

**The Royal College of Veterinary Surgeons
Advancement of the Professions Committee**














Meeting of the Advancement of the Professions Committee

Advancement of the Profession

Hybrid Meeting

14 September 2021 14:30 - 14 September 2021 16:30

AGENDA

| # | Description | Owner | Time |
|---|---|------------|--|
| 1 | Agenda  Agenda Page.docx | Ceri Chick | 5 |
| 2 | Welcome  Minutes.docx  Classified Appendix.docx | Ceri Chick | 7 17 |
| 3 | Matters Arising | Ceri Chick | |
| 4 | Update from APC Workstreams  Workstream Cover Page.docx  APC Reporting Framework - DIG.docx  APC Reporting Framework - Fellowship.docx  APC Reporting Framework - Global Strategy.docx  APC Reporting Framework - Innovation.docx  APC Reporting Framework - Leadership.docx  APC Reporting Framework - MMI.docx  APC Reporting Framework - RCVS Knowledge.doc...  APC Reporting Framework - Sustainability.docx  APC Reporting Framework - VN Futures.docx | Ceri Chick | 19 21 23 27 29 33 35 39 45 49 |
| 5 | Paper: Environment and Sustainability Working Party Progress Report  Progress report for APC Sept 2021.docx | Ceri Chick | 53 |

| # | Description | Owner | Time |
|---|--|------------|------|
| 6 | Paper: Fellowship Application Process Review [P] Application Process Review.docx 57 [P] Credentials Panel Guidance.pdf 63 [P] Fellowship Application - Referee Form.docx 69 [P] fellowship-mccp-application19.docx 71 [P] fellowship-mck-application19.docx 81 [P] fellowship-mcp-application19.docx 91 | Ceri Chick | |
| 7 | Paper: Fellows Science Advisory Panel Update | Ceri Chick | |
| 8 | Any Other Business | Ceri Chick | |



Advancement of the Professions Committee (APC)

14 September 2021, 14:00

The Royal College of Veterinary Surgeons, Belgravia House, London

Agenda

- 1. Apologies for absence, declarations of interest and minutes of the meeting held on 11 May 2021.**
- 2. Matters arising**
- 3. Updates from APC workstreams**
- 4. Paper: Environment and Sustainability Working Party Progress Report**
- 5. Paper: Fellowship Application Process Review**
- 6. Paper: Fellows Science Advisory Panel Update**
- 7. Any Other Business**
- 8. Dates of next meetings:**
 - 1) 16 November 2021 (14:00)

| Summary | |
|--------------------|--|
| Meeting | Advancement of the Professions Committee |
| Date | 14 September 2021 |
| Title | Advancement of the Professions Committee Report 11 May 2021. |
| Summary | <p>To note the attached minutes of the meeting held on 11 May 2021.</p> <p>In particular, to note the following:</p> <ul style="list-style-type: none"> The Primary Care project is ongoing with the intention of researching why professionals are leaving the sector, but equally why they are staying. |
| Decisions required | None |
| Attachments | Classified Appendix |
| Author | Ceri Chick Secretary APC c.chick@rcvs.org.uk / 0207 856 1034 |

| Classifications | | |
|------------------------|-----------------------------------|-------------------------------|
| Document | Classification¹ | Rationales² |
| Paper | Unclassified | N/A |
| Classified Appendix | Classified | 1 |

¹Classifications explained

| | |
|--------------|--|
| Unclassified | Papers will be published on the internet and recipients may share them and discuss them freely with anyone. This may include papers marked 'Draft'. |
| Confidential | Temporarily available only to Council Members, non-Council members of the relevant committee, sub-committee, working party or Board and not for dissemination outside that group unless and until the relevant committee or Council has given approval for public discussion, consultation or publication. |
| Private | The paper includes personal data which should not be disclosed at any time or for any reason, unless the data subject has agreed otherwise. The Chair may, however, indicate after discussion that there are general issues which can be disclosed, for example in reports to committees and Council. |

²Classification rationales

| | |
|--------------|--|
| Confidential | <ol style="list-style-type: none"> 1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others 2. To maintain the confidence of another organisation 3. To protect commercially sensitive information 4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS |
| Private | <ol style="list-style-type: none"> 5. To protect information which may contain personal data, special category data, and/or criminal offence data, as listed under the General Data Protection Regulation |

Minutes of the Advancement of the Professions Committee held on Tuesday,
11 May 2021 at 2pm via Teleconference by Microsoft Teams.

Members:

| | |
|------------------------------------|--|
| Dr C J Allen | Council Member |
| Professor J Innes | Chair, RCVS Fellowship Board |
| Ms A Boag | Chair, Board of Trustees for RCVS Knowledge, and Leadership lead |
| Dr N Connell | Senior Vice-President, and Chair, Diversity and Inclusion Group |
| Professor S Dawson | Chair, Mind Matters Initiative |
| Ms L Lockett | Chief Executive Officer |
| Mr M Rendle | Vet Nurse Futures Project Board liaison point |
| Dr C Tufnell (Chair) | Innovation and Global lead |
| Mr T Walker | Lay Council Member |
| Dr S Paterson | Lead for Environment and Sustainability |
| In attendance: Miss C Chick | Senior Leadership Officer |
| Mrs A Belcher | Director for Advancement of the Professions |
| Miss S Rogers | ViVet Manager |
| Mr I Holloway | Director of Communications |
| Mr C Gush | Executive Director, RCVS Knowledge |
| Mrs L Quigley | Mind Matters Initiative Manager |
| Miss J Macdonald | Vet Nursing Futures Project Manager |
| Mr B Myring | Policy and Public Affairs Manager |
| Miss R Greaves | Policy and Public Affairs Officer |

Welcome and apologies for absence

1. The Chair welcomed all present to the meeting of the APC and noted that the meeting would be recorded for minuting purposes.
2. It was noted that this meeting was the last that the Chair, Dr Tufnell, would attend as a member of Council. Dr Tufnell thanked the Committee and RCVS staff for their hard work and dedication to the Committee's objectives. The Committee thanked the Chair for his service on this Committee, with all grateful for his contributions and support.
3. No apologies were received from the Committee.

Declarations of Interest

4. Professor S Dawson declared that she had been appointed as a Fellowship Credentials Panel assessor.
5. The Chair declared that he owns a primary care practice, and employs primary care veterinary surgeons. This was declared specifically in relation to the Primary Care Project Progression paper (APC May 21 AI04).
6. Ms A Boag declared that she is now Treasurer for the European Board of Veterinary Specialisation (EBVS).

Minutes of the last meeting, held on 9 February 2021

7. The minutes were approved as an accurate record of the meeting.

Matters Arising

8. There were no new matters arising.

Updates from APC workstreams

9. The responsible Committee members or the relevant staff lead provided an update on each of the eight workstreams within the scope of the APC; this reflected the contents of the paper (APC May 21 AI01).
10. The Committee considered these updates, as well as other specific matters raised that were brought to it for discussion and, in some cases, decision. These are highlighted below, in addition to the main questions and comments prompted by each update.

Diversity and Inclusion Working Group

11. Dr N Connell noted his delight to hear of employers taking on initiatives which encourage diversity and inclusion in the professions.
12. The RCVS / Veterinary Schools Council (VSC) and Student Black, Asian and Minority Ethnic (BAME) working group was advancing its work on reporting structures and guidance on the wearing of religious clothing in clinical settings. The Committee was encouraged to support this group in its endeavours.
13. Work was underway to conduct a survey around chronic illness in veterinary professionals, to determine what barriers they face as well as raising awareness of chronic illnesses so that appropriate support may be developed.
14. It was noted that although the Diversity and Inclusion Group workstream includes veterinary nursing, a group focused on student veterinary nursing diversity and inclusion would be beneficial to address the needs specific to the veterinary nursing profession.
15. There was the intention to collaborate with the British Veterinary Nursing Association (BVNA) to create a larger working group.
16. The VN Futures School Ambassadors Development group would provide further opportunity to feed into the Diversity and Inclusion work.

Environment and Sustainability

17. The Committee was updated that the proposal submitted to the cabinet for hosting an event at COP 26 in conjunction with other members of the UK Health Alliance on Climate Change UKHACC, was likely to receive feedback later than expected. This is due to the volume of applications, with there being more than 4500 for only 300 spaces.
18. Conversations had started on the RCVS achieving environmental accreditation, with the Environment and Sustainability Working Party (ESWP) having reviewed a paper that compared three schemes and put forward a recommendation. It was recommended that the College choose the Investors for the Environment option. Dr S Paterson extended her thanks to Miss R Greaves and Mr L Clegg for their work on this paper. It was highlighted that the College was taking valuable steps to ensure that it operates as sustainably as possible, and suggested that this could be emphasised to the public and the professions to show the commitment that College has with regards to its environmental responsibility.
19. A synergy between the ESWP and the Fellowship Science Advisory Panel was in place with the panel reviewing Net-0 Surgery.
20. It was noted that discussion around mapping the sector against the 17 Sustainability Development Goals from the United Nations had begun, with a workshop being organised around this. The ESWP welcomed Council and Senior Team to be a part of this to ensure a rounded view of all College activities.

21. The ESWP was in the process of organising meetings with the species-specific groups (such as the British Equine Veterinary Association (BEVA) and British Small Animal Veterinary Association (BSAVA)) to discuss ways of collaborative working.

Fellowship

22. The Fellowship Board Chair reported that the 2021 Fellowship application period had concluded, with the majority of applicants being female. The Fellowship Chair remarked that it was encouraging to see wider representation.
23. The Committee was updated on the Fellowship Board's work to improve diversity within the Fellowship. A campaign to recruit more Credentials Panellists had been successful, with 20 applications. Of these, 6 were men and 14 were women. This campaign concluded with 17 new assessors being welcomed onto the panels, which consisted of four men and 13 women.
24. Mrs Nichola Paull was named as the new Chair of the Meritorious Contributions to Clinical Practice Credentials Panel, and would be starting the role effective immediately. This decision increased female representation in the Fellowship's leadership team.
25. The Credentials Panel members and Fellowship Board attended an Equality, Diversity and Inclusion and Unconscious Bias training session. All assessors, including the Fellowship Board, were also provided training on how to consistently and effectively assess Fellowship applications. There was positive feedback on the course content and the facilitator.
26. The Fellowship Science Advisory Panel had met to discuss their next steps in terms of work priorities. One stream of work on the horizon was to review new evidence provided in support of homoeopathy by the Homeopathic Association.
27. It was noted that the Fellowship's strategic plan had been updated and would be brought forward for discussion at the next Fellowship Board meeting.
28. The Chair thanked the Secretariat for their support towards advancing the Fellowship's projects.
29. The implementation of the new Discourse communications platform would soon be completed, with a soft launch aimed for June. The Committee members who were Fellows were encouraged to use the platform and feed back any thoughts or possible improvements to the resource.
30. The Committee thanked the Fellowship Board and all involved with improving diversity within the Fellowship. It was noted that it was encouraging to see a tangible improvement since the beginning of the year.

Global Strategy

31. A press release had been issued on the fact that the RCVS had signed up to the World Veterinary Association's statement on the global climate emergency.

