



Veterinary Nurses Council

Application Pack for Appointees

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Appointment of veterinary surgeon and lay members of the Veterinary Nurses Council of the Royal College of Veterinary Surgeons

General guidance notes for applicants

1. The Veterinary Nurses Council is responsible for policy on all regulatory matters relating to veterinary nursing.
2. Appointed veterinary surgeons must be Members of the Royal College of Veterinary Surgeons. Lay members must not hold a veterinary nursing or veterinary qualification.
3. All members should:
 - Have an interest in the welfare of animals and the interests of the animal-owning public
 - Have excellent interpersonal and communication skills
 - Have experience of working at committee or board level
 - Be committed to working as part of a team
 - Be able to exercise an open-minded and fair approach
 - Be willing to contribute in discussion and to take an active part in the veterinary nursing-related work of the RCVS
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4. Appointed veterinary surgeons should also:
 - Have experience of employing, or working with, veterinary nurses in practice or an educational setting or other relevant professional context.
 - Have an interest in the development and regulation of veterinary nursing with regard to (for example) the role and work of qualified nurses, education and CPD, training of student veterinary nurses, development of the professional role of VNs.
 - Be committed to the concept of the veterinary professional team
5. Applicants should submit a statement in order to assist the Veterinary Nurses Council to appoint suitable members. Statements should not exceed 300 words in length. It is helpful if application forms are accompanied by a recent photograph (preferably passport sized) for the RCVS' reference and publication in the veterinary press.
6. Applicants may be supported by up to two proposers. In the case of veterinary surgeon applicants, proposers must be either veterinary surgeons or listed veterinary nurses. No proposer may support more than one candidate. Proposers must not be members of the RCVS Council or the Veterinary Nurses Council.
7. The applicant's proposers should each submit a supporting statement.
8. Applications must be submitted in writing on the prescribed form. **Completed forms must be returned to the Veterinary Nursing Department no later than 30 April 2012.**

9. Applicants should declare any relevant interests, appointments, directorships or memberships.

Completing the application form

10. Application forms must be completed in hard copy:
- A recent (preferably passport-sized) photograph of the applicant may be attached to the form.
 - The applicant's signature and those of proposers must be included on the form

In the case of veterinary surgeon applications:

- Please ensure that registration numbers for the applicant and proposers are given
 - Applicant's and Proposers' addresses must also be their registered address (that published in the Register or VN List).
11. The candidate's and proposers' statements should be submitted electronically, by email to a.amato@rcvs.org.uk. Alternatively, applications may be submitted on a CD ROM. A hard copy, signed by the author, must also be submitted.
12. Completed application forms and accompanying statements must be sent to :

The Secretary
Veterinary Nurses Council
The Royal College of Veterinary Surgeons
Belgravia House
62-64 Horseferry Road
London SW1P 2AF

To arrive no later than 30 April 2012.

No late submissions will be accepted.

13. Applications will be acknowledged; applicants should contact the Veterinary Nursing Department if acknowledgment is not received within seven working days of posting (1st Class).
14. Appointments will be made by the Veterinary Nurses Council.

The role of the RCVS

15. The role of the RCVS is to safeguard the health and welfare of animals committed to veterinary care through the regulation of the educational, ethical and clinical standards of veterinary surgeons and veterinary nurses, thereby protecting the interests of those dependent on animals, and assuring public health. It also acts as an impartial source of informed opinion on relevant veterinary matters

16. In effect, the RCVS is made up of three distinct organisations:
- **The College - as a statutory regulator** - undertaking the statutory responsibilities set out in the Veterinary Surgeons Act 1966 - to maintain a register; regulate veterinary education and to regulate professional conduct
 - **The College - acting as ‘a Royal College’** - exercising powers under the Royal Charter to award Fellowships, Diplomas and Certificates to veterinary surgeons, veterinary nurses and others and to act as informed and impartial source of opinion on veterinary matters
 - **RCVS Charitable Trust - a separate charity** established to promote and advance the study and practice of the art and science of veterinary surgery and medicine – by providing the RCVS Library and Information Service and a range of grants largely to support educational and research activities.

