

Summary	
Meeting	Education Committee
Date	09 February 2021
Title	Education Committee Minutes of the meeting held on 10 November 2020
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Decisions required	to note
Attachments	Classified appendix
Author	Britta Crawford b.crawford@rcvs.org.uk 020 7202 0777

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	
Classified appendix	Confidential	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

Education Committee

Minutes of the meeting held on 10th November 2020

Members:	Professor Ewan Cameron	
	Mr Danny Chambers	- Also Adv Practitioner Panel Chair
	Ms Linda Ford	- Lay member
	Professor Tim Parkin	
	Mrs Susan Howarth	
	Dr Susan (Sue) Paterson	- Chair
	Dr Cheryl Scudamore	
	Dr Kate Richards	
	Professor James Wood	
	Ms Katie Fox	- Student representative
	Mr Tobias Hunter	- Student representative
By invitation:	Dr Melissa Donald	- CertAVP Sub-Committee Chair
	Mr John Fishwick	- Chair of Specialist Sub-Committee
	Dr Joanne Dyer	- EMS Co-ordinators Liaison Group and PQSC Chair
	Professor Nigel Gibbens	- Chair of Accreditation Review Group
In attendance:	Mr Duncan Ash	- Senior Education Officer
	Mrs Britta Crawford	- Committee Secretary
	Mr Jordan Nichols	- Lead for Undergraduate Education
	Dr Linda Prescott-Clements	- Director of Education
	Mr Jonathan Reid	- Examinations Manager
	Ms Jenny Soreskog-Turp	- Lead for Postgraduate Education
	Ms Laura Hogg	- Senior Education Officer
	Mr Kieran Thakrar	- Education Assistant
	Ms Beckie Smith	- Education Assistant
	Mrs Kirsty Williams	- Quality Assurance Manager
	Ms Lizzie Lockett	- CEO
	Dr Niall Connell	- Officer Team Observer

*absent

Apologies for absence and welcome

1. There were no apologies for absence
2. The meeting was held remotely via "Teams" due to the Covid-19 pandemic.
3. Tim Parkin was welcomed to his first meeting having taken over the role as Head of Bristol Veterinary School. Richard Hammond was thanked for his valuable contribution to the Committee.
4. The Committee were reminded that observers were encouraged to participate in discussions but were not voting members.
5. The meeting papers reference the RCVS Council Covid-19 Taskforce. The Chair explained that this is a group brought together on March 6th, 2020 to make key decisions on temporary policy changes due to the Covid-19 pandemic. The need for the Taskforce is under constant review as the pandemic continues and Council has agreed to its continuance until March 2021 at the earliest.
6. Kate Richards was appointed as Vice Chair of Education Committee following requests for members to put themselves forward at the previous meeting.
7. The Chair thanked the Education Department for their hard work, which was reflected in the volume and depth of papers prepared for the meeting. Her thanks were appreciated.

Declarations of interest

8. There were no further declarations of interest.

Minutes

9. The minutes of the meeting held on 15 September 2020 were approved.

Matters arising

10. The Committee were informed that Neil Smith and Claire Roberts had joined the CPD compliance panel. The Committee were informed that Alan Quinn-Byrne was unable to attend the meeting today due to illness but would give a presentation on the risk register at the next meeting. There had been discussion at Council of moving the risk register further up the agenda, but it was thought beneficial to leave it to the end so that any risks identified during the meeting could be added.

Education Department update

11. The Director of Education, Dr Linda Prescott-Clements, gave an oral update on the work of the Education Department. The Committee heard that Linda had been contacted by the Quality

Assurance Agency for Higher Education (QAA) regarding the benchmarking statement to see if there was any will to revise the out-of-date benchmarking status for Veterinary Schools. They had had few responses and would therefore archive the statement and use RCVS standards and Day One Competences. The QAA would be writing to all Vet Schools in due course.

12. The Committee heard that CertAVP General Small Animal Surgery Synoptic Exams had been held on-line using zoom, using breakout rooms for reading time and “holding” candidates to ensure that the exams were robust. Particular thanks were given to Laura Hogg for her work in setting up and running the exams.
13. The Committee noted that Jonathan Reid and Linda Prescott-Clements would be presenting at the European Board of Medical Assessors conference that afternoon.
14. Kieran Thakrar was welcomed to the Education Department as Education Assistant.

RCVS Covid-19 Taskforce update

Extra Mural Studies (EMS)

15. The committee received a copy of the paper that went to the Taskforce in September and noted that a further change to the temporary EMS policy had been approved for the incoming 1st years (class of 2025), and the 3rd years (class of 2023). The 1st year’s animal handling requirement now matched that allowed to the classes of 2023 and 2024, in that it had been reduced by 6 weeks, with the shortfall made up with supplementary online EMS. The 3rd years’ requirement for clinical EMS had also been reduced by 5 weeks to 21 weeks.
16. The Chair asked the student representatives about their feelings around EMS in the current situation. Whilst students were generally happy with the reduction, there was still a lot of worry and anxiety amongst the whole student body about being able to complete the requirement even with the reductions, due to placements being cancelled and difficulties in booking placements with availability being low with less practices offering placements.
17. It was emphasised that the situation was always under constant review at RCVS, working with Vet Schools Council and the RCVS EMS Coordinators Liaison Group. It was also reported that joint guidance from RCVS, VSC, BVA, SPVS and AVS was currently being drafted for practices around advice and suggestions around best practice when taking students on, in the hope that more practices would be able to open up to students

Remote and On-line assessments

18. A paper detailing the requirements for assessments being carried out remotely or on-line was presented. The details had already been shared with both the Covid-19 taskforce and the Vet Schools Council before being brought the Education Committee. The paper references the guidelines from QAA and the Office for Students and concludes with the RCVS requirements to ensure that both reliability and security are maintained for exams that are conducted remotely.

19. Further discussion around the requirements will take place in a dedicated meeting with Vet Schools Council Education Committee members to take place on Friday 13th November.

Virtual RCVS Accreditation

20. The policy for carrying out virtual visitations which had been approved by the Covid-19 Taskforce was received and noted. It was reported that guidance for joint international accreditation visits was currently being drafted between RCVS and the Australasian Veterinary Boards Council (AVBC) and the American Veterinary Medical Association (AVMA).

Synoptic Exams

21. The Committee noted that RCVS Council Covid-19 Taskforce approved the temporary change for RCVS synoptic exams to be held in a remote format. The exams had been held successfully.