Innovation

32. As part of World Creativity and Innovation Day, ViVet had hosted two workshops that introduced the Metaphor and SCAMPER creative techniques and discussed how these could be utilised to tackle challenges and issues encountered within everyday veterinary practice. These sessions were a success, with delegates wanting to take part in future events.
33. ViVet had organised a series of reflective sessions, which had been changed to a smaller number of sessions to allow for a broader discussion around the changes made by veterinary professionals to enable them to continue delivery their services during Covid-19. These aimed to assist professionals to identify areas of Innovation and how these skills could be used in future to overcome challenges. A session specifically for veterinary nurses was also planned.
34. Videos were being scheduled with industry leaders and innovators for the ViVet Bites series.
35. It was noted that content planning was underway to organise the ViVet Symposium in October 2021. Recorded educational videos were also being organised with the theme "Innovation Explained" to raise awareness of innovation in the professions.
36. It was noted that a new staff member would be joining the Advancement of the Professions department at RCVS in June 2021, who will support the team as an Admin Officer.
37. The Chair thanked Miss S Rogers for her hard work in advancing the ViVet project, and to support innovation during the challenges created by the Covid-19 pandemic.

Leadership

38. It was noted that there had been some challenges around the Edward Jenner Leadership Programme as the pandemic had caused a re-shuffle of resources at the NHS, meaning that the course was on hold currently.
39. There was an extensive waiting list of people interested in taking the course. There was the intention to run a Leadership Summer School for those waiting to participate in the programme and who would like to continue their professional development in the meantime.
40. It was noted that a new Leadership and Inclusivity Manager role was being recruited for within the Advancement of the Professions department. One of the main tasks for the successful applicant would be to determine other avenues for the Leadership Initiative.

Mind Matters Initiative

41. The Chair of the MMI Taskforce noted that the themes of this initiative may be utilised in various areas of work throughout the College, with one example being the buddy system project to support those going through the RCVS investigation process, which would likely launch at the end of May 2021. Another example was the development of Mind Matters International, jointly with the American Veterinary Medical Association, which had held a virtual roundtable in March 2021 on the impact of Covid-19 on mental health in the veterinary professions.
42. It was noted that applications for the Sarah Brown Research grant were being accepted until the end of May 2021. Professor S Dawson extended her thanks to Ms L Quigley for supporting potential applicants.
43. The MMI Mental Health Research Symposium was organised for the end of November 2021, and a large number of abstracts had been submitted for consideration.

RCVS Knowledge

44. It was reported that the RCVS Knowledge Evidence-Based Veterinary Medicine Learning course had been expanded to provide practical grounding and understanding in applying evidence-based veterinary medicine to the professions.
45. A Quality Improvement (QI) Boxset had been launched to assist practitioners and practices to establish a quality improvement structure in practice, which in turn would improve the quality of care provided to their patients.
46. Mr C Gush noted that the 2021 Knowledge Award winners had been announced, and he had been pleased to see that, despite the pandemic, the scheme had received a record number of applications this year.
47. RCVS Knowledge had collaborated with former staff members of the Animal Health Trust to recover historical material that had been at risk of being destroyed when the Trust closed in 2020. The team was in the process of cataloguing the material for safe storage.
48. The second phase of work and funding for the Farm Vet Champions project had been agreed with the Veterinary Medicines Directorate. This second phase would specifically look at enabling Farm Vet Champions to set, measure and track their SMART goals to ultimately establish good antimicrobial stewardship in practices and on farms.
49. The Chair noted that the output from RCVS Knowledge over the years had been immense, and has a noticeable global reach and potential. The Chair thanked the RCVS Knowledge team for their extensive efforts.

VN Futures

50. A report on the School Ambassador Development programme had been compiled by the VN Futures (VNF) Project Coordinator and approved by the Director of Veterinary Nursing. This would be published on the website to inform the professions on the achievements of the project so far.
51. It was highlighted that the focus of the pilot had been altered due to the pandemic, and the limitations in provision of in-person school talks. Much had been achieved during the pilot, so a School Ambassadors Pilot Report was constructed to document this work. The group had evolved into an ongoing development group to continue this work. It was noted that 11 ambassadors and a Lead Ambassador had been appointed.
52. Engagement had taken the form of presentations and presences at conferences, which were met by enthusiasm from the professions. It was noted that one area of uncertainty that arose from these events was around delegation in practice, which may be an area to explore in future.
53. A variety of content was set to be released including case studies, blogs and webpage updates. The next edition of the VNF e-news was planned for early May to coincide with Veterinary Nursing month.
54. A review of the VNF strategic aims brought forth the intention to end phase one of the project in July 2021, and create and publish the VNF interim report. There were also ambitions to action plan for phase two of the project, which included canvassing the profession for input.
55. VN Futures had been working with MMI to create a survey to understand mental health issues affecting student veterinary nurses. This survey was mainly aimed at student veterinary nurses, clinical coaches and newly qualified veterinary nurses, and would feed into a planned roundtable later in the year.

APC Primary Care Project Progression

56. The Committee was presented with a paper that outlined the progress made on the Primary Care project, and the potential route for advancement.
57. The Chair noted that the primary aim of this project, celebrating general practice, had been the topic of discussion throughout various avenues in the College for many years. The focus of further discussion could be education on the importance of general practice and on the opportunities for career progression within the sector, rather than it being a pathway to specialisation.
58. It was suggested that research should be carried out within the sector to discover why professionals were leaving general practice, but equally why they were staying. It was also noted that a leadership piece of work could be around changing the language around what success means, and also explaining the realities of what the profession could offer in the early

stages of veterinary careers. It was emphasised that research should be sure to include all types of general practice work, such as that of locum vets.

59. One suggestion of a method to improve career progression within general practice would be to diversify the roles within the sector. It was suggested that other professions, such as dentistry and the Royal College of General Practitioners, could be consulted to aid with this research as they may face the same issues, and be able to share any research or strategies that we can learn from.
60. The importance of building a relationship with clients was emphasised, a large aspect of general practice that has a huge impact on the welfare and care of animals.

Environment and Sustainability Update

61. This information is available in the classified appendix at paragraphs 1-6.

Any other business

62. The Chair thanked the Committee for their continued efforts.
63. The Committee thanked the Chair for his work as a member of this Committee and a member of Council.

Date of next meeting

64. The Chair closed the meeting noting the next meeting would be in the afternoon of 14 September, 2021.

| Summary | |
|--------------------|---|
| Meeting | Advancement of the Professions Committee |
| Date | 14 September 2021 |
| Title | Updates from APC Workstreams |
| Summary | <p>Provided below is an update on the outputs and outcomes of APC workstreams since the last Committee meeting in addition to looking forward to planned work for the next. Where relevant, also highlighted are matters arising as a result of these activities that would benefit from further APC scrutiny presently or in due course.</p> <p>The Summary is ordered as follows.</p> <ol style="list-style-type: none"> i. Diversity and Inclusion Working Group ii. Fellowship of the RCVS iii. Global Strategy iv. Innovation v. Leadership vi. Mind Matters Initiative vii. RCVS Knowledge viii. Sustainability ix. VN Futures |
| Decisions required | None |
| Attachments | None |
| Author | Ceri Chick Senior Leadership Officer c.chick@rcvs.org.uk 0207 856 1034 |

Classifications

| Document | Classification¹ | Rationales² |
|-----------------|-----------------------------------|-------------------------------|
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| Paper | Unclassified | N/A |

¹Classifications explained

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| Area of work |
| Diversity & Inclusion |
| Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated. |
| <p>No DIG meeting has been held since the last APC meeting, the next one will be in October.</p> <p>The BVCIS (British Veterinary Chronic Illness Society) have been invited to join the DIG, and Claire Hodgson will be the representative.</p> <p>The BAME VSC RCVS working group has hosted all of its allocated meetings. The group are now working on the report which will be brought to the APC meeting in November. The Religious Clothing Document is in the final phases, and currently images and an overall image bank are being worked on.</p> |
| Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated. |
| <p>For the next DIG meeting there will be the following items to be discussed;</p> <ol style="list-style-type: none"> 1) Refreshing the Leadership role Models – to widen the diversity of backgrounds, skills and roles. This will have a number of individuals with their biographies, experiences and aspirations. 2) Chronic Illness Survey to be progressed and launched |
| Details of any budgetary or risk related issues that should be brought to the Committee's attention. |
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| Synergies with other workstreams that your current activities may introduce? |
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| Areas of your work that you would like to highlight for discussion by the Committee? |
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| Any other matters arising from your work that you wish to bring to the Committee's attention? |
| |

Area of work
Fellowship

Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

Fellowship Applications

A total of 38 veterinary surgeons were welcomed into the Fellowship this year. Of those who were successful, 20 joined through Meritorious Contributions to Clinical Practice, eight for Meritorious Contributions to Knowledge, and 10 for Meritorious Contributions to the Profession.

This year was particularly significant as more than half of the successful applicants were women for the first time in Fellowship history.

Application Process Review

The Board reviewed the processes and requirements involved in the Fellowship application process. This review mainly focussed on updating the process to make it more accessible and streamlined, as well as ensuring that the process was inclusive and fair.

This will be discussed further in a paper for review by the Advancement of the Professions Committee.

Credentials Panel Recruitment

In February 2021, a campaign to recruit more Credentials Panel members was undertaken. During the campaign, a particular emphasis was put on encouraging diversity within applicants.

The Fellowship Board received 20 applications, which included six men and 14 women. After assessment, 17 new members were accepted onto the Credentials Panels, which included 13 women and four men.

Fellowship Science Advisory Panel

The Fellows Science Advisory Panel met at the end of July.

The panel reviewed their Terms of Reference and discussed in detail which topics they would like to explore further and will be creating a plan of activities.

Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

Communications

Work is still underway to set up a two-way communication platform for Fellows, discussed at the previous APC meeting in February. Members of the Fellowship Board have been given access to the platform to test the system and review the platform's setup. The soft launch has been temporarily postponed due to external factors. The Fellowship Board and Advancement of the Professions Committee will be kept informed of any progress.

A Fellowship Newsletter will be created to aid in disseminating information to the Fellows and encourage participation with events and activities. It is aimed that this Newsletter will be launched in time for 2021 Fellowship Week.

Process Reviews

At their next meeting, the Fellowship Board will be discussing the review of the Fellowship Appeals and Restoration processes. The reviews will ensure that the Fellowship's processes are in line with the rest of the College.

Fellowship Week

Due to the ongoing pandemic, this year's Fellowship Event will take place online. The event will span from the 30th September to the 7th October, with content being released throughout the week. This is to make the content more accessible and will aim to attract a wider audience.

The event is expected to include the following;

- Student research Competition (Fellows of the Future)
- Fellows in Focus
- Ceremony welcoming new Fellows to the Fellowship

The Committee is encouraged to attend the event to support the Fellowship, and to encourage attendance as the content is not just for Fellows but for the professions as a whole.

Details of any budgetary or risk related issues that should be brought to the Committee's attention.

Plan for further EDI training as part of the annual induction process for new members of panels, Board and so on

Synergies with other workstreams that your current activities may introduce?

N/A

Areas of your work that you would like to highlight for discussion by the Committee?

