing."

-Scroll to the bottom and click the green button that says "edit directory listing"

-At the top you will find an on/off toggle that says: **Appear in the Public Website Directory?** Click it to make it green. Green means YES you want to appear in the locum bank. If you ever want to be removed from the locum bank, click this to red. Red means NO you do not want to be listed on the locum bank. All RVT accounts are defaulted to red/no. So if you want to appear in the locum bank, please ensure you set this toggle to green.
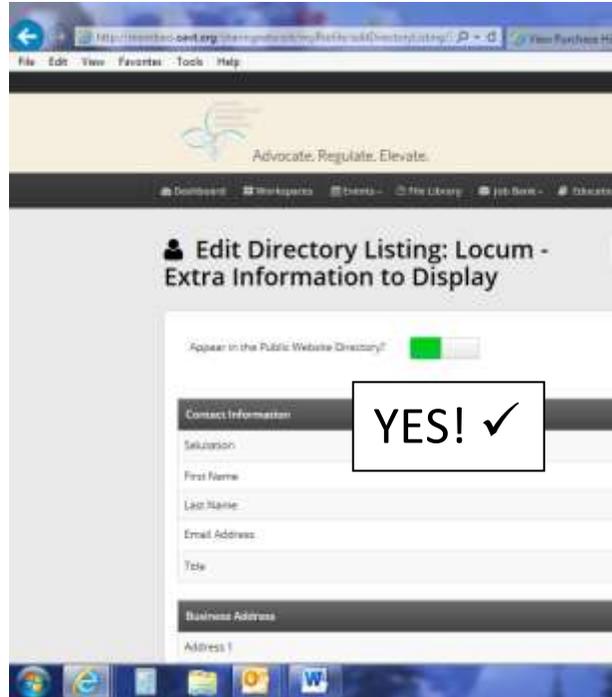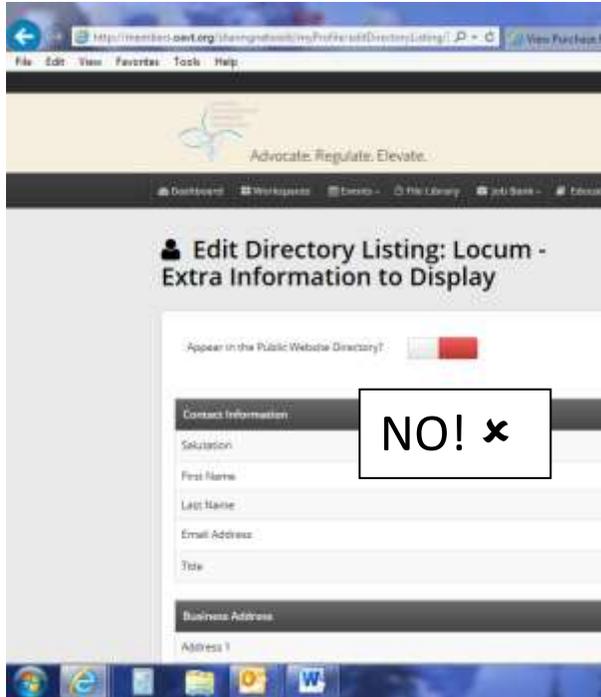
Step 2: Choose what information to display

While you are still on the "edit directory listing" page, look at the list of information you can have displayed in your locum listing. Chances are, you don't want all of the information displayed. In fact, we strongly recommend that you DON'T display all of your personal information.

When a box has a check mark, it means that YES you want that information displayed. Your name must be displayed, so there is no check box beside it. We also recommend that you display the four "Profile" questions at the bottom so that employers know when you are available and where you are willing to work.

So to recap: go through the entire list and make sure that you have check marks ONLY beside the information you want displayed. Remove check marks beside information that you want to be kept private.

When you are done on that page, make sure you press the green "Updated Directory Listing Settings" button at the bottom to save all changes.

The data corresponding to any box with a check mark in it WILL be displayed in the public locum.