Update from CPD Policy Working Party

22. The committee received the minutes from the CPD Policy Working Party's meeting on the 1 October 2020.
23. Richard Stephenson had taken over as the new chair of the Working Party and as part of the meeting they reviewed data from 1CPD as well as the communication strategy for last quarter of 2020 which will focus on engagement with any non 1CPD users through written press, webinars and targeted communication.
24. The CPD Policy Working Party and CPD Compliance Panel are planning a joint meeting in January to discuss the priorities and responsibilities of each group and make sure that work is not duplicated.

Graduate Outcomes

Veterinary Graduate Development Programme (VetGDP)

25. The Committee acknowledged the notes from the Mentoring Task and Finish group meeting and welcomed the clarification of the name to "VetGDP Adviser". The Committee discussed whether it should be mandatory for veterinary surgeons who have been off the register for a period of 5 years or more to enrol onto the VetGDP on their return to the register. The committee agreed that it was a positive step as this was not a punitive scheme but aimed to assist the veterinary surgeon to get the support they may need. The point was raised that whilst this may be useful for those returning to standard practice it may not be applicable to all returning to the register, such as those in research. Therefore, the Committee agreed that it should be mandatory for all veterinary surgeons returning to the register after a period of five years to sign up for the VetGDP but there would be a facility to apply for and be granted an exemption on a case-by-case basis.

26. The Committee was asked to approve an application for funding to assist with the setup of the VetGDP Adviser e-learning package. Given the time restrictions, the money would be used to employ a content designer/administrator to upload the material on to the Moodle platform and for commissioning some external content from guest speakers and educationalists. Given the potential value of the project and shortened timeframe, the Committee was happy to support the proposal.

EMS/Clinical Education Update

Graduate Outcomes EMS & Clinical Education Sub-Group

27. Members received and noted the minutes from meetings held by the sub-group in September and October.

Potential interventions for implementation by RCVS to support improved EMS

28. Part of the role of the sub-group was to review the current EMS system and consider ways forward to improve it. There are a number of well-known and acknowledged challenges with the current system, and to gather feedback and ideas on how to address these, a series of semi-structured interviews were held with the EMS Coordinators from each of the vet schools, as well as other representational bodies (SPVS, AVS, BVA) that sit on the EMS Coordinators Liaison Group.
29. A report summarising the information obtained in these interviews was then considered by the EMS Coordinators Liaison Group initially, and then the EMS & Clinical Education Sub-Group. The report was also received and noted by Education Committee. A series of suggested interventions led by RCVS which could better support vet schools in their implementation of EMS, and improve the EMS experience for students and vet practices, were presented to Education Committee to consider.
30. Education Committee agreed that further work could be progressed with the following suggested interventions:
- Produce a new RCVS policy on which types of placement are appropriate; requirements for student flexibility; and newly structured feedback and reflection forms
 - Develop detailed RCVS guidance on EMS for wide communication with students, practitioners and placement providers
 - Develop a more uniform and structured approach to the booking of placements to allow for more consistent and improved communication between schools, students and practices, before and after placements
 - Explore the benefits of RCVS hosting a national database of practices offering EMS, with information such as insurance, location and student support available
 - Developing a virtual RCVS introductory EMS engagement event for students and providers
 - Offer the e-learning modules currently being developed to support the VetGDP Adviser role as free CPD for any practitioners hosting students on EMS
 - Offer RCVS Knowledge resources to EMS providers at no cost

31. There was also support for the suggestion around exploring the possibility of centralised funding of EMS. It was agreed that funding was a huge barrier and more needed to be done to help diversify the profession, as student loans alone do not cover costs of EMS placements for all students. Whilst acknowledging that RCVS funding of students' EMS would not be feasible, it was reported that there were a number of bursaries available to students. Therefore, it was agreed that a better way forward would be for RCVS to collate all information on bursaries that were currently available and make this information available to students centrally.
32. Regarding the development of a national database to provide a more uniform structure to booking EMS placements, it was agreed that there would still need to be flexibility allowed around bookings and to avoid any process being too rigid. The idea was widely supported though, as it could take away a lot of administration from the schools around the booking of placements.
33. There was only one suggestion that Education Committee did not agree to: explore, with VSC, the possibility of schools offering free and/or discounted CPD to EMS providers. Whilst appreciating the spirit of the suggestion, there were a number of arguments against this. At a practical level, it could prove difficult for the schools to manage and implement, and there was no real uniformity between schools around how CPD bookings and payments were taken. Holistically, it was agreed that offering something for free should not be the motivation, but more should be communicated around how the act of mentoring students was in itself CPD. It could also move away from a common misconception that CPD only comes in the form of lectures or courses. This, paired with the free of delivery of VetGDP Adviser e-learning modules to practitioners, would also be more effective in developing mentors and role models within the profession.

Recommendations for defining future clinical education

34. The results from the Graduate Outcomes consultation demonstrated that the profession supported the proposal that in future, "the majority of clinical education should take place in general practice." It had been previously agreed that "majority of clinical education in general practice" required careful interpretations, with a new and complete definition of "majority", "clinical education", and "general practice" agreed upon. At the last meeting of Education Committee, the EMS and Clinical Education Sub-Group were asked to reconsider their initial thinking around the definition of what constitutes a "majority". The sub-group had also been working on a new definition of "clinical education" as an umbrella term, as well as a definition of "general practice". These draft definitions, along with a re-considered a full draft of the definition of a "majority" were presented to Education Committee for approval.
35. Education Committee agreed to approve both definitions. Therefore, the definitions of "clinical education" and the majority of clinical education to be delivered in general practice as anything more than 50% would be written into the new RCVS Accreditation Standards.

Day One Competences (D1C)

36. Following the publication of the new Day One Competences, RCVS was contacted to enquire why a particular competence had not been included. In order to be in agreement with EU Directives, the European Coordinating Committee on Veterinary Training (ECCVT) had decided in 2015 to include the following Day One Competence:

'Perform inspection of food and feed including post-mortem inspection of food producing animals and inspection in the field of related food technology.'

37. This competence had not been included in the previous version of RCVS D1Cs, and from the records it was not clear whether this was a deliberate omission or just an oversight. Education Committee discussed whether this competence should be added to the current D1Cs, and whilst it was accepted that there should be parity between the UK and EU, it was agreed that the current phrasing was perhaps too detailed and related to skills which would be developed post-graduation.

38. Education Committee decided that the competence should be re-drafted to ensure that graduates were trained to a level that would ensure they were open to the potential of working in this area, but not fully trained in all areas of food technology.

Action: RCVS to re-draft the D1C.