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| N/A |
| Any other matters arising from your work that you wish to bring to the Committee's attention? |
| N/A |

Area of work
Global strategy

Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

Following previous discussions about the possibility of marketing the Practice Standards Scheme (PSS) abroad, in line with the models discussed by APC in 2020, it has been agreed to develop a proposal for a working party to take this project forward. The proposal, containing draft terms of reference, membership and budget details, is intended to be brought to the next meetings of both APC and the Finance and Resources Committee.

Led by our Research Officer Eleanor Taylor, plans are being made to build on earlier discussions at APC, and research carried out by Mo Gannon & Associates Ltd on behalf of the RCVS in 2019, on better understanding and engaging with our overseas Members. A further research project may be carried out, along with consideration of how Membership of the RCVS could have greater value to overseas Members, and how those Members can be better engaged in RCVS projects including the global agenda.

The CEO was on the organising steering group of a series of virtual International Veterinary Regulators Network meetings over the summer, and hosted a session on the subject of 'Wellness and the Role of Regulators'. She also continues to be engaged with the Global Veterinary Innovation Network,

Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

The CEO will host, jointly with the American Veterinary Medical Association (AVMA), a meeting of Mind Matters International in September, focusing on case studies of mental health and wellbeing interventions. Mind Matters International continues to attract signatories to its statement on veterinary mental health and wellbeing, with the American Association of Veterinary Medical Colleges being the most recent organisation to sign up.

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| Details of any budgetary or risk related issues that should be brought to the Committee's attention. |
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| Synergies with other workstreams that your current activities may introduce? |
| |
| Areas of your work that you would like to highlight for discussion by the Committee? |
| |
| Any other matters arising from your work that you wish to bring to the Committee's attention? |
| |

Area of work
Innovation
Key activities and issues managed in the last quarter that the APC should be aware of.
Reflection sessions

ViVet launched a series of monthly reflective discussion sessions supporting veterinary professionals to reflect on the changes made to continue to deliver service during Covid-19. We have had a broad selection of storytellers join the sessions to give their clinical and educational experiences. Our next session will be on Innovative technology and learning new skills, 23 September.

Session Feedback:

- *I found this particular session helpful, supportive and reassuring on a personal level and appreciate the speakers who so kindly spoke openly and shared their personal experiences.*
- *It was good to reflect on the last 18months and I will be promoting this kind of discussion with my colleagues.*
- *A really useful forum with a great collaborative feel.*

Proposed activities and issues to be managed in the next quarter that the APC should be aware of.
Preparing the Profession

Continue to scope out a framework for an Innovation MOOC/ online course that will be made available to the whole profession. We have had discussions with content and e-learning platform providers. Activities such as the creativity, design thinking sessions and our Innovation workshop series continue to support the ViVet project aim to ensure veterinary professionals are equipped with innovation capabilities.

Workforce Summit – Planning stage

Responding to the growing questions, concerns and discussions being had across a variety of platforms and organisations, ViVet for 2021 will use this theme for its biennial event. With the support of the wider college, ViVet will host a summit style event that focuses on what a 'better future' could look like for the profession—tackling the challenges of Recruitment and Retention in, and Returning to the profession.

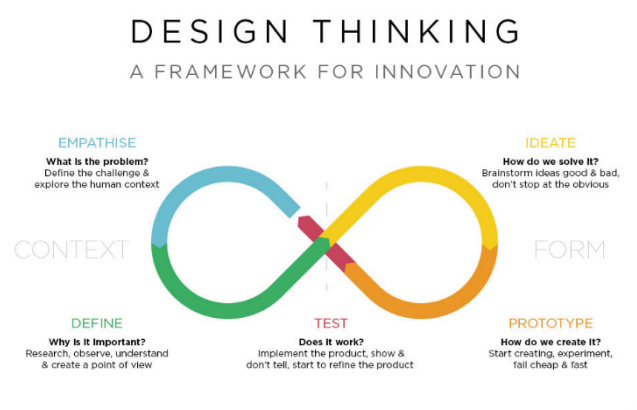
There is an ambition to use ViVet as the catalyst, using innovative approaches to explore the challenges, possible solutions and to position the overall summit as an event for real change.

A preliminary report is underway, using existing data from our Survey of the professions, the RCVS Register and retention surveys (RVC, BSAVA, BEVA) where appropriate. Once compiled, we aim to assess any gaps in the data and plan 'focus groups' with those living through workforce recruitment and retention challenges, thinking of leaving the profession and those who have left.

Using the insights to identify the problem statements and pain points, we will then bring together a network of leaders and key stakeholders in a one-day event. To work on possible solutions using innovative methodologies such as Design Thinking Principles.

Our aim is to cement plans for a roadmap and create a network of leaders across all levels of the veterinary professions who will be advocates of the changes that need to be made.

*Design thinking is a human-centred approach to innovation that can integrate the needs of people, the possibilities of technology, and the requirements for business.



Design Thinking Workshop – Empathy

Following on from our successful Design Thinking workshop hosted in December 2019 which welcomed over 40 veterinary professionals online to work on the communication challenge of *Clients wanting a diagnosis without having tests done*.

The next session will look at how veterinary professionals and practices can capture clients thoughts and feelings using the first design thinking step 'Empathy'.

We will be using a mock-up case study during the teach-in that will frame the topic of *Innovating and redesigning the vet waiting room experience*.

Outcomes -

Skills and tools for anyone wanting to capture direct insight from clients, about any aspects of vet practice that they are planning to change.

Innovation Workshop Series – Part 4

The fourth session of the 'ViVet Innovation Workshop Series' focusing on the **Testing and Validation** stage of the Idea to Innovation journey.

Over three weeks, there will be three virtual sessions using proven tools that guide delegates to the expected outcomes, with an additional coaching session for each team.

This workshop has been made available for ten teams or individuals, and the resources will be provided with a blog for the website after the series is complete.

Details of any budgetary or risk-related issues that should be brought to the Committee's attention.

N/A

Synergies with other workstreams that your current activities may introduce?

N/A

Areas of your work that you would like to highlight for discussion by the Committee?

N/A

Any other matters arising from your work that you wish to bring to the Committee's attention?

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| N/A |
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| Area of work |
| Leadership |
| Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated. |
| <p>Jenner Leadership programme</p> <p>The NHS informed RCVS that they would be updating the Jenner MOOC and that this would launch in September, we have been keen to engage with this update and look forward to seeing the results. We recognise that their team has been under significant pressures due to Covid. Currently we have no confirmed costs or contract from the Academy.</p> <p>In order to be pro-active, and ensure that the professions do not miss out on the new programme, those wishing to participate in the course have been encouraged to provide their email addresses on a waiting list, which can be found on the RCVS website. We will notify those on the list of any information to sign up to the course when it is available.</p> <p>Leadership Library</p> <p>As an added and interim provision, work is underway to create a leadership knowledge bank on the RCVS website. This open-ended resource of presentations, interviews and interactive webinars focuses on some of the most frequently talked-about areas of leadership and its challenges, relevant for veterinary professionals at all levels and both in clinical practice and without.</p> <p>The Leadership Library will cover many of the same topics as the Edward Jenner Leadership Programme and will prove a useful resource for those who are looking to develop their Leadership knowledge and skills before embarking on a formal training programme.</p> <p>Staff Support</p> <p>A new Inclusive Leadership Manager has been appointed, and will begin work with the RCVS Advancement of the Professions Department at the beginning of September 2021.</p> |
| Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated. |
| <p>Leadership role models</p> <p>We plan to update the Leadership portion of the RCVS website, and add the videos from the Leadership role models initiative. We will be reviewing existing material to ensure that it is up-to-date and is accessible and diverse. We will be reviewing the content through a diversity and inclusion perspective.</p> |

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| Details of any budgetary or risk related issues that should be brought to the Committee's attention. |
| Intermediate solutions and alternatives to the Edward Jenner course may be discussed while we await the updates from the NHS. |
| Synergies with other workstreams that your current activities may introduce? |
| N/A |
| Areas of your work that you would like to highlight for discussion by the Committee? |
| N/A |
| Any other matters arising from your work that you wish to bring to the Committee's attention? |
| N/A |

Area of work

Mind Matters Initiative

Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

Resourcing

Abi Hanson has been hired as Mind Matters Initiative (MMI) Officer.

Sarah Brown Grant

The Sarah Brown Grant has been awarded to Dr Kirstie Pickles and Dr Brad Hill of The University of Nottingham Veterinary School, whose research project will identify and address workplace stressors for autistic veterinary professionals.

MMI Mental Health Research Symposium

The MMI Manager, MMI Officer and Rosie Allister are creating the finalised programme for the third MMI Mental Health Research Symposium, to be held online on 24 November 2021. All speakers have now been confirmed and registration is due to open imminently.

MMI Summer Webinar Series

The MMI Summer Webinar Series is currently underway in collaboration with The Webinar Vet. There have been a wide range of speakers addressing a number of key mental health and wellbeing issues. These include Burnout and Compassion Fatigue, Chronic Illness, Perfectionism, Phobias, Stress Management and ADHD.

MMI Kite App

The MMI Kite app is due to launch at BEVA this September. MMI are currently using beta-testers to gain final feedback on the app before the launch. The app will be free for everyone working in the UK veterinary profession and content will be continually evolving.

Invitation to Tender Open for Training

MMI have opened the tender process for those wishing to apply to help develop and deliver the new MMI training programme. The updated mental health training programme will provide participants with a broader range of topics to attend training on, including some new strands for 2021.

Student Veterinary Nurse Wellbeing Survey/Discussion Forum

In June, MMI launched the SVN Wellbeing Survey to help inform its future work within the veterinary nursing profession. The findings from the survey, specifically aimed at student and newly-qualified veterinary nurses as well as clinical coaches, will be presented at the SVN Discussion Forum taking place 3 November 2021. Key themes which have arisen from the survey so far have been used to select the most relevant topics to discuss at the forum. The forum will include 5 short talks, each followed by open discussion. Registration is due to open September.

Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

Training

After being postponed due to COVID-19, MMI and BSAVA's Emotional Resilience Skills for the Veterinary Profession training is due to be held online from September 2021 to March 2022. The programme is designed to equip participants with an understanding of the role emotional resilience plays in protecting our mental health.

Campfires

A new round of campfires is being organised for the autumn/winter. Speakers yet to be confirmed.

New Graduate Boxes

These were put on hold in order to include those retaking exams in September.

Details of any budgetary or risk related issues that should be brought to the Committee's attention.

Not at this time.

Synergies with other workstreams that your current activities may introduce?

Some potential synergies but none being explored at this time.

Areas of your work that you would like to highlight for discussion by the Committee?

None at this time but the MMI team would be happy to take questions on any area of current or future work.

Any other matters arising from your work that you wish to bring to the Committee's attention?

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| None |

Area of work
RCVS Knowledge

Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

Farm Vet Champions Course

We have launched the new Farm Vet Champions course, providing free and practical training in championing good antimicrobial stewardship, available on the charity's new e-learning platform.

The Farm Vet Champions initiative is building a supportive community of farm animal veterinary professionals to collaborate and share knowledge to apply preventative measures and active management plans to establish and embed good antibiotic principles.

Led by RCVS Knowledge and funded by the VMD, the project has brought together major UK specialised veterinary and agriculture organisations to develop free learning materials for farm veterinary professionals that will improve animal health and welfare standards and provide positive inspiration and leadership towards antimicrobial resistance (AMR).

