

The Diploma in Advanced Veterinary nursing (modular framework) bye-laws 2008

The Council of the Royal College of Veterinary Surgeons, at a meeting held on the 6th day of November 2008 in exercise of its powers under article 21 of the Supplemental Royal Charter, granted on the 19th day of October 1967, hereby makes the following Bye-laws:-

Citation

1. These Bye-laws may be cited as the Diploma in Advanced Veterinary Nursing (Modular Framework) Bye-laws

Interpretation

- 2.1 In these Bye-laws, unless the context otherwise requires:-

“Accredited Module” means a module of study accredited by the RCVS as part of the Diploma award framework;

“Accredited Prior Learning” means learning, undertaken since Listing and for which a qualification has been awarded, which is directly relevant in subject matter and level of study to the Diploma award. Such learning may, if so allowed by the Approved Programme Provider, take the place of one or more accredited modules. Accredited prior learning may not account for more than two thirds of the total award;

“ Approved Practice” means a veterinary practice deemed by the RCVS to be in a position to offer adequate clinical experience and supervision;

“Approved Programme Provider” means an educational institution approved by the RCVS to deliver programmes in support of the Diploma in Advanced Veterinary Nursing;

“Award Framework” means the combination of core and option modules deemed necessary by the VN Council to achieve a Diploma award;

“College” means the Royal College of Veterinary Surgeons;

“Diploma” means a Diploma in a subject or aspect thereof in which Council has agreed that a Diploma may be awarded by the College under these Bye-laws;

“Entry” in relation to any final assessment shall include an application to re-sit such final assessment;

“Final Assessment” means a final assessed piece of work examined by the RCVS for a Diploma awarded under these Bye-laws;

“President” means the President of the College;

“Registrar” means the Registrar of the College;

“Veterinary Nurse” means any person holding a Certificate awarded in terms of the Veterinary Nursing Bye-laws of the College and whose name is entered on the List of Veterinary Nurses maintained by the College;

“VN Council” means the Veterinary Nurses Council appointed by the Council.

- 2.2 The Interpretation Act 1978 shall apply to the interpretation of these Bye-laws as it applies to the interpretation of an Act of Parliament.

Award Framework

- 3.1 The form and learning outcomes of modules set out within the award framework shall be reviewed from time to time by the VN Council or by any sub-committee appointed by the VN Council for that purpose.
- 3.2 The award framework shall consist of a minimum of 120 credits equivalent to a minimum of one full-time year of study at level 2 or intermediate level in the framework for higher education qualifications in England, Wales and Northern Ireland (January 2001).
- 3.3 Candidates shall complete a minimum of 60 credits as core modules and a minimum of 60 credits as option modules. In addition candidates shall complete a final assessment module.

Accreditation of Programmes and Modules

- 4.1 The College shall at its discretion approve educational institutions to provide programmes of study in support of the Diploma in Advanced Veterinary Nursing. Approved programme providers shall be United Kingdom universities or educational establishments that have a formal partnership arrangement with a United Kingdom university.
- 4.2 Diploma award programmes and/or accredited modules offered by approved programme providers shall be jointly approved by the College and a United Kingdom university being the approved programme provider or in formal partnership with such a provider.
- 4.3 Such programmes shall address the Award Framework and modules approved by the College and such other criteria as are from time to time published by the College for the approval of such institutions.
- 4.4 Approval of programme providers and of programmes in support of the Diploma and/or accredited modules shall be for a maximum period of five years. Programme provision shall be subject to ongoing quality monitoring by the College.

- 4.5 Approved programme providers shall appoint an external examiner in partnership with the College. The reports of the external examiner shall be made available to the Veterinary Nurses Council.
- 4.6 The Veterinary Nurses Council may accredit additional modules where a need is demonstrated and where no similar module is already approved within the Award framework.
- 4.7 The learning outcomes of accredited modules shall become the intellectual property of the College.

Qualification for Registration:

Accredited modules

- 5.1 Persons wishing to register for accredited modules of the Diploma in Advanced Veterinary Nursing shall:
 - a) be a Veterinary Nurse whose name is held on a part of the Register or List of Veterinary Nurses maintained by the College, as referred to in the 2002 amendment to Schedule 3 of the Veterinary Surgeons Act 1966, relevant to the Diploma award for which registration is sought.
 - b) have completed a minimum of one calendar year of full-time, or equivalent part time, experience in an approved practice since entering the Register or List of Veterinary Nurses and before registering for study.
 - (i) Full-time experience, which need not be continuous, is deemed to be time spent in gainful employment of not less than 35 hours per week.
 - (ii) Part-time experience, which need not be continuous, is deemed to be time spent in gainful employment of not less than 15 hours per week.
 - (iii) periods of part-time experience of less than two continuous months will not be accepted.
 - c) Be registered with an Approved Programme Provider.

Qualification for Registration:

Diploma in Advanced Veterinary Nursing Award

- 5.2 Persons wishing to register for the award of Diploma in Advanced Veterinary Nursing shall:
 - a) meet the criteria for entry to accredited modules of the Diploma in Advanced Veterinary Nursing set out in paragraph 5.1.
 - b) at the time of registering for the Diploma, have completed no more than two thirds of the accredited modules, and/or accredited prior learning, required to achieve the Diploma in Advanced Veterinary Nursing award.
- 5.3 Registration shall be for a period of five years.

- 5.4 Candidates who have been registered the Diploma on a previous occasion, and who have failed to achieve the award within the registration period, may at the discretion of the Veterinary Nurses Council or the relevant sub committee, be re-registered.