Accreditation Review

39. Following consideration by the Accreditation Review Working Party (ARWP), as well as both PQSC and Education Committee, a new set of accreditation standards had been produced. Education Committee was presented with a document which set out the proposed supporting guidance, rationale for how each standard related to programme quality, as well as suggestions for the types of evidence that might support each standard.

40. The Committee heard that whilst the new standards had been mapped to the current standards to ensure there were no omissions, they represented a significant change to the current approach, particularly in terms of being much more outcomes-focussed with a clear link to quality, as opposed to being primarily input-based which was becoming an increasingly outdated approach.

41. It was highlighted that the potential sources of evidence did not form a prescriptive list, and that schools would be invited to provide any evidence which they felt demonstrated compliance with the standards.

42. It was also pointed out that several changes had been made to the previous draft seen by Education Committee. Some standards had been removed where duplication was discovered (so as to avoid the danger of 'double jeopardy' for the school wherever possible), and some wording had been amended to help with clarity, based on comments made throughout the committee process.

43. EMS accreditation standards are still outstanding, and it was reported that these would be considered by the Graduate Outcomes working group overseeing this area at their next meeting, after which the ARWP, PQSC and Education Committee would have the opportunity to consider.
44. It was commented that the guidance for standard 6.7 should be expanded to include multiple veterinary professionals, including the various paraprofessionals such as veterinary technicians, and not just veterinary nurses.
45. It was reported that the next step was to work up the full methodology to sit alongside the new standards, and that both pieces of work would be presented to RCVS Council in Spring 2021.

Primary Qualifications Sub-Committee (PQSC)

Reports of sub-committee meeting held on 11th September 2020 and 19 October 2020

46. The minutes of the PQSC meetings held in September and October were received and noted

Cambridge Visitation

47. At this point Professor Wood left the meeting.
48. Following the 2018 full revisit to the University of Cambridge, Department of Veterinary Medicine, PQSC and Education Committee had raised concerns that there were still several issues outstanding from both the 2015 visitation and the revisit in 2018. Both committees had felt it appropriate to recommend a short, focused revisit within one year, to specifically look at the standards on curriculum, assessment, and outcomes assessment.
49. In March 2020, RCVS visitors conducted a focused revisit and the report from the visitors, along with a response to the findings from the Department, was presented to Education Committee for consideration.
50. At its September meeting, PQSC had felt satisfied that any further concerns arising from the visit could be addressed through the annual monitoring process and recommended that full accreditation be granted for the remainder of the seven-year cycle.
51. Following a unanimous vote of approval, Education Committee accepted the recommendation from PQSC. It was noted that the next full visitation to Cambridge would take place in 2025 (subject to satisfactory annual monitoring reports).

Action: RCVS to grant Cambridge full accreditation for the remainder of its seven-year cycle.

Accreditation charges for visitations

52. The current accreditation fee for visitations outside of the UK is £12,000. During original negotiations of the Mutual Recognition Agreement (MRA) that RCVS has with the Australasian

Veterinary Boards Council (AVBC), it was informally agreed that both RCVS and AVBC would charge a reduced accreditation fee for mutual visitations, due to the close working relationship between the two organisations. PQSC were subsequently asked to consider whether RCVS should implement a similar fee structure for schools visited under MRA arrangements (which would include schools not only in Australia & New Zealand, but also South Africa and Ireland), and following discussion Education Committee supported this recommendation.

53. Vet school representatives raised some concerns regarding the costs that they incur when receiving international representation on their accreditation visits and requested that RCVS produce some guidance for these organisations to limit expenses for items such as travel. It was highlighted that whilst it was not within the RCVS' gift to develop policy for other accreditors to follow, there was scope for a discussion amongst the members of the International Accreditors Working Group (IAWG) at their next meeting in 2021, to see whether some commonality could be achieved on this issue. It was also asked whether the lessons learned from holding virtual accreditation visits could be carried forward to help with making them more environmentally sustainable.

SAVC MRA

54. The MRA between RCVS and the South African Veterinary Council (SAVC), signed in 2015, was now due for renewal and following review of a revised draft from SAVC it was agreed that this could now be finalised and signed.

Action: RCVS President to sign MRA and return to SAVC for signature.

CityU Visitation Team

55. The team nominated for the interim visitation to CityU, Hong Kong, in February 2021 was received and Education Committee ratified the names listed.

Statutory Membership Exam (SME)

Updated Guidance

56. The Committee heard that the SME guidance is issued in November so that candidates have sufficient notice of any changes. Usually, the written exams are in April, followed by the OSCE exams in August giving enough time for feedback and updating the guidance. This year, however, the OSCEs are in December which has not allowed for such a straightforward process. None the less, the guidelines have been updated and approved by the SME board and by PQSC and include in the appendix the current Covid-19 related changes so that they can be seen by all. Education Committee approved the guidance.

Remote Invigilation

57. The Committee were reminded that the written component of the 2020 diet of the Statutory Membership Examination was run remotely using Exemplify. Given the current situation with Covid-19, Education Committee agreed to allow the 2021 cohort to sit the examination remotely following the same process as was used in the 2020 diet.

Appeal Outcome

58. One appeal was received following the written component of the exam based on the candidate failing by one mark, which was less than 1 percent. The appeal was reviewed thoroughly by the appeal board, and whilst they sympathised with the candidate the appeal was not upheld.

RCVS Review of Vet School Plans

59. The constraints put in place due to the pandemic, including restrictions on travel and lockdown measures, resulted in significant disruption across the Higher Education Sector. As universities were unable to allow students on site, alternative plans were necessary to ensure continued delivery of courses.
60. In order for RCVS to meet its statutory obligations, it was essential that these temporary changes to the delivery of vet programmes be considered, so that the College could be assured of the standards and outcomes in terms of graduates having demonstrated that they meet the Day One Competences (D1C). Therefore, schools were asked to submit their alternative plans for teaching and assessment to the RCVS for consideration.
61. A panel comprising the Chair of Education Committee, the RCVS Director of Education and an independent expert was set up to review these plans and, following consideration, provided both generic and specific feedback to each of the schools.
62. It had been agreed that Education Committee would receive the feedback on programme changes that had been sent to each school, as confidential items, and these were noted. It was reported that the next update from schools was received on in October and was currently being considered

Certificate in Advanced Veterinary Practice (CertAVP)

63. Dr Melissa Donald gave an oral update of the CertAVP sub-committee meeting held on the 4 November, the first for Melissa as Chair and for Rob White from Nottingham. Liz Chan from the RVC has also been invited to join the sub-committee but had a previous engagement. The Committee heard that the sub-committee had approved a 3rd attempt for a candidate at the synoptic exam, an update of the ECC modules reviewed by Liverpool and the RVC and accredited Nottingham to assess the 5 new Small Animal Advanced Clinical Practice modules which they have developed and have recently been added to the modular certificate scheme.