The launch of phase one of the project sees the release of the learning modules on the new RCVS Knowledge Learn platform. The course covers:

- technical species-specific modules,
- communication skills and behaviour change principles,
- the legal use of veterinary medicines, policies, and One Health aspects of antibiotic prescribing and stewardship.

Users are able to access the platform and choose which modules are relevant to their area of work. A total of 20 hours of free on-demand CPD will be instrumental for the Farm Vet Champions in tackling AMR.

The second phase, due to start development over Summer 2021, will provide online and in-person networking opportunities for Farm Vet Champions to learn from one another by sharing their experiences and working together towards the common goal of good antibiotic stewardship. Farm Vet Champions and their practices will also be able to use the platform to set both their own and their practice's SMART goals. They will be able to track progress towards these goals, to help support the sustained translation of their learning into practice.

Based on the principles of 'Plan, Prevent, Protect' Farm Vet Champions will put infection prevention and control practices at the heart of veterinary prescribing on livestock farms.

Farm Vet Champions can be accessed for free at <https://learn.rcvsknowledge.org/>

The QI Boxset

Our latest educational series that supports veterinary teams with implementing Quality Improvement into practice, is available to stream now.

The new Quality Improvement (QI) series, available on RCVS Knowledge's updated e-learning platform, offers five hours of CPD in an easily digestible format. The content is arranged in three episodes:

- Clinical governance, the Code of Conduct, and Quality Improvement
- Getting started with Quality Improvement in your practice
- Communications, meetings, and journal clubs.

Each episode features podcasts, webinars, and video interviews, ranging from 5 to 45 minutes long, which can be viewed as a collective or separately. The multimedia resources are supplemented with additional reading, and as with all RCVS Knowledge's QI resources, all the content is free to access.

According to research commissioned by RCVS Knowledge and conducted by RAND Europe, a lack of time and know-how prevents veterinary professionals from engaging with QI. The QI Boxset aims to tackle this by providing easily accessible, quick, and informative content that is specifically targeted at busy veterinary professionals in practice.

In other research conducted by RCVS Knowledge, 90% of participants asked for support to help meet the RCVS Practice Standards Scheme (PSS) requirements. The QI Boxset series is one way in which RCVS Knowledge is supporting veterinary teams with this, with the first episode covering how clinical governance and QI fit with the RCVS Code of Conduct and PSS. The RCVS has recently updated the PSS requirements to include more of an emphasis on clinical governance and audit, the health and wellbeing of the veterinary team, and the role of veterinary nurses – in which QI can play a crucial role.

Access the first series now. <https://learn.rcvsknowledge.org/>

Veterinary surgical registry

The Canine Cruciate Registry is a free, anonymised, data collection audit tool that will enable vets to share information on techniques and procedures to continuously improve patient care.

We will collect data from both vets and dog owners on patients recovering from cruciate surgery to identify which procedures and techniques give the best outcomes and have the fewest complications.

Injury to the cruciate ligament is one of the most common causes of lameness and the most common type of orthopaedic problem in dogs, affecting about 1 in every 200 individuals in the UK each year.

Surgery is widely accepted to result in better outcomes for cruciate patients, however, there is a lack of high-quality evidence comparing which surgical techniques and implants are most effective and have the fewest complications.

The Canine Cruciate Registry aims to fill this gap and provide evidence that veterinary surgeons worldwide can access to help guide decision-making about techniques for every patient they see with a cruciate rupture.

We have developed the registry with Amplitude Clinical Outcomes, a global leader in online registry software. It involves a web-based series of questions that vets, and dog owners are asked to complete throughout the dog's care, to monitor their long-term progress.

In human medicine and surgery, outcome measures are common practice, with many human surgeries involving mandatory data entry onto a national registry.

Learn more about the Canine Cruciate Registry: <https://caninecruciateregistry.org/>

Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

2022 Knowledge Awards open

We are pleased to open applications for the 2022 Knowledge Awards. In their fourth year, the prestigious awards celebrate the achievements of individuals and teams who are championing the use of Quality Improvement (QI) methodology in their work.

The awards welcome applications from anyone who works within the veterinary industry or veterinary education. This includes educators and learners from under- and post-graduate

education, everyone working in a practice setting, including the administration team, veterinary nurses, practice managers or surgeons at all levels.

Individuals can nominate themselves, their team, or their colleagues.

The Knowledge Awards recognise individuals and teams focusing on driving continuous improvements for better outcomes for patients, better service provision to clients, an improved business or environmental case, or better working conditions for the team. In addition, applicants will be assessed on their passion for QI, and for encouraging and championing QI.

Winners will be crowned 'Knowledge Champions' or 'Champion Practices' and will receive a £250 prize, tickets to the awards ceremony and the opportunity to work with RCVS Knowledge to continue promoting their Quality Improvement work.

The winners of the 2021 Knowledge Awards were recognised for a wide range of QI initiatives:

- An outcome audit on peri-operative hypothermia.
- Implementation of a new course that teaches QI to veterinary nurses.
- Guidelines for performing cytology on patients presenting with ear pathology.
- Auditing small animal ear cytology on a national scale, resulting in an increase in diagnostic tests and a reduction in antibiotic use across practices.
- Embedding QI into the curriculum for undergraduate and postgraduate students.

The deadline for nominating colleagues is 18 October 2021, and the deadline for applications (whether you have applied directly or have been nominated) is 4 December 2021. Winners will be announced in early 2022.

Find out more about the Knowledge Awards and how to apply
at: rcvsknowledge.org/KnowledgeAwards/

Details of any budgetary or risk related issues that should be brought to the Committee's attention.

Synergies with other workstreams that your current activities may introduce.

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| Any other matters arising from your work that you wish to bring to the Committee's attention. |
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Area of work
Environment and Sustainability

Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

The Environment and Sustainability Working Party (E&SWP) last met in July 2021. A paper was presented which assessed the progress made so far on meeting the Working Party's Terms of Reference.

Since the last APC meeting, the College has signed up to an accreditation scheme, Investors in the Environment (iiE) as recommended by E&SWP. Work towards the accreditation has started and the E&SWP will be kept regularly updated on its progress.

The E&SWP have also been discussing using the Practice Standards Scheme (PSS) as the main external policy vehicle for reducing the environmental impact of the veterinary professions. The Working Party assisted PSG to select a consultant to work with on this project, including developing a brief to send to specialist sustainability consultants, and assisting in the evaluation of the proposals which were subsequently submitted. Following shortlisting, three proposals were sent over to PSG and work is underway to put a contract together to begin the project.

The E&SWP have continued to work with the UK Health Alliance on Climate Change (UKHACC), and in June the RCVS co-signed a letter along with many other Royal Colleges and fellow UKHACC members calling on the UK government to put in place stronger protections on air quality, linking this to ill health effects.

Following the September Council meeting, there will be a sustainability workshop for the Senior Team, E&SWP and Council. This workshop is being led by external facilitators and will focus on outputs for the profession in terms of its wider sustainability ambitions.

A paper has been submitted to this meeting outlining the progress made so far in more detail, and requests one further meeting to finalise the internal and external sustainability policies before they are submitted to the Committee for comment and approval.

Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

With APC’s approval, one further meeting will be used to finalise the internal and external sustainability policies before they are submitted to the Committee for comment and approval.

Details of any budgetary or risk related issues that should be brought to the Committee’s attention.

The estimated cost based on lack of earning for one extra meeting for six Council/VN Council members, amounts to £492 (1 x quarter day loss of earnings). These meetings are likely to take place virtually.

Synergies with other workstreams that your current activities may introduce?

Areas of your work that you would like to highlight for discussion by the Committee?

Any other matters arising from your work that you wish to bring to the Committee’s attention?



Area of work
VN Futures

Activities carried out since the last meeting of the APC. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

VNF Interim Report

- First draft of report completed and now with the comms team for edits and design elements.
- Planned publication: 23rd September 2021.
- Plan for promotion developed with comms/media.

Careers and workforce
School Ambassador Development Group (SADG)

- Resources which support the initiative are still currently with the comms team and production is to be outsourced.
- Following discussion within the SADG regarding a VN careers animation, an illustrator has been contracted, initial discussions held, a script completed, and canvassing for illustration styles with differing age groups (via RCVS staff children) is underway.
- The aim is to produce two animations – one aimed at primary school, and one aimed at secondary school-age children.
- Timescale of project is 3 months.

Vet-in-a-box

- Collaborating with this initiative, led by Liverpool vet Hannah Hodgkiss-Geer, to create a careers resource box through Loughborough's 'subject in a box' project
- The aim is to develop two or three boxes and for them to promote working in the veterinary profession as a whole
- Meeting scheduled for September to cement ideas

VNMEG

- Attended VN MEG meeting in July and gave an update on VNF, identifying areas where interaction with the MEG could be useful
- Invited to attend alternate VN MEG meetings

Proposed activities and issues to be managed before the next APC meeting. N.B. Information explaining how these activities contribute to the delivery of the workstream's agreed plan must be clearly stated.

1. Create and publish the VN Futures interim report
2. Document ambitions or areas that require continued work
3. Publish the newly adopted Board Terms of Reference

Diversity and inclusion

- A focus group to address diversity and inclusion in the VN profession is to be set up by BVNA and will include VNF/RCVS staff membership – awaiting further progress
- The internal RCVS team are in the process of creating recommendations for areas of focus, based on our previous discussions, to be fed into the strategy for this new group

Events

BVNA Congress – two VNF discussion sessions to be held

Session on the MMI SVN discussion forum

VNF delivering one of the Diamond Jubilee recorded presentations

VNF delivering session at CAW Head Nurse Congress

Mental health and wellbeing

MMI, SVN roundtable

- Planning for the event ongoing – LQ, AB, JM and events/comms
- Survey distributed with currently > 500 responses received
- VNF to deliver session at BVNA Congress with an update on the survey data to date

Details of any budgetary or risk related issues that should be brought to the Committee's attention.

Synergies with other workstreams that your current activities may introduce.

- MMI - Input to development of student discussion forum event
- Continue to work with the DIG

Areas of your work that you would like to highlight for discussion by the Committee.

(This is a repeat of information in the previous report, included FYI as still relevant).

At the APC *Coordinating a Response Meeting* in January 2020, highlighting the provision of primary care practice and the roles within this as a focus for APC was discussed; and the work of VN Futures would be well placed to contribute to this aim. Many VN Futures' initiatives focus on veterinary nurses working in primary care, including:

- The webinars produced in 2020 which encourage driving forward the effective utilisation of nurses, ensuring nurses' time is charged for correctly (for example in nurse-led clinics) and in developing lead roles for nurses and devolving the head nurse role
- VN Futures' work to research and potentially develop a community veterinary nurse role
- The output from the school ambassadors pilot, which will assist in highlighting veterinary nursing as a career and driving workforce into primary care practice
- Investigating and highlighting the career pathways available to veterinary nurses
- Post-registration qualifications that support the work of nurses working in primary care practice
- Supporting the clinical coach and student relationship

Any other matters arising from your work that you wish to bring to the Committee's attention.

Along with this, for an update on the Primary care project, could you please send me a line on how your workstream is doing the following:

- Focusing on outcomes for animals, how does your initiative support and enhance the delivery of general practice

General practice needs veterinary nurses. Veterinary nurses enable a vet-led, holistic approach to patient and client care – and in all aspects of primary care from first vaccination to euthanasia. Our work aims to increase the VN population through highlighting veterinary nursing as a career, and enhancing the role of the veterinary nurse to increase retention.