Keep these boxes checked so employers can have access to this information.

Step 3: Fill out "Profile" Questions

-Go to "my account" on your top menu and click on "my profile"
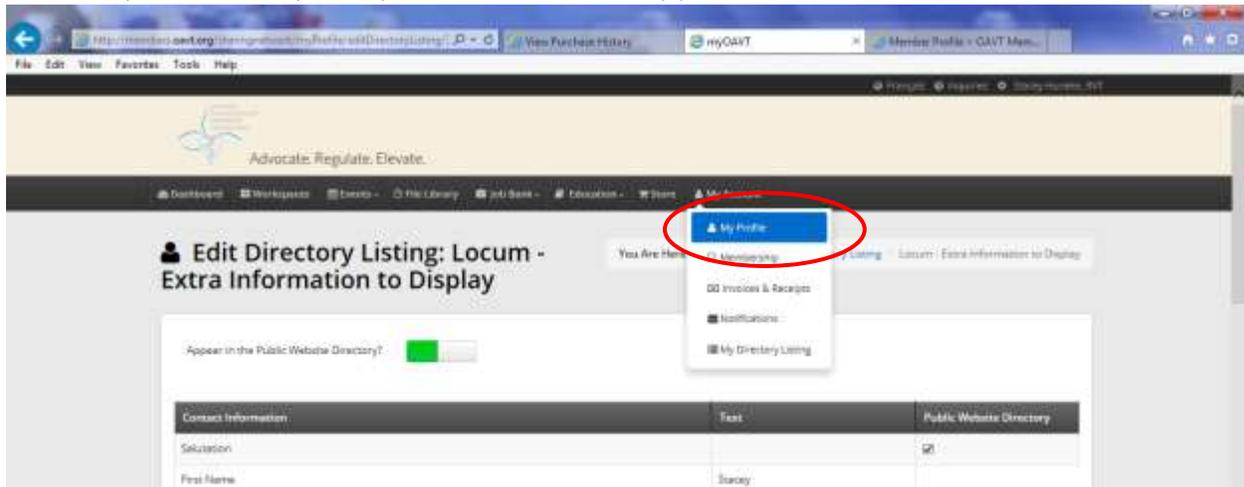
Here you can navigate between the different tabs to edit your personal info.

-There is also a "Locum Profile" tab. Click that to fill out the locum questions:

1. Work Locations (where you are willing to work/travel to work)

2. Work Categories (what sectors/types of animals you are comfortable working with)

3. Availability (are you looking for evenings? Weekends? Contracts? Etc.)

4. Work Experience. This is like a small "bio". You can provide some information about your schooling, work experience, etc. Remember to only use the title RVT and not unendorsed terms such as vet tech.

-To fill out a question, simply click on where it says [no response provided]

-For questions 1 through 3 you can choose more than one selection. Just hold the CTRL button down while you make multiple selections.