64. The quantitative results of the CertAVP evaluation questionnaire were intended to come to the CertAVP meeting and to Education Committee but it was felt that without the qualitative results and the desk research these might present an incomplete picture. The CertAVP sub-committee will have an extraordinary meeting in January to discuss the results which can then come to Education Committee in February.

Advanced Practitioners

List of new approved and re-approved advanced practitioners

65. The Committee noted the lists of approved and re-approved Advanced Practitioners.

Professional Development Phase (PDP) Statistics

66. The Committee received and noted a paper providing an update on the sign-up and completion data for the Professional Development Phase.

Fellowship Subcommittee

67. The Committee noted the minutes from the meeting held on the 9 September 2020.
68. There was a comment around the lack of diversity within the membership of the sub-committee. However, as the final remaining candidates on the Fellowship by Thesis route would only be enrolled until August 2022, the sub-committee's work was winding down and would no longer need to be in place passed that date. Therefore, it was agreed that the membership would not be reviewed.

Recommendation for award of Diploma of Fellowship by Thesis

69. The Fellowship Sub-Committee had also put forward a recommendation to award the Diploma of Fellowship by Thesis to candidate T/768, following the examiners' initial recommendation. Education Committee agreed to recommend the award to Council for final ratification.

Risk Register

70. The committee received and noted the risk register for the Education Department.
71. The committee reviewed the reports and based on the discussions at the meeting to add risks in relation to students not being able to undertake placements/complete EMS, undermining other countries' degrees through members going through the stat exam, re-negotiating mutual recognition agreements and not being able to graduate this year's cohort.

Any Other Business

72. The Education Department had received several enquiries from EU vets who had asked if they can take our statutory membership exam in order to register with the Australasian Veterinary Boards Council (AVBC). The AVBC currently recognises the RCVS statutory membership examination, which for European vets represents a cheaper and more convenient route to AVBC membership than taking the Australasian Veterinary Examination.
73. The Registrar informed the committee that at the moment EU vets are not able to sit the stat exam in accordance with the Veterinary Surgeons Act but once the EU transition period expires at the end of this year that might change. From January 2021, any non-UK graduates become foreign registrant whether they graduate from an EU vet school or any other overseas schools.
74. The legislation will need to be reviewed and Education Committee need to decide if EU vets should be allowed to take the stat exam and if they do allow that, can candidates who fail still register with RCVS using an EAVE approved qualification. The Education Committee felt that this issue needed to be explored further and asked for a paper with further details at the next meeting in February 2021.

Action: Education Department to prepare a paper for February's meeting.

Date of next meeting

75. Tuesday 9th February 2020 at 10am

Britta Crawford
Committee Secretary
November 2020
b.crawford@rcvs.org.uk

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	RCVS Covid-19 Taskforce update - EMS
Summary	A further two reviews of the temporary EMS Policy took place in November 2020 and January 2021. This paper summarises the decisions taken by Taskforce.
Decisions required	None, to note
Attachments	Annex A – Taskforce paper, 30 November 2020 Annex B – Taskforce paper, 7 January 2021
Author	Duncan Ash Senior Education Officer d.ash@rcvs.org.uk / 020 7202 0703

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	n/a
Annex A	Unclassified	n/a
Annex B	Unclassified	n/a

¹Classifications explained

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²Classification rationales

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RCVS COVID-19 Taskforce update – EMS

Summary of decisions taken since last update

November 2020

1. As previously agreed, the first of the planned three-monthly reviews of EMS policy took place in November 2020. To help inform Taskforce of any decision, data was requested on completion rates from each school via the EMS Coordinators, in the form of mean, median and range of completed weeks for each year group, against what they would usually have been expected to be completed by November in a normal year.

2. Taskforce were given the data and considered a choice of three options to take going forward:

- A. No decision to be taken at this time;
- B. A reduction of 2 weeks (3rd year students) and 4 weeks (4th year students) to the requirement for clinical EMS;
- C. A reduction of 4 weeks (3rd year students) and 5 weeks (4th year students) to the requirement for clinical EMS.

3. It was agreed to go with option C, and to again hold a further review in 3 months time. This decision was taking into account any potential loss of opportunities for EMS placements over the Christmas period, with the situation being viewed as most critical for the 3rd and 4th year students.

4. The paper considered by Taskforce can be seen at **Annex A**.

5. The amended requirements currently in place, as agreed and published on 30 November 2020, are shown in Table 1.

Table 1: EMS requirements in place as of 30 November 2020.

Student Cohort		AHEMS requirement (usually 12 weeks)	Clinical EMS requirement (Usually 26 weeks)
Year of programme starting in September 2020	Year of Graduation		
Year 1	2025	6 weeks with online top-up around personal learning objectives	26 weeks
Year 2	2024	6 weeks with online top-up around personal learning objectives	26 weeks
Year 3	2023	6 weeks with online top-up around personal learning objectives	17 weeks with online top-up around personal learning objectives
Year 4	2022	12 weeks	13 weeks with online top-up around personal learning objectives
Year 5	2021	12 weeks	13 weeks

January 2021

6. Following the further restrictions imposed by the government prior to the Christmas period and a further national lockdown announced for January, it was decided to carry out an urgent review of EMS policy. Again, the schools were asked to submit updated data on EMS completion rates, as at January 2021.

7. Taskforce were given the data and considered a choice of three options to take going forward:

- A. No decision to be taken at this time, with a further review at the end of February;
- B. No decision to be taken at this time, with a further review in April;
- C. A reduction of 4 weeks clinical EMS for Year 3.

8. After careful consideration it was decided to go with option B. As it had only been a short while since the previous review, there was little change to numbers in the completion rates, however, there had been small increases at each school. Although further restrictions had been introduced, it showed that some placements were still taking place. Therefore, in considering the updated data against the most recent update to the policy, it was decided that no further reductions would be made at that stage, and a further review would take place in 3 months.

9. The January Taskforce paper can be seen at **Annex B**.

Review of EMS policy

Background

1. Since the start of the pandemic, a number of temporary amendments to Extra-Mural Studies (EMS) policy and support measures have been put in place to address the difficulties faced by students in achieving their full EMS requirement of 12 weeks Pre-clinical Animal Husbandry EMS (AHEMS) and 26 weeks Clinical EMS.
2. In most circumstances, AHEMS is completed in the first two years of study, prior to the student starting their clinical placements in year 3 of their programme.
3. The amended requirements currently in place are shown in Table 1.