It is hoped that the provision of post-registration qualifications will include those aimed at primary care nurses, thus increasing their skill level and competence in these areas, and enabling them to have an even greater input to practice and patient care.

- How could your initiative contribute towards recognised career progression in general practice

Further availability and options for the post registration qualifications (CertAVN) will provide nurses with a clearer pathway for progression.

Highlighting careers through our case studies helps nurses to visualise alternative career options available to them, and many of these case studies demonstrate careers in primary care practice. This is certainly something we could also focus on if it was deemed useful.

| Summary | |
|--------------------|---|
| Meeting | Advancement of the Professions Committee |
| Date | 14 September 2021 |
| Title | E&SWP Progress report |
| Summary | This report went to the E&SWP in July 2021. This paper outlines a proposal for the approval of one extra meeting for the E&SWP. |
| Decisions required | To approve one more meeting of the E&SWP |
| Attachments | None |
| Author | Rosie Greaves Policy and Public Affairs Officer r.greaves@rcvs.org.uk |

| Classifications | | |
|------------------------|-----------------------------------|-------------------------------|
| Document | Classification¹ | Rationales² |
| Paper | Unclassified | N/A |

Progress report: Environment and Sustainability Working Party

Introduction

1. The Environment and Sustainability Working Party (E&SWP) was set up at the end of 2020 to develop environment and sustainability policies both internally for the RCVS but also for the professions through our regulatory mechanisms.
2. As part of this work stream, the RCVS became a member of the UK Health Alliance on Climate Change (UKHACC) and has been meeting regularly with a group of Royal Colleges and fellow UKHACC members. Since the Working Party's inception, the group have met four times over the space of a five-month period and much has been achieved.

Terms of reference

3. The terms of reference for the Working Party are as below:
 - 1) Creating an internal environment and sustainability policy for the RCVS.
 - 2) Creating a profession-facing environment and sustainability policy that can put into action via both regulatory mechanisms and Royal College influence, and to inform the College's work with the United Kingdom Health Alliance on Climate Change (UKHACC).
 - 3) To make recommendations concerning potential new College initiatives, and support for existing complementary projects led by other organisations.

Internal policy

4. The working party has made some important progress to influence internal RCVS policy. The RCVS have now signed up to an environmental accreditation scheme, Investors in the Environment (IIE). This scheme was signed off by FRC and is going to be managed by the College's Green Team, who have submitted the application on behalf of the College.
5. The College's Green Team have now already had an initial meeting with IIE to begin working towards the Bronze accreditation. The College is now also listed on the IIE website¹
6. The Working Party recommended that the College should divest from fossil fuels. This was taken to FRC and it was agreed that divestment should form part of a wider ethical policy which will be discussed by FRC in August.
7. The FRC have committed to move a large sum of money into a green investment fund.

¹ <https://www.iie.uk.com/green-directory/rcvs/>

8. The above steps are significant. It will be important going forward to share this with Colleagues, Council members and the wider public so the work which has been carried out by the Working Party does not go unnoticed, but more importantly, so the College can be held accountable and show leadership for its environmental and sustainability ambitions.

External Policy

9. The Working Party agreed that the College should be demonstrating leadership, as the regulator of the veterinary professions, through production of sustainability policies, guidelines and stakeholder engagement. This would address the challenge that often veterinary professionals have cited, they want to take action, but they do not know where to look. While it may not be possible or appropriate for College to provide all of the guidance, it is hoped that through this approach, members of the professions are encouraged and empowered to make changes.
10. It was agreed that the Practice Standards Scheme would be the most suitable way in which the College could use its regulatory power to encourage the profession to actively engage in sustainability. The Working Party have recommended that Practice Standards Group (PSG) now take ownership of this work stream. A paper, outlining a proposal and approach to this work will be presented to PSG at their August meeting, with a view to the work beginning towards the end of 2021.

UK Health Alliance on Climate Change (UKHACC) Membership

11. The RCVS has been a member of UKHACC as part of its sustainability commitment. Through this work, the RCVS are able to join debates with other healthcare professionals who are interested in combatting climate change, with health as its primary focus.
12. Through the relationship with UKHACC, the College hopes to become involved in their net-zero surgery working group which is due to begin work towards the end of summer.
13. The cost of membership is based on the body's number of members – RCVS will remain a member for the foreseeable, with an estimated membership fee of £5000. The amount is determined by the number of members your College has. It is 25p per member, so if you had 11,300 members it would be £2825 per year. However, to make it easier for larger organisations, like the RCVS, there is a cut off at £5000. RCVS meets this cap, so that is the amount you are invoiced for each year.

Next steps

14. The public affairs team, alongside the E&SWP Chair are hoping to work with the Fellowship Science Advisory Panel (FSAP) to put together an event which will have an environmental theme. Events will be looked into later on in the year once the FSAP have decided on a topic.

This event may also utilise relationships gained from UKHACC membership to pursue event themes, speakers and invite list.

Extra meetings

15. In the original ToR It was agreed that E&SWP would meet five times in 2021, however, to ensure the work of the group can be fully realised this paper recommends that one more meeting needs to be approved before dissolution.
16. One extra meeting will ensure a smooth transition of policies and work streams to the College Committees and teams in order for this work to progress. The meeting will also look at how the environment and sustainability work can be embedded into a long-term strategy for the RCVS.
17. The extra meeting will also enable to group finalise the draft report made by the Working Party which will then need APC approval.

Costs

18. The estimated cost based on lack of earning for one extra meeting for six Council/VN Council members amounts to £492 (1 x quarter day loss of earnings). These meetings are likely to take place virtually.

Decisions

19. The Committee are asked to approve one further meeting of the Working Party.

| Summary | |
|--------------------|---|
| Meeting | Advancement of the Professions Committee |
| Date | 14 September 2021 |
| Title | Fellowship Application Process Review |
| Summary | <p>This document proposes new guidance for the Fellowship applications process, incorporating decisions agreed by the Fellowship Board at their meeting in December 2020 and July 2021.</p> <p>Any decisions or changes to the RCVS Fellowship Application Process will come into effect for the 2021-2022 cohort of Fellowship applicants.</p> |
| Decisions required | <p>The Committee is invited to decide the following:</p> <ol style="list-style-type: none"> 1. Point 11 – Application bundle requirements <ol style="list-style-type: none"> a) Fellowship applicants should only require 2 signed referee forms, rather than a formal reference. b) To agree the form template displayed in Annex B. 2. Point 12 – Application Allocation <ol style="list-style-type: none"> a) Fellowship applications should be initially assessed by 5 Credentials Panellists instead of 3. 3. To suggest and agree any changes to the application forms for each Fellowship route. |
| Attachments | <p>Annex A: RCVS Fellowship: Credentials Panel Guidance Notes</p> <p>Annex B: Draft Fellowship Reference Form</p> <p>Annex C: MCCP Application Form</p> <p>Annex D: MCK Application Form</p> <p>Annex E: MCP Application Form</p> |

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| Author | Ceri Chick Senior Leadership Officer c.chick@rcvs.org.uk 0207 856 1034 |
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| Classifications | | |
|------------------------|-----------------------------------|-------------------------------|
| Document | Classification¹ | Rationales² |
| Paper | Unclassified | N/A |
| Annex A | Unclassified | N/A |
| Annex B | Unclassified | N/A |
| Annex C | Unclassified | N/A |
| Annex D | Unclassified | N/A |
| Annex E | Unclassified | N/A |

| ¹Classifications explained | |
|--|--|
| Unclassified | Papers will be published on the internet and recipients may share them and discuss them freely with anyone. This may include papers marked 'Draft'. |
| Confidential | Temporarily available only to Council Members, non-Council members of the relevant committee, sub-committee, working party or Board and not for dissemination outside that group unless and until the relevant committee or Council has given approval for public discussion, consultation or publication. |
| Private | The paper includes personal data which should not be disclosed at any time or for any reason, unless the data subject has agreed otherwise. The Chair may, however, indicate after discussion that there are general issues which can be disclosed, for example in reports to committees and Council. |

²Classification rationales

| | |
|--------------|--|
| Confidential | <ol style="list-style-type: none"> 1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others 2. To maintain the confidence of another organisation 3. To protect commercially sensitive information 4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS |
| Private | <ol style="list-style-type: none"> 5. To protect information which may contain personal data, special category data, and/or criminal offence data, as listed under the General Data Protection Regulation |

Fellowship Application Process Review

1. The points raised in this review correspond to the process set out in the “RCVS Fellowship: Credentials Panel Guidance Notes” document in Annex A.

Point 11 – Application bundle requirements

2. This point states that a candidate’s application bundle should include supporting statements from three professional referees.
3. The Board have agreed that a formal recommendation letter will no longer be required, and instead applicants will provide 2 signed referee forms. These will ask the referee to confirm that they have read the application and that it is true and complete to the best of their knowledge. A template for this can be seen in Annex B.
4. The Board agreed in December 2020 that the form should be provided upon initial application, not only by those who meet the required criteria after initial assessment.
5. The Committee is invited to decide the following:
 - a) Fellowship applicants should only require 2 signed referee forms, rather than a formal reference.
 - b) To agree the form format displayed in Annex B.

Point 12 – Application allocation

6. This point states that the RCVS Fellowship Secretariat will randomly allocate each application to three members of the relevant panel.
7. The issue with only having three panel members assessing the applications is that inter-observer variance may play a factor in unreliable results. The more panel members that assess the applications, the more reliable the end score.
8. In December 2020, the Board agreed that five panel members should initially assess each application, rather than three. This should reduce the number of re-assessments required on outlying applications. Should the Chair still wish to request further assessments they may do so, with a further three panel members assessing the application.
9. The Committee is invited to decide the following:
 - a) Fellowship applications should be initially assessed by 5 Credentials Panellists instead of 3.

Application Forms

10. The Board are invited to review the requirements in the application forms for each route, and suggest any changes or updates to these forms. The forms in question may be seen in Annex C, D & E.

11. The Panel Chairs may conduct a review of the assessment process after the Fellowship Board meeting.

RCVS Fellowship: Credentials Panel Guidance Notes

Background and membership

1. The objective of the Fellowship is to advance veterinary standards by providing a resource of independent knowledge for the benefit of the veterinary profession. The foundation of the activities of the Fellows will be based on:
 - Advancing veterinary standards by undertaking independent scientific reviews to establish scientific fact
 - Being a source of evidence-based fact and promulgating these findings
 - Promoting excellence in the veterinary profession and communicating this to the public and
 - Nurturing the next generation of veterinary professionals.
2. The Credentials Panels are the groups that review and assess applications for Fellowship. The Chairs of these panels make recommendations on the award, or otherwise, of the Fellowship to the Fellowship Board.
3. There are three Credentials Panels which make up the overall panel, each covering a different route to Fellowship:
 - Meritorious Contribution to Clinical Practice (MCCP)
 - Meritorious Contribution to Knowledge (MCK)
 - Meritorious Contribution to the Profession (MCP)
4. Members of each panel are appointed by the Fellowship Board following an initial application and/or nomination to join the panel.
5. Each panel will have a Chair appointed in the same way. The role of the Chair will be to act as the liaison between the Board and the panel and to collate the assessments of applications from the panel before making their final recommendation to the Board.
6. Membership will be rolling, based on a three-year cycle.