PLEASE ENSURE THAT YOU SAVE YOUR CHOICES AFTER EVERY QUESTION. TO SAVE YOUR SELECTIONS, THERE IS A SMALL SQUARE FLOPPY DISC ICON ON THE BOTTOM LEFT OF EACH ANSWER. YOU MUST CLICK IT TO SAVE YOUR SELECTIONS.
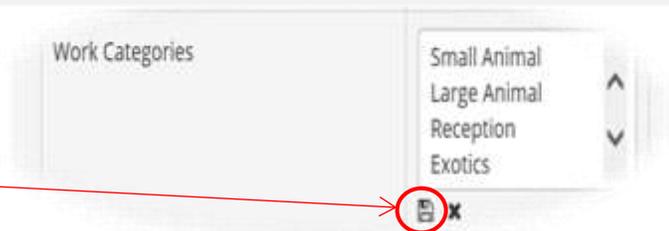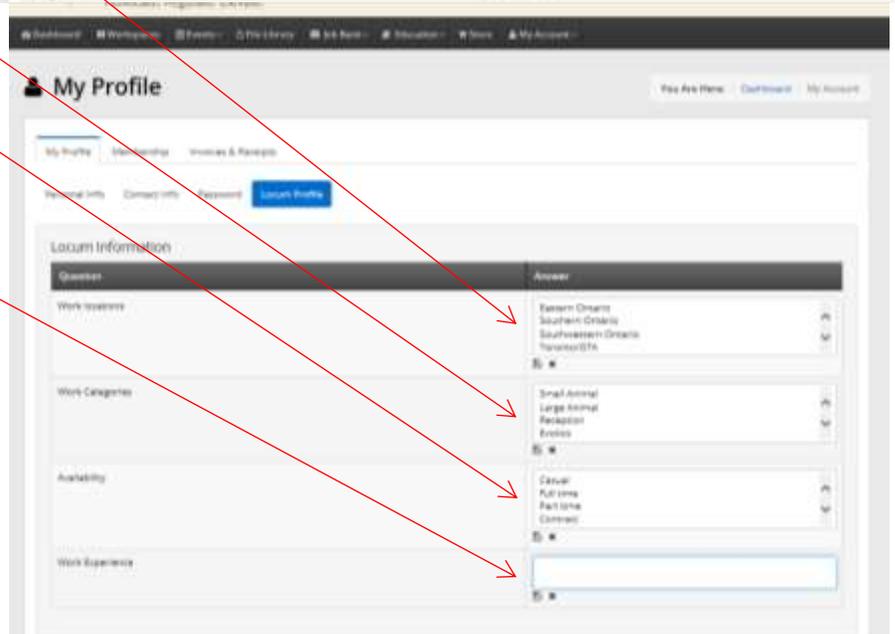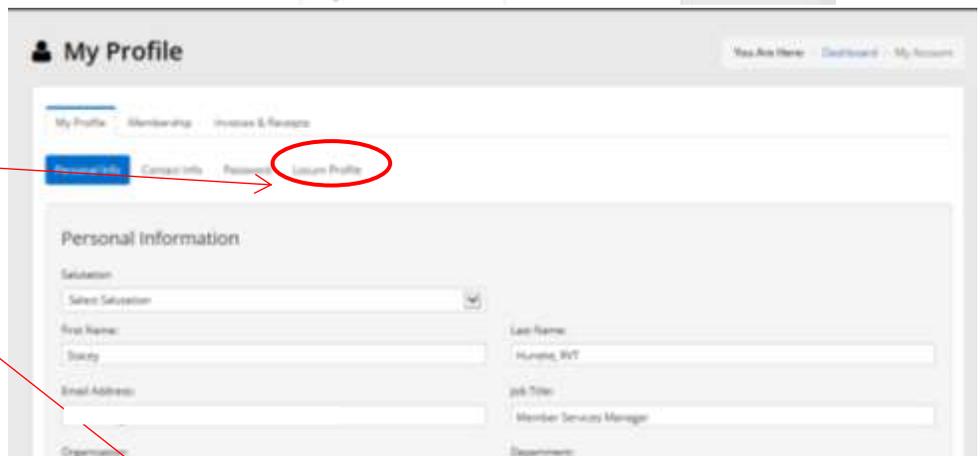
Step 4: Your photo

While some locums will embrace having their photo on their locum listing, others would prefer not to have their photo online. Either decision is fine and completely up to you!

Here's how the photo works – if you have already uploaded a photo to your OAVT account, then the locum listing will pull that photo. If you do NOT have a photo associated with your account, then the system will place an RVT seal there instead.

To upload a photo: go to "my account" on the top menu and click on "my profile." A photograph can be uploaded here…OR you can remove a photo by clicking the small blue circle on the right hand side of the photos.