Table 1: EMS requirements in place October 2020.

Student Cohort		AHEMS requirement <i>(usually 12 weeks)</i>	Clinical EMS requirement <i>(Usually 26 weeks)</i>
Year of programme starting in September 2020	Year of Graduation		
Year 1	2025	6 weeks with online top-up around personal learning objectives	26 weeks
Year 2	2024	6 weeks with online top-up around personal learning objectives	26 weeks
Year 3	2023	6 weeks with online top-up around personal learning objectives	21 weeks
Year 4	2022	12 weeks	18 weeks with online top-up around personal learning objectives
Year 5	2021	12 weeks	13 weeks

4. As part of the on-going review into the temporary amends to EMS policy as a result of restrictions put in place by government due to the COVID-19 pandemic, RCVS had requested data from the EMS Coordinators at each of the vet schools, detailing the average number of weeks completed

per year (mean, median and range), against the number of weeks that would normally have been completed by November in a typical year. A summary of the data collected can be seen at **Annex A**.

5. The pre-clinical (AHEMS) EMS policy for the recent student intake (graduation year of 2025) had been reviewed in September and amended so that it is in line with the current 2nd years (graduation year of 2024), with the requirement being reduced to 6 weeks “hands-on, in person” EMS, with a top of the supplementary RCVS online EMS.
6. For the current 2nd years (graduation year in 2024), the data returned does not currently suggest that students will struggle to meet the reduced requirement for their pre-clinical (AHEMS) EMS, therefore no further review is recommended at this time.
7. Similarly, based on the data returned by the schools, there was nothing to suggest that the current 5th year students (graduation year of 2021) were not on track to be able to complete the amended requirement of 13 weeks clinical EMS prior to graduation. Therefore, no review of this requirement is recommended at this time.
8. Based on the data for the current 4th year students (graduation year of 2022), the average number of weeks completed by students to date appear to be below that usually expected at this time for most schools. The policy had already been amended so that the requirement for clinical EMS was reduced to 18 weeks (with online top-up), however three of the schools’ data showed that students had, on average, completed 4 weeks less EMS than might be expected at that time.¹
9. The clinical EMS policy for the current 3rd years (graduation year of 2023) had also been recently reviewed in September and was reduced by 5 weeks to 21 weeks. As students move into their clinical year in the 3rd year, the levels of EMS expected to be completed at this time is generally low, however student averages are already below this number. With around two and half years until graduation, it is difficult to predict at this time if students will be able to complete the requirement.

Options for review

10. As the data suggests, the situation for the 3rd and 4th years is unclear. Although EMS can be considered as a work placement, and students would therefore be permitted to carry out placements whilst being exempt from the usual restrictions under national or local lockdowns, the availability of placements is still proving to be a challenge, with some students reporting difficulties in booking placements, and some practices reporting anecdotally that they were not considering hosting placements until mid-2021 at the earliest, which would mean that students may not be able to locate placements during the Christmas break as normal. With positive news on vaccine development, it could suggest that placement availability may start to make a return towards normal levels throughout 2021, however there are still no guarantees. It should also be noted that whilst the previous policy amendments have been well received within the student body,

¹ N.B. Schools expect EMS to be completed at different times depending on where they’ve identified ‘space’ in the programme.

there is still a level of anxiety amongst students due to the continuing uncertainty of the situation, and some express concerns that they will not have enough experience upon graduation.

11. It is proposed that options for amending the EMS requirement for the 3rd and 4th years should be considered (graduation years 2023 and 2022 respectively). The RCVS Covid-19 Taskforce is invited to consider the following three options and agree a way forward:

A: No decision to be taken at this time

With the data being unclear as to whether or not students in the 3rd and 4th years would be able to complete the required EMS weeks prior to graduation in 2023 and 2022, no further temporary amendments will be taken at this time. The situation will continue to be monitored going forward (every 3 months during the pandemic), and any decision can be at such a time when further evidence is available. Whilst this option would not offer any reassurance to students, it could avoid a reduction that may eventually prove to be unnecessary.

B: A reduction of 2 weeks (3rd year students) and 4 weeks (4th year students) to the requirement for clinical EMS

A reduction to the number of clinical EMS weeks required for 3rd and 4th year students (graduation classes of 2023 and 2022 respectively), as follows:

3rd years: 21 weeks → 19 weeks (with additional online top-up)

4th years: 18 weeks → 14 weeks (with additional online top-up)

This would amend the policy in line with the current picture regarding EMS completion. A further review of policy for all years is proposed in 3 months' time.

C: A reduction of 4 weeks (3rd year students) and 5 weeks (4th year students) to the requirement for clinical EMS

A reduction to the number of clinical EMS weeks required for 3rd and 4th year students (graduation classes of 2023 and 2022 respectively), as follows:

3rd years: 21 weeks → 17 weeks (with additional online top-up)

4th years: 18 weeks → 13 weeks (with additional online top-up)

This would amend the policy in light of the current picture regarding EMS completion, the likely shortfall of EMS available of Christmas and New Year, and put 4th year students in line with current final year students in terms of the overall clinical EMS requirement.. A further review of policy for all years is proposed in 3 months' time.

12. Taskforce members should be aware that additional guidance is being prepared for communication with UK vet practices (next week), around safety considerations when offering EMS placements to students. It is hoped that this will help reassure practices and they will open up placements, and will be produced jointly by RCVS, VSC, AVS, SPVS and BVA.
13. In the event of any agreed reduction, RCVS should further communicate the importance of EMS to both students and schools, and stress that the policy is the minimum requirement. Students

should be strongly encouraged to seek any opportunities for further weeks of EMS even once the required number of weeks has been reached.