The Fellowship Board

7. The Fellowship Board consists of:
 - the Chair
 - the immediate Past Chair
 - the Vice-Chair from the Fellowship
 - the Vice-President of RCVS
 - the Chair of the MCCP Panel
 - the Chair of the MCK Panel
 - the Chair of the MCP Panel

- Two Project and Engagement Members
 - a lay member
8. The Board shall set the criteria for Diploma of Fellowship by Meritorious Contributions to the Profession; to Clinical Practice; and to Knowledge. The Board will also approve the process by which applications are received, processed and assessed.
9. The Board will make the final decision on the outcome of all applications for the Diploma of Fellowship by Meritorious Contributions to the Profession; to Clinical Practice; and to Knowledge.

Application process

10. The criteria for achieving Fellowship are as follows:
- Original innovative discovery or application of knowledge or development of the veterinary profession in a ground-breaking way
 - Sustained contribution to scholarship
 - Producing a body of creative work that will have been disseminated, for example,
 - in a body of publications,
 - in teaching materials,
 - in educational documents,
 - in political documents
 - Indisputable advancement of their subject
 - Providing leadership to the veterinary profession
 - Advancement of the public understanding of the veterinary profession
11. Applications will be accepted during an application period agreed by the Fellowship Board. The applications should include:
- Details of the applicant and their career history
 - A mandatory 2000-word summary describing their contribution to the advancement of the subject area, or to practice or the profession, depending on the route chosen
 - A personal statement explaining why they are applying and what they hope to contribute to the Fellowship
 - A portfolio of material that supports their application (there is no defined structure for the portfolio but guidance notes would be available)
 - Supporting statements from three professional referees.
12. The RCVS Fellowship Secretariat will allocate applications randomly to three members of the relevant panel. Members will be asked to alert the Secretariat where a conflict of interest may arise. In such instances, the application would be passed to a different member (see point 28 for further information on conflicts of interest).
13. The applications and assessment forms (see Annex A) will be sent out to the allocated members with a deadline by which the assessments will need to be returned to RCVS.

14. All of the applications will also be sent to the respective Credentials Panel Chair. Additionally, they will receive a spreadsheet listing the applications allocated to each individual Panel Member.
15. Applications will be considered against meeting at least one or more sections of the criteria and Panel Members will be asked to score each of the applications as either:
 - 0 – the standard is not achieved
 - 1 – borderline not achieved
 - 2 – borderline achieved
 - 3 – clearly meets the standard
16. Members will also be asked to provide comments on their decision. Where a score of 0, 1 or 2 is awarded, a full explanation should be provided.
17. Once all completed assessment forms have been received by RCVS, the applications and assessments will be sent to the Chair of the panel who will review the conclusions of the assessments.
18. The Chair will then conduct their own assessment, acting as the 4th assessor, of the application. Based on the earlier three assessments and their own subsequent assessment they will then make a final recommendation, which should also include an explanation for their decision.
19. The role of the Panel Chair is to make the final recommendation to the Fellowship Board on the award of the Fellowship based on the assessments and comments received from the panel and their own independent assessment.
20. There may be cases where the outcome is clear with agreement amongst all assessors. However, where there is an outlying score, the Chair will query the score with that assessor. The aim of this is for the Panel Chair to better understand the rationale behind the score, not to seek a change in score from that Panel Member. The Chair will then make the final recommendation to the Board if they are happy with the outcome, or potentially refer the application for further assessment if they feel this is necessary.
21. In the event that the overall score from the assessors is borderline (between 1½ - 2), the application will automatically be sent for further assessment. In this case, the RCVS Fellowship Secretary will find two new Panel Members to assess the application. This additional panel may be comprised of Panel Members from the same route, or from the other routes.
22. Chairs may also decide to refer an application to another panel where it is felt that an application is better suited to a different route. In this instance, the applications in question will be re-allocated to three members of the relevant panel, before being forwarded to the Chair of the panel.
23. The Fellowship Board, as the 5th assessor, makes the final decision based on the recommendation of the relevant Panel Chair.
24. Contentious applications will be discussed at the Board meeting. Therefore, the recommendation from the Credentials Panel Chair may not be agreed as the final outcome.

25. RCVS will aim to inform all applicants of the results within two weeks following the meeting.
26. Unsuccessful applicants will be given feedback and guidance and will be encouraged to update their applications with new information for consideration the following year or later if they wish to be reconsidered. It is hoped to be able to provide a mentor for unsuccessful applicants if they would like one.
27. Once successfully accepted into the Fellowship there is no re-review/re-accreditation process, but Fellows will be removed for non-payment of fees or upon ceasing to be on the RCVS Register.

Conflicts of interest

28. It is recognised that Panel Members are likely to know some of the applicants. In most cases, this will not amount to a conflict of interest and they will feel comfortable in assessing their applications. There may, however, be cases where members feel they do have a conflict of interest and would prefer not to be involved in the assessment. In particular, where a Panel Member has a current direct working relationship with an applicant, for example in the same department or practice, or has a close personal relationship. In these cases they should not assess the application and it will be passed to another Panel Member. In order to be transparent, there is space at the end of the review form to report either that the assessor knows the applicant, or that there is a conflict of interest. Panel Members will be asked to notify RCVS of any conflicts of interest when applications are first allocated.
29. In a situation where the Chair of a credential panel becomes aware of a possible conflict of interest the above should also apply. In the event that it would be improper for them to act as the 4th assessor and make a recommendation to the Board, the responsibility should pass to the most appropriate Chair of one of the other Credential Panels. .
30. Under no circumstances should Credentials Panel and Board members act as referees for applicants.

Fellowship Application Assessment Form

| | | | | |
|------------------------------|-------------------------|------------------------------------|--------------------------------|---------------------------------------|
| Applicant name/number | | | | |
| Fellowship Route | | | | |
| Recommendation | 0 – not achieved | 1 – borderline not achieved | 2 – borderline achieved | 3 – clearly meets the standard |
| | | | | |
| Comments | | | | |
| | | | | |

| | |
|---|--|
| Assessed by: | |
| Date: | |
| Time taken to assess application: | |
| Please state if you know the applicant but have no conflict of interest in assessing the application | |
| Please state if you feel you have a conflict of interest in assessing this application | |

Fellowship Applications 2022 – Referee Confirmation Form

This form is to be completed by the referee of the Fellowship candidate named in this form.

Please type or print in block capitals

| | |
|--|--|
| Fellowship Candidate (name in full) | |
|--|--|

Referee Details

| | |
|-----------------------|--|
| Name and Title | |
| Email Address | |

| | |
|---|--|
| I hereby confirm that I have read the application of the above candidate for Fellowship in the year 2022, and that this application is true and accurate to the best of my knowledge. | |
| Signed (electronic signature acceptable) | |
| Dated | |

Please note this form should be submitted by email to fellowship@rcvs.org.uk

Referees should also email fellowship@rcvs.org.uk separately to confirm that they are happy to act as a referee for the above candidate.

RCVS Diploma of Fellowship

Application form for Diploma of Fellowship by Meritorious Contributions to Clinical Practice

Part A – Administrative details

Type information into the boxes, do not give attachments.

1. Your name in full:

| | | |
|----------|--------------|-------------------------------|
| Surname: | First names: | Title: Prof/Dr/Mr/Mrs/Miss/Ms |
|----------|--------------|-------------------------------|

2. How long have you been a member of the RCVS? *(Delete as appropriate)*

| |
|--|
| |
|--|

3. Have you applied previously for the Diploma of Fellowship?
(Delete as appropriate)

| | | | |
|----|-----|-------------------------------|--|
| No | Yes | If Yes, please indicate when: | |
|----|-----|-------------------------------|--|

4. Have you ever had a previous application for Diploma of Fellowship turned down by the RCVS?
(Delete as appropriate)

| | | | |
|----|-----|-------------------------------|--|
| No | Yes | If Yes, please indicate when: | |
|----|-----|-------------------------------|--|

5. Contact details:

| | Registered address and telephone number | Address for communications concerning this application (if different) |
|----------------|---|---|
| Address: | | |
| | | |
| | | |
| Town: | | |
| County: | | |
| Postcode: | | |
| Daytime phone: | | |
| Email: | | |

Part B

6. Please provide a 2,000-word summary describing aspects of your professional achievements and their contribution to the advancement of the profession including, for example, clinical scholarship and leadership. Please include an indication of the particular discipline in which you are working and your current caseload. Please note this forms a mandatory part of your application and CVs will not be accepted as part of this requirement. (The box will expand as text is entered.)

7. Please provide a short personal statement explaining why you are applying and what being a Fellow would mean to you (up to 500 words)

If your application is accepted, then your answer to question 7 (or extracts from) will be added to the website in the form of a profile. Examples of the profiles can be seen [here](#).

It would also be appreciated if you could submit a photograph of yourself for the profile when you send in your application. (If you do not wish to have a profile featured on the website, please state this in your email when submitting your application.)

Part C – Publications, clinical and professional contributions

8. If you wish to refer to published articles as part of your application, you must please state your ORCID i/d:

(Please check that the ID number is correct and shows all of the papers you wish to refer to. To test that it is correct, please enter your ORCID number in the ORCID search box on this page <https://www.scopus.com/search/form.uri?display=authorLookup>. Your publications should be found in that search)

9. Please give details of any significant bodies of work that will have been disseminated and used to drive improvements in clinical practice

10. _Please list your publications in referred journals (as listed in ORCID). Articles in review are **not acceptable**.

Submit lists of your publications and other contributions that are relevant to the clinical practice. For publications, **list authors, year, title, journal name, volume and page numbers**. For presentations, show title, venue, date, organisation / sponsors, and differentiate between international, national or local events.

11. Contributions to books. Indicate extent of contribution, including number of chapters contributed. Articles in review are **not acceptable**

| |
|--|
| |
|--|

12. Publications in non-refereed journals.

(Identify the number of papers and the journal)

| |
|--|
| |
|--|

13. Presentations to scientific meetings. (Name, date and title of presentation)

| | |
|-------------------------------|--|
| 12.a. International meetings: | |
| 12.b. National meetings: | |

14. Please list any scientific, clinical or professional prizes and awards you have received.

| |
|--|
| |
|--|

15. Contributions to any other CPD activities for the profession not mentioned above, e.g. electronic publishing, distance learning packages.

| |
|--|
| |
|--|

16. List your **current** membership of colleges, societies, scientific panels, grant giving bodies and/or other relevant official bodies and indicate how you have contributed to the advancement of clinical practice through these connections (e.g. appointments/committee membership).

| |
|--|
| |
|--|

17. If you have any other recent, relevant experience not already described above that you would like to be brought to the Fellowship Board's attention, please include it here. Any other relevant or supporting evidence you wish to be considered?

| |
|--|
| |
|--|

Statement

I DECLARE that the information provided in this application is true.

| | |
|-----------------------------------|--|
| Signature: | |
| Name: (in capital letters) | |
| Date: | |

Part D – References

Please list the names, addresses and qualifications of **three** referees. Please ask your referees to provide a confidential reference for you. Referees should be asked to confirm the accuracy of the application to the best of their knowledge and comment on how the candidate meets the overall criteria for the Fellowship as follows: Original innovative discovery or application of knowledge or development of the veterinary profession in a ground-breaking way

- Sustained contribution to scholarship
- Producing a body of creative work that will have been disseminated, for example,
 - in a body of publications,
 - in teaching materials,
 - in educational documents,
 - in political documents
- Indisputable advancement of their subject
- Providing leadership to the veterinary profession
- Advancement of the public understanding of the veterinary profession

Please ask your referees to post or email their letters to the RCVS. Please ensure that you let your referees have sight of, or a copy of your application, to confirm the accuracy of its contents.