Qualification for Entry to Final Assessment:

6. Candidates wishing to enter the Final Assessment shall:
- a) be registered for the Diploma award.
 - b) apply to the College to enter a final assessment before a date or dates to be prescribed annually by the VN Council and pay the prescribed examination fee. Candidates making application to submit a final assessment shall be required to submit with their application an abstract of their intended dissertation subject. No subsequent alteration of this abstract shall be permitted.
 - c) have completed all of the accredited modules and/or accredited prior learning required to achieve the Diploma in Advanced Veterinary Nursing award by the time of submission of the Final Assessment.
 - d) have been registered as a Diploma student for no more than five years or such longer period as is necessary to cover a final assessment for which an entry has been submitted within the period of five years.

Final Assessment

- 7.1 The final assessment shall consist of the following elements:
- a) a practice-related dissertation
 - b) an oral examination, based on the dissertation
- 7.2 Candidates shall be required to obtain at least 50% of the available marks in both elements of the final assessment.
- 7.3 Final assessments shall be conducted once a year provided there are candidates eligible for, and desirous of, examination. The dates and centres for oral examination shall be decided by the VN Council or by any sub-committee appointed by the VN Council for that purpose.
- 7.4 For each final assessment period, the VN Council shall appoint a team of examiners who shall be veterinary nurses who hold a Diploma in Advanced Veterinary Nursing and/or are graduates in veterinary nursing, or veterinary surgeons and members of the College. The notified subject matter of final assessments will inform the appointment of suitable examiners.

- 7.5 Candidates who give notice in writing of the withdrawal of their application for submission of a final assessment may be refunded the full amount of the examination fee if the notice of withdrawal is received at the College on or before the last day for the submission of such application. Candidates who withdraw their application after this date but not less than ten days before the date on which the final assessment is due to be submitted may be refunded one half of the fee.
- 7.6 Candidates who withdraw their application less than ten days before the final assessment is due to be submitted or who fail to attend the oral examination shall not be entitled to the refund of any portion of the fee.
- 7.7 Notwithstanding the provisions of the two preceding sections of this paragraph, in any case where a refund of the full amount of any fee is not payable, the VN Council may, in its discretion, on the application of any candidate showing medical or other compassionate reasons for withdrawal or failure to submit the final assessment or attend the oral examination, grant such sum by way of refund as may to the VN Council appear just.
- 7.8 A candidate who on two occasions has failed either the dissertation or oral examination may apply to the VN Council for permission for one further attempt. Such permission shall be granted exceptionally.
- 7.9 A candidate who on three occasions has failed either the dissertation or oral examination shall not be permitted any further attempts, and his or her registration for the Diploma award shall be deemed at an end.
- 7.10 The Veterinary Nurses Council may, at its discretion, devolve the final assessment of candidates to an approved provider in cases where candidates have registered for the whole award with that provider.
- 7.11 Programme providers who have devolved authority to conduct final assessments shall appoint external examiners for this assessment in accordance with paragraph 7.4 and with the agreement of the Veterinary Nurses Council.

Payment of fees

- 8.1 Candidates shall be required to pay such fees as the College shall prescribe for:
- a) Annual registration
 - b) Final assessment
- 8.2 No candidate who is indebted to the College shall be accredited with modules achieved whilst fees are outstanding.
- 8.3 The registration of any candidate who is indebted to the College may be terminated upon notice of one calendar month.

Award of Diploma

- 9.1 The College shall have power to award, subject to the provisions of these Bye-laws, Diplomas to persons who shall have achieved the requisite accredited modules and have passed the final assessment held under these Bye-laws.
- 9.2 The titles of Diploma awards shall be
- a) Diploma in Advanced Veterinary Nursing (small animal)
 - b) Diploma in Advanced Veterinary Nursing (equine)
 - c) Diploma in Advanced Veterinary Nursing (education)
- 9.3 The holder of a Diploma may signify the fact by the assumption of the letters DipAVN. (...) after his or her name.
- 9.4 A Diploma awarded in terms of paragraph 8.1 of these Bye-laws shall be signed by the President and the Registrar and shall state "THIS IS TO CERTIFY THAT" has fulfilled the necessary requirements and has been awarded the Diploma in Advanced Veterinary Nursing (...) of the Royal College of Veterinary Surgeons. By Order of the Council.
- 9.5 The College shall record the achievement of accredited modules by veterinary nurses and shall, upon request and upon payment of the required fee, provide a record of achievement. Such a record of achievement shall not amount to a Diploma.
- 9.6 The Registrar shall maintain a list in which he/she shall record the names of the holders of each Diploma in the order in which the Diplomas have been awarded.

Appeals relating to Final Assessment

- 10.1 A candidate who fails to pass the final assessment held under these Bye-Laws may appeal to the Examination Appeals Committee of the Council, in accordance with the Examination Appeals Rules made by the Council. No representations about the conduct of an examination shall be addressed to any examiner.
- 10.2 A candidate who fails to pass the final assessment conducted by a programme provider under the provisions of paragraph 7.10 may appeal through the local appeals mechanisms of that programme provider.

Refusal of Admission

11. The VN Council may refuse to admit to the final assessment or to allow the examiners to proceed with the examination of any candidate who has:-
- a) not complied with the provisions of these Bye-laws relating to entry for such assessment;

- b) in the opinion of the VN Council been guilty of behaviour prejudicial to the proper management and conduct of the assessment; or
- c) On two occasions failed that assessment for which he or she now seeks to enter.

PURSUANT to a resolution passed at the meeting of the Council of the Royal College of Veterinary Surgeons on the 6 November 2008, the Common Seal of the said Royal College was hereunto affixed on 6 November 2008 in the presence of –

L.S.

President

Members of Council

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