The role of Veterinary Nurses Council members

17. Members of the Veterinary Nurses Council will, through the provision of suitable recommendations, advice and guidance, assist the RCVS Council on issues touching veterinary nursing:
- To assist with the governance of the College, on behalf of the membership as a whole, in accordance with the powers and obligations set out in the Charter and the Veterinary Surgeons Act:
 - i. to make Bye-Laws under the Charter and to approve draft regulations for submission to the Privy Council, to be made under the Veterinary Surgeons Act 1966;
 - ii. to agree the College Plan (reviewed annually); the five year financial plan and the budget for the forthcoming year, including fees to be levied;
 - iii. to ensure that income and expenditure are properly accounted for, investments prudently made and audited accounts presented to the membership in the Annual Report and at the AGM;
 - iv. to sit on working parties, boards and committees (which can act with delegated authority on certain matters and make recommendations to Council on the more important and strategic issues);
18. Members of the Veterinary Nurses Council are also expected to:
- Represent the College to outside organisations and at meetings, or to speak to the media on behalf of the College on issues concerning veterinary nursing, as requested or agreed with one of the Officers.
 - Act in accordance with the public service principles set out in the Nolan Committee’s First Report on Standards in Public Life, which include selflessness (acting solely in the public

interest); integrity; objectivity; accountability; openness; honesty and leadership

- To provide the College with details of any relevant interests, appointments, directorships, memberships, etc.

June 2005

Revised February 2008, March 2011, March 2012

Application for appointment to the Veterinary Nurses Council

Sent	Received

Photograph

Please complete this form in **BLOCK CAPITALS** using black ink

Personal Details

Surname:		Title:	
First names:			
Qualifications held:			
Address:			Postcode:
Home telephone number:		Work telephone number:	
Email address:			

Details of proposers

We hereby support the above applicant's appointment to the Veterinary Nurses Council of the Royal College of Veterinary Surgeons.

Proposer 1		Proposer 2	
Name:		Name:	
Context in which known:		Context in which known:	
Registered Address		Registered Address	
Signed		Signed	
Dated		Dated	

Applicant's declaration

I hereby declare that I am applying for appointment to the Veterinary Nurses Council and that I will accept office if I am duly appointed. I confirm that I will comply with codes of practice or guidance issued by the Royal College of Veterinary Surgeons Council governing the conduct of Veterinary Nurses Council members.

Signed		Dated	
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Applicant's supporting statement

for a Veterinary Surgeon or Lay member seeking appointment to the RCVS Veterinary Nurses Council

Supporting statement:

Your statement should include information which will assist the Veterinary Nurses Council in making its appointments. For example, relevant experience in working with veterinary nurses, your views on veterinary nursing issues, your vision for the future, experience of working with public or representative organisations etc.

Your statement should not exceed 300 words

Applicant's signature

Signature		Date	
Name		*Registration or VN Number	

**needed for veterinary surgeon applicants only*

Please provide this statement in electronic format, accompanied by a signed hard copy, to the Veterinary Nursing Department no later than 30 April 2012

Proposer's supporting statement

for Veterinary Surgeons and Lay members seeking appointment to the RCVS Veterinary Nurses Council

Details of applicant supported

Surname		Title	
First names		Veterinary or Lay Member	

Supporting statement

Your statement should include information which will assist the Veterinary Nurses Council to appoint suitable veterinary surgeon or lay members.

Your statement should not exceed 100 words

Proposer's signature

Signature		Date	
Name		*Registration or VN Number	

**needed for proposers of veterinary surgeon applicants only*

Please provide this statement in electronic format, accompanied by a signed hard copy, to the Veterinary Nursing Department no later than 30 April 2012