Referee 1

Name, Address and Qualifications

Referee 2

Name, Address and Qualifications

Referee 3

Name, Address and Qualifications

Please submit your application electronically by email to fellowship@rcvs.org.uk

RCVS Fellowship by Meritorious Contributions to Clinical Practice

Guidance on completing your application form

Applications must be typed, and should be set out using the section headings in the order shown on the application form. Please do not be constrained by the space shown on the form – by completing it electronically, the spaces will expand as required. You should aim to provide succinct but sufficient details as directed by the questions to provide evidence of your eligibility for Fellowship by Meritorious Contributions to Clinical Practice.

Please read these notes carefully before completing your application form.

Part A Administrative details

Question 1 Surname/first names/title

Question 2 Length of RCVS membership

Questions 3 and 4 Indicate whether you have applied previously, or whether any previous application has been rejected and when.

Question 5 Please give details of your registered address, phone number and email. If this has changed since the last published edition of the Register, please indicate clearly whether you wish your Register entry to be amended. If you would like us to contact you at a different address in connection with this application, please provide details.

Part B Professional and academic credentials for Fellowship eligibility

Please note that this section is mandatory and cannot be replaced by a CV. Applications that do not contain this information will be returned to the applicant as incomplete.

Question 6 Please provide a 2,000-word summary describing aspects of your professional achievements and their contribution to the advancement of the profession including, for example, clinical scholarship and leadership. Please include an indication of the particular discipline in which you are working and your current caseload. Acceptance into the Fellowship recognises substantial and sustained achievement for veterinary surgeons.

Question 7 Personal Statement - please outline your reasons for applying, how the award would benefit you and what contribution you would make to the Fellowship in no more than 500 words.

Part C Publications, clinical and professional contributions to the specialty

The following questions are designed to establish the extent of your active involvement in knowledge provision and/or to the profession specialty. For the meritorious contributions to clinical practice route, you should present evidence of your practical/clinical workload.

The Fellowship Board and Credentials Panel can only make an assessment on clear, concise and specific properly detailed information.

- Question 8** If you wish to refer to published articles as part of your application, please provide your ORCID i/d number. For details on how to register for an ORCID i/d, please see the general guidance and criteria document.
- Question 9** Provide full details of any significant bodies of work that will have been disseminated
- Question 10** Provide full details of your relevant publications refereed journals. Quote author(s), year, title, journal name, volume and page numbers.
- Question 11** Provide details of any contributions to relevant published books. Quote author(s), year, chapter title, name of book, editors, page numbers and publisher.
- Question 12** Provide full details of any relevant publications in non-refereed journals. Quote author(s), year, title, journal name, volume and page numbers.
- Question 13** Provide details (name, date and title of presentation, organisation/sponsors) of presentations you have given at international and national meetings.
- Question 14** Please provide details of any scientific, clinical or professional prizes and awards you have received.
- Question 15** Provide details of any contributions to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages).
- Question 16** List your current membership of Colleges, relevant Societies and/or other official bodies and indicate how you have contributed to the advancement of the clinical practice through these connections.
- Question 17** Provide details of any other relevant information or experience that you would wish to be taken into account by the Fellowship Board.

Part D – References.

- You should let your referees have sight of your completed application, as they will be asked to confirm that they have seen it and agree with its contents.
- It is your responsibility to collect your references and forward them to the RCVS, or to request that they are submitted by post or email.
- **Three** references are required.
- Provide the names and full addresses of your referees.
- Choice of referees should reflect the breadth of your experience and ideally two of the selected referees should work in an area of practice, department or field outside of your own. Not all selected referees need to be RCVS members although at least one should be.
- Applicants for the Fellowship may not act as referees for other Fellowship applicants within the same application round.
- Members of the Fellowship Board and Credentials Panels will not be able to act as referees.
- The College reserves the right to approach any of your referees directly.
- A referee must be a professionally qualified person, and should be in a position to make an informed assessment of your standing and expertise.
- References should be of a professional nature; personal references as such are not required.
- It is normally accepted that a referee should not be a relative or partner (business or social) of the applicant.
- No more than one academic colleague at the same institute should provide a reference.
- Direct colleagues in the same department of the applicant are not permitted to act as referees.

RCVS Diploma of Fellowship

Application form for Diploma of Fellowship by Meritorious Contributions to Knowledge

Part A – Administrative details

Type information into the boxes, do not give attachments.

1. Your name in full:

| | | |
|----------|--------------|-------------------------------|
| Surname: | First names: | Title: Prof/Dr/Mr/Mrs/Miss/Ms |
|----------|--------------|-------------------------------|

2. How long have you been a member of the RCVS? *(Delete as appropriate)*

| |
|--|
| |
|--|

3. Have you applied previously for the Diploma of Fellowship?
(Delete as appropriate)

| | | | |
|----|-----|-------------------------------|--|
| No | Yes | If Yes, please indicate when: | |
|----|-----|-------------------------------|--|

4. Have you ever had a previous application for Diploma of Fellowship turned down by the RCVS?
(Delete as appropriate)

| | | | |
|----|-----|-------------------------------|--|
| No | Yes | If Yes, please indicate when: | |
|----|-----|-------------------------------|--|

5. Contact details:

| | Registered address and telephone number | Address for communications concerning this application (if different) |
|----------------|---|---|
| Address: | | |
| | | |
| | | |
| Town: | | |
| County: | | |
| Postcode: | | |
| Daytime phone: | | |
| Email: | | |

Part B

6. Please provide a 2,000-word summary describing your outstanding contribution and impact that has been made to the advancement of the profession including, for example, scientific or educational scholarship and leadership. Please note this forms a mandatory part of your application and CVs will not be accepted as part of this requirement. (The box will expand as text is entered.)

7. Please provide a short personal statement explaining why you are applying and what being a Fellow would mean to you (up to 500 words)

If your application is accepted, then your answer to question 7 (or extracts from) will be added to the website in the form of a profile. Examples of the profiles can be seen [here](#).

It would also be appreciated if you could submit a photograph of yourself for the profile when you send in your application. (If you do not wish to have a profile featured on the website, please state this in your email when submitting your application.)

Part C – Publications

8. If you wish to refer to published articles as part of your application, you must state your ORCID i/d:

(Please check that the ID number is correct and shows all of the papers you wish to refer to. To test that it is correct, please enter your ORCID number in the ORCID search box on this page <https://www.scopus.com/search/form.uri?display=authorLookup>. Your publications should be found in that search)

9. Please submit lists of your publications and other contributions that are relevant (as listed in ORCID). For peer-reviewed publications, **list authors, year, title, journal name, volume and page numbers starting with the most recent and ending with the oldest**. If you wish to submit lists containing papers in different categories, you must still include a full list in reverse chronological order as described above. For presentations, please show title, venue, date, organisation / sponsors, and differentiate between international, national or local events. Credit can also be given to practical/clinical work in the specialty.

Publications: Full journal articles in refereed journals. Articles 'in-review', 'in submission' or 'in preparation' are **not acceptable**. Articles accepted for publication and 'in press' may be included where you have written or email confirmation of acceptance from the journal. Articles accepted subject to revision or additional work are not eligible. If you include published scientific meeting presentations, list them separately from full journal articles but with the same information, also in reverse chronological order. Such citations are eligible if they were subject to peer review before acceptance.

10. Contributions to books. Indicate extent of contribution, including number of chapters contributed. Books/chapters 'in-review', 'in submission' or 'in preparation' are **not acceptable**. Books/chapters accepted for publication and 'in press' may be included where you have confirmation of acceptance from the publisher. Books/chapters accepted subject to revision or additional work are not eligible.

11. Publications in non-refereed journals.

12. Presentations to scientific meetings. (Name(s), date and title of presentation, organisation/sponsors) Indicate (if there are multiple authors) whether you were the presenting author and whether the presentation was an invited plenary talk, or a submitted poster or oral presentation.

| | |
|-------------------------------|--|
| 11.a. International meetings: | |
| 11.b. National meetings: | |

13. Please list any scientific, clinical or professional prizes and awards you have received.

14. Research grants and contracts
All grants held - past and current in reverse chronological order.

Tabulate information about Research Grants and Contracts with details of funding including total research income as PI.

Include Start and end dates, funding bodies, Principal Investigators (all investigators including Principal Investigators must be listed), Grant values and components applicable to you etc. Do not include grants currently under consideration by the funding body or any that were rejected.

| Date | Sponsor | Title | Funding £ |
|------|---------|-------|-----------|
| | | | |
| | | | |

15. Contributions to any other CPD activities for the profession not mentioned above, e.g. electronic publishing, distance learning packages.

16. List your **current** membership of colleges, societies, scientific panels, grant giving bodies and/or other relevant official bodies and indicate how you have contributed to the advancement of the subject through these connections (e.g. appointments/committee membership).

17. If you have any other recent, relevant experience not already described above that you would like to be brought to the Fellowship Board's attention, please include it here. Any other relevant or supporting evidence you wish to be considered?

Statement

I DECLARE that the information provided in this application is true.

| | |
|-----------------------------------|--|
| Signature: | |
| Name: (in capital letters) | |
| Date: | |

Part D – References

Please list the names, addresses and qualifications of **three** referees. Please ask your referees to provide a confidential reference for you.

Referees should be asked to confirm the accuracy of the application to the best of their knowledge and comment on how the candidate meets the overall criteria for the Fellowship as follows:

- Original innovative discovery or application of knowledge or development of the veterinary profession in a ground-breaking way
- Sustained contribution to scholarship
- Producing a body of creative work that will have been disseminated, for example,
 - in a body of publications,
 - in teaching materials,
 - in educational documents,
 - in political documents
- Indisputable advancement of their subject
- Providing leadership to the veterinary profession
- Advancement of the public understanding of the veterinary profession

Please ask your referees to post or email their letters to the RCVS. Please ensure that you let your referees have sight of, or a copy of your application, to confirm the accuracy of its contents.

Referee 1

Name, Address and Qualifications

| |
|--|
| |
|--|

Referee 2

Name, Address and Qualifications

| |
|--|
| |
|--|

Referee 3

Name, Address and Qualifications

| |
|--|
| |
|--|

Please submit your application electronically by email to fellowship@rcvs.org.uk

RCVS Fellowship by Meritorious Contributions to Knowledge

Guidance on completing your application form

Applications must be typed, and should be set out using the section headings in the order shown on the application form. Please do not be constrained by the space shown on the form – by completing it electronically, the spaces will expand as required. You should aim to provide succinct but sufficient details as directed by the questions to provide evidence of your eligibility for Fellowship by Meritorious Contributions to Knowledge.