Summary of data collected on EMS completion rates

The usual number of weeks to be expected, as of November

	Graduating Year				
	2025	2024	2023	2022	2021
Cambridge	8	12	0	8	20
Edinburgh	0	10			
Glasgow	0	8	4	10	20
Liverpool	0	6	4	11	21
Nottingham	0	6	4	8	16
RVC	0	6	0	8	18
Surrey	0	12	6	26	26

(no data supplied from Bristol, and no data on clinical EMS supplied from Edinburgh)

The median of completed weeks

	Graduating Year				
	2025	2024	2023	2022	2021
Cambridge	2	7.5	0	4	15
Edinburgh	0	4			
Glasgow	0	7	2	10	21
Liverpool	0	5	1	6	15
RVC	2	4	0	4	14
Surrey	0	7	4	10.5	16.5

(no data supplied from Bristol, and no data on clinical EMS supplied from Edinburgh)

The mean of completed weeks

	Graduating Year				
	2025	2024	2023	2022	2021
Cambridge	3	7	0	5	14
Edinburgh	0	4			
Glasgow	0	7.4	3.9	11.5	21
Liverpool	0	4.3	1.5	6.1	14.5
Nottingham	0	6	0.24	4.8	13
RVC	2.6	4	0	4	14
Surrey	0	6	2.8	8.8	19.1

(no data supplied from Bristol, and no data on clinical EMS supplied from Edinburgh)

The range of completed weeks

	Graduating Year				
	2025	2024	2023	2022	2021
Cambridge	0-8	2-13	0	0-21	2-23
Edinburgh	0	0-12			
Glasgow	0	0-12	0-26	0-26	0-26
Liverpool	0	0-10	0-10	0-16	0-22
Nottingham	0	0-12	0-10	1-12	5-22
RVC	1-6	1-11	0	1-11	1-24

(no data supplied from Bristol and Surrey, and no data on clinical EMS supplied from Edinburgh)

Review of EMS policy

Background

14. Since the start of the pandemic, a number of temporary amendments to Extra-Mural Studies (EMS) policy and support measures have been put in place to address the difficulties faced by students in achieving their full EMS requirement of 12 weeks Pre-clinical Animal Husbandry EMS (AHEMS) and 26 weeks Clinical EMS.
15. In most circumstances, AHEMS is completed in the first two years of study, prior to the student starting their clinical placements in year 3 of their programme.
16. Taskforce had agreed to review the temporary requirements periodically every 3 months for as long as the pandemic continued, with the first review taking place in November 2020. RCVS had requested data from the EMS Coordinators at each of the vet schools, detailing the average number of weeks completed per year (mean, median and range), against the number of weeks that would normally have been completed by November in a typical year.
17. After considering the data, Taskforce took the decision to lower the requirement for clinical EMS for Year 4 from 18 weeks to 13 weeks (with online top-up around personal learning objectives); and for Year 3 from 21 weeks to 17 weeks (with online top-up around personal learning objectives). The usual requirement for clinical EMS would normally be 26 weeks.
18. The amended requirements currently in place, as agreed and published on 30 November 2020, are shown in Table 1.

Table 1: EMS requirements in place as of 30 November 2020.

Student Cohort		AHEMS requirement (usually 12 weeks)	Clinical EMS requirement (Usually 26 weeks)
Year of programme starting in September 2020	Year of Graduation		
Year 1	2025	6 weeks with online top-up around personal learning objectives	26 weeks
Year 2	2024	6 weeks with online top-up around personal learning objectives	26 weeks
Year 3	2023	6 weeks with online top-up around personal learning objectives	17 weeks with online top-up around personal learning objectives

Year 4	2022	12 weeks	13 weeks with online top-up around personal learning objectives
Year 5	2021	12 weeks	13 weeks

19. The next review had been planned to take place in late February, however, further to increased restrictions being announced over the Christmas period, with the announcement of further periods of national lockdown in all countries in the UK earlier in January, Taskforce is now asked to carry out a review slightly earlier than planned.
20. As with the review in November, RCVS had requested data from the EMS Coordinators at each of the vet schools, detailing the average number of weeks completed per year (mean, median and range), against the number of weeks that would normally have been completed by January in a typical year. A summary of the data collected can be seen at **Annex A**.

Options for review

21. It was not necessarily expected that there would be any large scale changes to the figures reported at the end of November due to reported limited availability of EMS placements. Whilst this is the case, there has been further completion of EMS for varying percentages of students across all years at each school during this time.
22. As mentioned above, following the review in November, amendments were made the clinical EMS requirement for Years 3 and 4 as they were deemed to be in the most pressing situation. The latest data from January 2021 may not show a large scale change in numbers of weeks completed, but following the amendments agreed in November the picture does seem to be less critical at this time.
23. Based on the current amended policy, the next most critical stages are likely to be for be for students in Year 2 and Year 3.

Year 3: Although arguably less critical at this exact moment in time, if clinical EMS placements continue to be limited, then opportunities for the students currently in Year 3 to catch up with weeks in Years 4 and 5 will become more difficult. Students would have either not yet begun their clinical EMS at this time in Year 3, or if they have it would only be minimal, therefore the current completed numbers would not usually be a cause for concern. However, it will need closer monitoring if restrictions and lockdowns continue further into spring and summer as that is when placements would usually be expected to take place.

Year 2: All but one of the schools require their students to have completed their pre-clinical EMS before they are able to move on to their clinical years. Based on the current data, the schools

are averaging close to 50% or above of the amended requirement for the 6 weeks of in-person pre-clinical EMS which suggests that they would be more or less on track to be able to complete this before September 2021. However, if periods of heavy restriction and lockdown continue further into the spring and summer, this could continue to have an effect on placement availability going forward which may see some students struggling to meet the requirement.

The RCVS Covid-19 Taskforce is invited to consider the following three options and agree a way forward:

A: No decision to be taken at this with a further review to be taken at the end of February

With no real change in the data collected and following soon after recent amendments, no further temporary amendments will be taken at this time, with a review to take place at the end of February, in line with the original 3 month planned review cycle. With evidence to show that some students were able to complete EMS placements over the Christmas period, it could suggest that further placements may be able to take place during this current period of lockdown. With no decision being taken at this time, the promise of an earlier review would offer more reassurance to students, however it would again be likely that there would be minimal changes in completed weeks.

B: No decision to be taken at this time with a further review in April

With no real change in the data collected and following soon after recent amendments, no further temporary amendments will be taken at this time with a review to take place in 3 months time, i.e. April 2021. With evidence to show that some students were able to complete EMS placements over the Christmas period, it could suggest that further placements may be able to take place during the Easter period which would then help to gain a clearer picture for Year 2 in particular. Whilst this option would not offer any further reassurance to students, it could avoid a reduction that may eventually prove to be unnecessary.

C: A reduction of 4 weeks clinical EMS for Year 3

A reduction to the number of clinical EMS weeks required for 3rd year students to 13 weeks (with additional online top-up), which would move them in line with the current requirement for Years 4 and 5.

This would be more proactive in anticipating limited chances to complete EMS for the early part of 2021, leaving a requirement which would then be more realistic to catch up on in later years.