When you are done filling out your selections, you can check out how your listing will look by going to "my account" on your top menu and selecting "my directory listing" or the Locum tab at www.oavt.org.
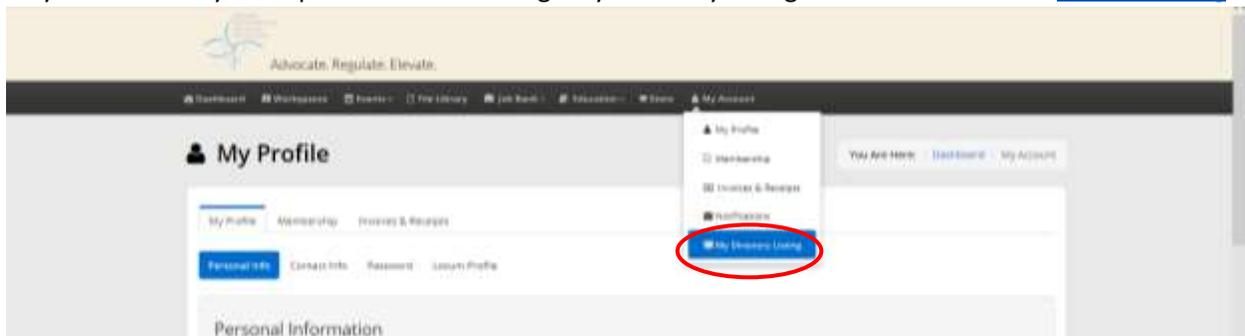
You have the option of looking at your RVT Registry listing or your Locum Bank listing, so make sure you click locum on top. The small image is how your listing will look on the website, and the large image is how it will look when an employer clicks on your listing to view more.
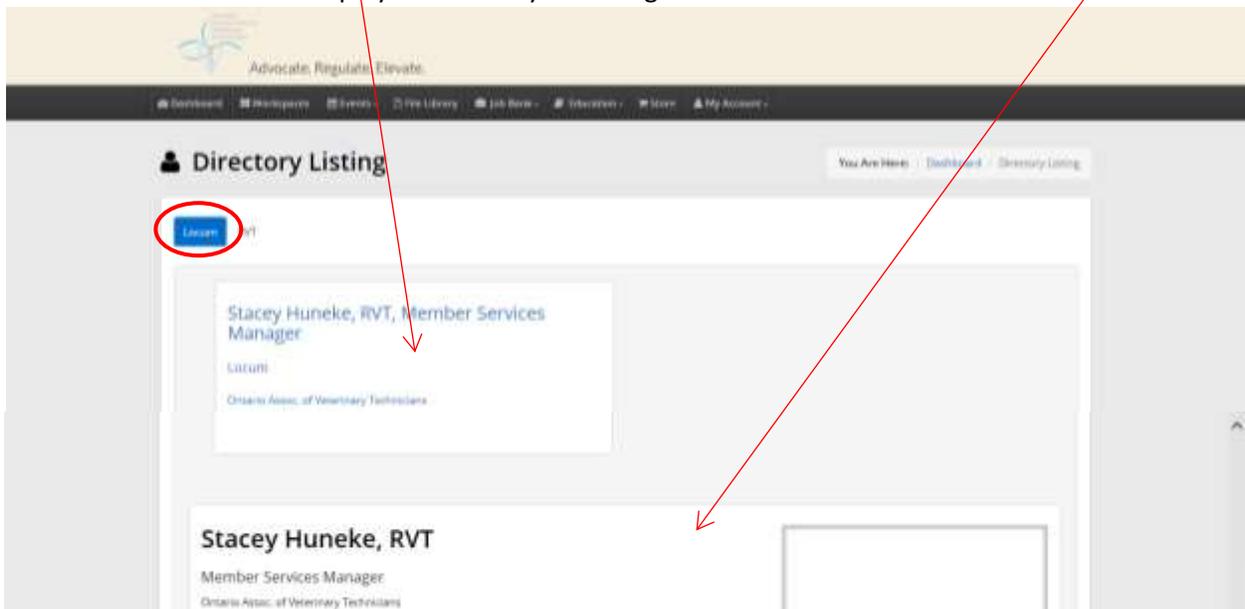
If you have any questions about being a locum, please contact Stacey@oavt.org