Please read these notes carefully before completing your application form.

Part A **Administrative details**

Question 1 Surname/first names/title

Question 2 Length of RCVS membership

Questions 3 and 4 Indicate whether you have applied previously, or whether any previous application has been rejected and when.

Question 5 Please give details of your registered address, phone number and email. If this has changed since the last published edition of the Register, please indicate clearly whether you wish your Register entry to be amended. If you would like us to contact you at a different address in connection with this application, please provide details.

Part B **Professional and academic credentials for Fellowship eligibility**

Please note that this section is mandatory and cannot be replaced by a CV. Applications that do not contain this information will be returned to the applicant as incomplete.

Question 6 Please provide a 2,000-word summary describing your outstanding contribution and impact that has been made to the advancement of the profession including, for example, scientific or educational scholarship and leadership. Acceptance into the Fellowship recognises substantial and sustained achievement for veterinary surgeons.

Question 7 Personal Statement - please outline your reasons for applying, how the award would benefit you and what contribution you would make to the Fellowship in no more than 500 words.

Part C Publications and professional contributions

The following questions are designed to establish the extent of your active involvement in knowledge provision and/or to the profession specialty. A substantial number of publications and other original contributions would normally be expected.

The Fellowship Board and Credentials Panel can only make an assessment on clear, concise and specific properly detailed information.

- Question 8** If you wish to refer to published articles as part of your application, please provide your ORCID i/d number. For details on how to register for an ORCID i/d, please see the general guidance and criteria document.
- Question 9** Provide full details of your relevant publications refereed journals. Quote author(s), year, title, journal name, volume and page numbers.
- Question 10** Provide details of any contributions to relevant published books. Quote author(s), year, chapter title, name of book, editors, page numbers and publisher.
- Question 11** Provide full details of any relevant publications in non-refereed journals. Quote author(s), year, title, journal name, volume and page numbers.
- Question 12** Provide details (name, date and title of presentation, organisation/sponsors) of presentations you have given at international and national meetings.
- Question 13** Please provide details of any scientific, clinical or professional prizes and awards you have received.
- Question 14** Please provide details of any research grants and or contracts you have received.
- Question 15** Provide details of any contributions to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages).
- Question 16** List your current membership of Colleges, relevant Societies and/or other official bodies and indicate and indicate how you have contributed to the advancement of the subject through these connections.
- Question 17** Provide details of any other relevant information or experience that you would wish to be taken into account by the Fellowship Board.

Part D – References

- You should let your referees have sight of your completed application, as they will be asked to confirm that they have seen it and agree with its contents.
- It is your responsibility to collect your references and forward them to the RCVS, or to request that they are submitted by post or email.
- **Three** references are required.
- Provide the names and full addresses of your referees.
- Choice of referees should reflect the breadth of your experience and ideally two of the selected referees should work in an area of practice, department or field outside of your own. Not all selected referees need to be RCVS members although at least one should be.
- Applicants for the Fellowship may not act as referees for other Fellowship applicants within the same application round.
- Members of the Fellowship Board and Credentials Panels will not be able to act as referees.
- The College reserves the right to approach any of your referees directly.
- A referee must be a professionally qualified person, and should be in a position to make an informed assessment of your standing and expertise.
- References should be of a professional nature; personal references as such are not required.
- It is normally accepted that a referee should not be a relative or partner (business or social) of the applicant.
- No more than one academic colleague at the same institute should provide a reference.
- Direct colleagues in the same department of the applicant are not permitted to act as referees.

RCVS Diploma of Fellowship

Application form for Diploma of Fellowship by Meritorious Contributions to the Profession

Part A – Administrative details

Type information into the boxes, do not give attachments.

1. Your name in full:

| | | |
|----------|--------------|-------------------------------|
| Surname: | First names: | Title: Prof/Dr/Mr/Mrs/Miss/Ms |
|----------|--------------|-------------------------------|

2. How long have you been a member of the RCVS? *(Delete as appropriate)*

| |
|--|
| |
|--|

3. Have you applied previously for the Diploma of Fellowship?
(Delete as appropriate)

| | | | |
|----|-----|-------------------------------|--|
| No | Yes | If Yes, please indicate when: | |
|----|-----|-------------------------------|--|

4. Have you ever had a previous application for Diploma of Fellowship turned down by the RCVS?
(Delete as appropriate)

| | | | |
|----|-----|-------------------------------|--|
| No | Yes | If Yes, please indicate when: | |
|----|-----|-------------------------------|--|

5. Contact details:

| | Registered address and telephone number | Address for communications concerning this application (if different) |
|----------------|---|---|
| Address: | | |
| | | |
| | | |
| Town: | | |
| County: | | |
| Postcode: | | |
| Daytime phone: | | |
| Email: | | |

Part B

6. Please provide a 2,000-word summary describing the outstanding contribution that you have made and its positive impact on the advancement of the profession. Please set out clearly how your leadership has made a significant difference in the chosen area of expertise; this might include (but is not limited to) work in education, politics involving the profession, and influencing at a national and/or international level. Please note this forms a mandatory part of your application and CVs will not be accepted as part of this requirement. (The box will expand as text is entered.)

7. Please provide a short personal statement explaining why you are applying and what being a Fellow would mean to you (up to 500 words)

If your application is accepted, then your answer to question 7 (or extracts from) will be added to the website in the form of a profile. Examples of the profiles can be seen [here](#).

It would also be appreciated if you could submit a photograph of yourself for the profile when you send in your application. (If you do not wish to have a profile featured on the website, please state this in your email when submitting your application.)

Part C – Professional Contributions

8. If you wish to refer to published articles as part of your application, you must state your ORCID i/d:

(Please check that the ID number is correct and shows all of the papers you wish to refer to. To test that it is correct, please enter your ORCID number in the ORCID search box on this page <https://www.scopus.com/search/form.uri?display=authorLookup>. Your publications should be found in that search)

9. Please give details of any significant bodies of work that will have been disseminated and used for the advancement of the profession.

10. Please give details of evidence of excellence and mentoring in the subject area (for example, serving on national committees, providing guidance and mentorship to junior staff)

11. Please list any professional prizes and awards you have received.

12. Contributions to any other CPD activities for the profession not mentioned above, e.g. electronic publishing, distance learning packages.

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13. Please list current membership of Colleges, relevant Societies and/or other official bodies and indicate how you have contributed to the advancement of the profession through these connections.

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14. If you have any other recent, relevant experience not already described above that you would like to be brought to the Fellowship Board's attention, please include it here. Additionally, any other relevant or supporting evidence of eminence in a non-practising environment which reflects positively on the profession, can be described here.

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Statement

I DECLARE that the information provided in this application is true.

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| Signature: | |
| Name: (in capital letters) | |

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| Date: | |
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Part D – References

Please list the names, addresses and qualifications of **three** referees. Please ask your referees to provide a confidential reference for you.

Referees should be asked to confirm the accuracy of the application to the best of their knowledge and comment on how the candidate meets the overall criteria for the Fellowship as follows:

- Original innovative discovery or application of knowledge or development of the veterinary profession in a ground-breaking way
- Sustained contribution to scholarship
- Producing a body of creative work that will have been disseminated, for example,
 - in a body of publications,
 - in teaching materials,
 - in educational documents,
 - in political documents
- Indisputable advancement of their subject
- Providing leadership to the veterinary profession
- Advancement of the public understanding of the veterinary profession

Referee 1

Name, Address and Qualifications

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Referee 2

Name, Address and Qualifications

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Referee 3

Name, Address and Qualifications

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Please submit your application electronically by email to fellowship@rcvs.org.uk

RCVS Fellowship by Meritorious Contributions to the Profession

Guidance on completing your application form

Applications must be typed, and should be set out using the section headings in the order shown on the application form. Please do not be constrained by the space shown on the form – by completing it electronically, the spaces will expand as required. You should aim to provide succinct but sufficient details as directed by the questions to provide evidence of your eligibility for Fellowship by Meritorious Contributions to the Profession.

Please read these notes carefully before completing your application form.

Part A Administrative details

Question 1 Surname/first names/title

Question 2 Length of RCVS membership

Questions 3 and 4 Indicate whether you have applied previously, or whether any previous application has been rejected and when.

Question 5 Please give details of your registered address, phone number and email. If this has changed since the last published edition of the Register, please indicate clearly whether you wish your Register entry to be amended. If you would like us to contact you at a different address in connection with this application, please provide details.

Part B Professional and academic credentials for Fellowship eligibility

Please note that this section is mandatory and cannot be replaced by a CV. Applications that do not contain this information will be returned to the applicant as incomplete.

Question 6 Please provide a 2,000-word summary describing the outstanding contribution that you have made and its positive impact on the advancement of the Profession. Please set out clearly how your leadership has made a significant difference in the chosen area of expertise; this might include (but is not limited to) work in education, politics involving the Profession, and influencing at a national and/or international level. Acceptance into the Fellowship recognises substantial and sustained achievement for veterinary surgeons.

Question 7 Personal Statement - please outline your reasons for applying, how the award would benefit you and what contribution you would make to the Fellowship in no more than 500 words.

Part C Publications, clinical and professional contributions

The following questions are designed to establish the extent of your active involvement in knowledge provision and/or to the profession. A substantial number of original contributions would normally be expected.

The Fellowship Board and Credentials Panel can only make an assessment on clear, concise and specific properly detailed information.

Question 8 If you wish to refer to published articles as part of your application, please provide your ORCID i/d number. For details on how to register for an ORCID i/d, please see the general guidance and criteria document.

Question 9 Provide full details of any significant bodies of work which would be considered equivalent to doctoral standard – Level 8 Framework for Higher Education Framework Qualifications) that will have been disseminated and used for the advancement of the profession.

Question 10 Provide details of evidence of excellence and mentoring in the subject area (for example, serving on national committees, providing guidance and mentorship to junior staff)

Question 11 List any professional prizes you have been awarded you have received

Question 12 Provide details of any contributions to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages).

Question 13 List your current membership of Colleges, relevant Societies and/or other official bodies and indicate how you have contributed to the advancement of the clinical practice through these connections.

Question 14 Provide details of any other relevant information or experience that you would wish to be taken into account by the Fellowship Board.

Part D – References.

- You should let your referees have sight of your completed application, as they will be asked to confirm that they have seen it and agree with its contents.
- It is your responsibility to collect your references and forward them to the RCVS, or to request that they are submitted by post or email.
- **Three** references are required.
- Provide the names and full addresses of your referees.
- Choice of referees should reflect the breadth of your experience and ideally two of the selected referees should work in an area of practice, department or field outside of your own. Not all selected referees need to be RCVS members although at least one should be.
- Applicants for the Fellowship may not act as referees for other Fellowship applicants within the same application round.
- Members of the Fellowship Board and Credentials Panels will not be able to act as referees.
- The College reserves the right to approach any of your referees directly.
- A referee must be a professionally qualified person, and should be in a position to make an informed assessment of your standing and expertise.
- References should be of a professional nature; personal references as such are not required.
- It is normally accepted that a referee should not be a relative or partner (business or social) of the applicant.
- No more than one academic colleague at the same institute should provide a reference.
- Direct colleagues in the same department of the applicant are not permitted to act as referees.