24. In the event of any agreed reduction, RCVS should further communicate the importance of EMS to both students and schools, and stress that the policy is the minimum requirement. Students should be strongly encouraged to seek any opportunities for further weeks of EMS even once the required number of weeks has been reached.

Summary of data collected on EMS completion rates – January 2021

The median of completed weeks

	Graduating Year				
	2025	2024	2023	2022	2021
Bristol	0	2	0	4.2	13.6
Cambridge	3.5	8	1.5	7.5	13
Edinburgh	0	4	0	7	13
Glasgow	0	7	2	10.3	22
Liverpool	0	5	1	6	15
RVC	2	4	0	4	15
Surrey	1	4	2	9	19

The mean of completed weeks

	Graduating Year				
	2025	2024	2023	2022	2021
Bristol	0	2.9	0.1	5.1	13.7
Cambridge	3	7	0.9	5.7	14.6
Edinburgh	0	4	0.5	8.2	13.7
Glasgow	1	7.4	4	11.7	21
Liverpool	0	4.3	1.5	6.1	14.5
RVC	3	4.1	0	4.5	15
Surrey	1.4	5	2.9	9.1	18.4

The range of completed weeks

	Graduating Year				
	2025	2024	2023	2022	2021
Bristol	0	12	6	16	17
Cambridge	0-10	2-13	0-2	0-21	2-23
Edinburgh	0	0-12	0-6	0-26	5-26
Glasgow	0-6	0-12	0-26	0-26	7-26
Liverpool	0	0-10	0-10	0-16	0-22
RVC	1-9	1-11	0	0-12	5-23
Surrey	2	4	5	18	24

No data supplied from Glasgow as at 7/1/21.

Data was supplied from Nottingham, however not in the specific format:

- Grad 2021: aside from 1 or 2 students, they are on track to complete EMS requirements
- Grad 2022: since Nov, approx. 50% of students have completed 1 or 2 weeks of additional EMS. The other 50% have added none.

- Grad 2023: since Nov, approx. 30% of students have completed a further 1 or 2 weeks of EMS. The other 70% have added none.
- Grad 2024: since Nov, approx. 10% of students have completed a further 1 week of EMS. The other 90% have added none.
- Grad 2025: since Nov, approx. 10% of students have completed a further 1 week of EMS. The other 90% have added none.

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Review of changes to the CPD requirement due to Covid-19
Summary	<p>Following the introduction of the first lock-down restrictions in 2020 as a result of the Covid-19 pandemic, the RCVS CPD requirement was reduced by 25% for both veterinary surgeons and nurses. 1CPD data shows that a large majority of the profession have met the requirement for 2020.</p> <p>At a recent meeting of the CPD Policy Working Party, the issue of possibly reducing the requirement for 2021 was discussed in light of the current lockdown now in place.</p> <p>The RCVS Covid-19 Task Force recommend that the CPD requirement for 2021 is not reduced at this point in time despite the lockdown, and that 1CPD data and the number of CPD 'pause requests' received continues to be reviewed over the next four weeks. It was agreed that it is important that we continue to highlight the flexibility of the policy such as being able to pause your CPD.</p>
Decisions required	None
Attachments	Annex A – 1CPD Hours for 2020
Author	Jenny Soreskog-Turp Lead for Postgraduate Education j.soreskog-turp@rcvs.org.uk / 020 7202 0701

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	
Annex A	Unclassified	

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 others2. To maintain the confidence of another organisation3. To protect commercially sensitive information4. 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

Background

1. The completion of CPD is mandatory for both veterinary surgeons and nurses in accordance with the RCVS Code of Professional Conduct. Veterinary surgeons are required to undertake 35 hours of CPD per calendar year while the requirement for veterinary nurses is 15 hours.
2. The RCVS CPD requirement is very flexible and allows for a range of activities to be counted, including self-directed or distant learning.
3. Within the CPD policy it is possible for individuals to 'pause' their CPD requirements due to exceptional circumstances and planned periods away from work.

CPD requirement for 2020

4. Following the spread of the Covid-19 virus and the restrictions introduced by the government, many members were concerned about meeting the CPD requirement for 2020. To support members juggling family life, childcare and their professional responsibilities, the RCVS decided to reduce the CPD requirement by 25% for 2020. The CPD requirement was reduced to 26 hours for veterinary surgeons and 11 hours for veterinary nurses.
5. The Covid-19 Taskforce reviewed the requirement again in June 2020 but decided to make no further changes to the hourly requirement.
6. The RCVS CPD recording portal 1CPD was launched in 2020 and more than 70% of UK practicing vets and 85% of veterinary nurses are active users.
7. 62 % of veterinary surgeons and 68 % of veterinary nurses using 1CPD completed the CPD requirement for 2020, and a further 17% of veterinary surgeons and 16% of veterinary nurses completed 90% of the requirement. This does not necessarily mean that the members who have not recorded the full requirement are non-compliant but that they may not have updated their record. Many veterinary surgeons update their records when renewing their registration.
8. Comparing the 1CPD data to previous years, the graph follows the same trend as previous years but shows a lower number of activities being recorded. This is the first year we have live data from 1CPD so the likelihood that members retrospectively record CPD and add activities to previous months is unknown.
9. The CPD requirement also changed last year from a three-year requirement to an annual requirement and we know that some members stop recording once they have met the requirement because they can no longer carry any hours over to next year. Covid-19 is also likely have had an impact on the timely recording of activities.

CPD requirement for 2021

10. As the UK is once again in a national lockdown with school closures and as most veterinary surgeons or nurses do not qualify for critical/key worker status it is important to keep this year's

requirement under review and consider whether any changes to this year's requirement should be considered.

11. It is important that support is offered to any veterinary surgeons and nurses who are struggling with conflicting priorities and feel stressed about completing CPD on top of a busy professional and personal life.
12. It is also important to consider any unintentional consequences that a reduction of the CPD requirement for two consecutive years might have on members engagement with the CPD policy. It is essential that we do not to undermine the importance of CPD and that we can reassure the public about how the professions are maintaining and enhancing their competence.
13. Most other regulators have not reduced the CPD requirement, they have instead made the definition of what counts as CPD more flexible, to make it easier to undertake informal types of CPD. The RCVS CPD requirement is already very flexible with a focus on the learning and development need of the member, so therefore all formats of CPD are allowed, including distance learning, workplace-based learning and self-directed learning such as reading.
14. Whilst the health and welfare of members is our top priority it is also important to remember that if we significantly reduce the CPD requirement many CPD providers that have moved their learning online will suffer in these already difficult times. Therefore, a careful balance is required.
15. RCVS is launching the VetGDP programme in summer of 2021 and as part of the advisor role members will complete 18-20 hours of free online CPD so it is important that is still desirable way to reach the requirement.
16. In 2020, the enquiries that we have received from members concerned about reaching the requirement have been as a result of them being unable to do CPD due to child-care issues or illness. Within our existing CPD policy, any veterinary surgeon or nurse that is struggling to meet the requirement due to exceptional circumstances or planned periods away from work can apply to pause their CPD for up to six months. There still seems to be relatively little knowledge about the ability to pause CPD, and therefore last year we considered retrospective applications which and these are likely to be considered for the rest of this year.
17. RCVS still has not received any enquiries regarding a reduction in the CPD requirement from members, as we are still in the beginning of the year and they have until December to reach the requirement. As we don't know how long the lock-down and restrictions will last for it is difficult to make a decision about a reduction of hours and instead, the CPD Policy working party felt it would be sensible to monitor hours recorded in 1CPD and compare them to previous years. Recommendations for reduction or changes can still be made later in the year if we notice that many are struggling to make up hours that they planned to undertake in the first quarter of 2021.

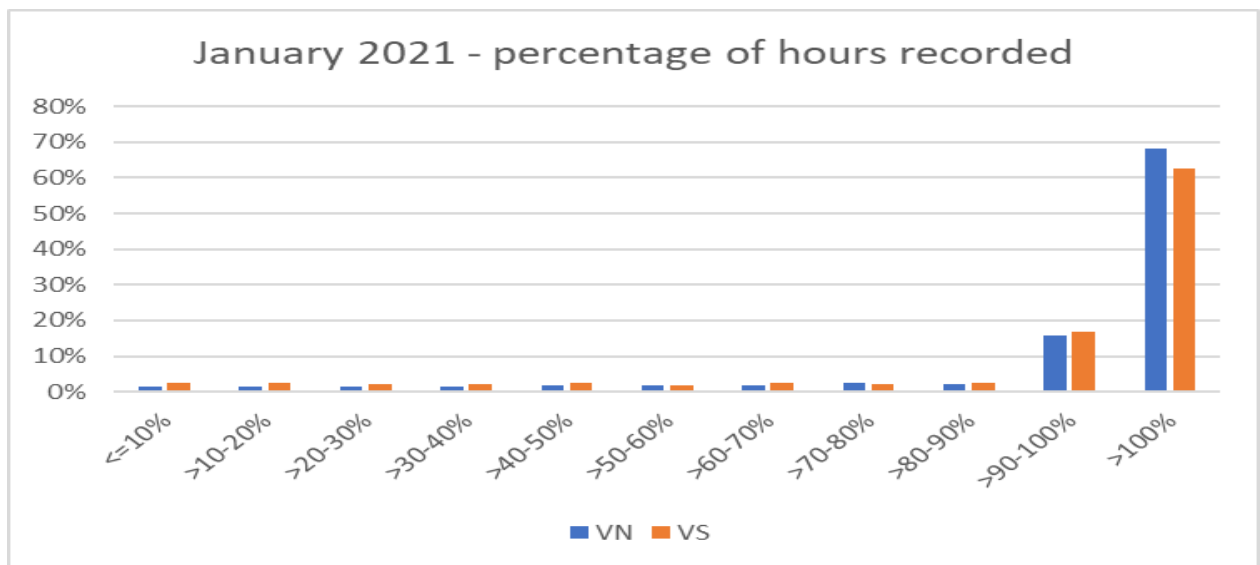
Communication Strategy

18. In the previous lockdown the RCVS made the decision to pause all CPD communication as to not cause any unnecessary stress amongst members.

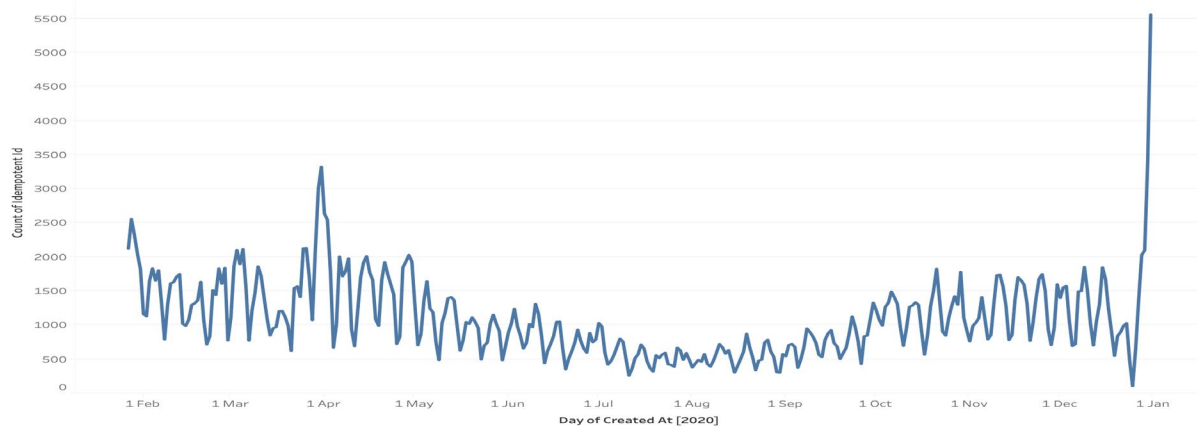
19. The outcomes-based CPD policy and use of 1CPD will become mandatory from January 2022 so the aim of the CPD communication strategy was to engage with members who are not yet using the system, understand their reasons and offer support and one-to-one 1CPD sessions. The tone of this message would be sympathetic and an offer of support rather than forcing them to engage with the system, but it is likely that many have too much going at the moment and don't have the time and energy to learn about 1CPD.
20. We have also had requests from other organisations such as BVA to provide content about CPD and 1CPD so it would be useful to consider if communications should be completely paused or just paused on RCVS official channels.
21. Strong communications regarding CPD and the need to reflection might cause anxiety amongst those who don't have time to engage at the moment. However, some members have indicated to us that they did not realise that they still need to do CPD whilst furloughed for example (probably as they only consider courses to be part of the requirement).
22. It is suggested that the CPD communication strategy for January and February focuses around flexibility on the requirement and the ability to pause CPD and then review the content again at the end of February/early March to consider how to move forward.

Decision Required

23. It is suggested that we do not reduce the CPD requirement at the moment but continue to review 1CPD data to monitor CPD progress and the number of pause requests received within the next four weeks.

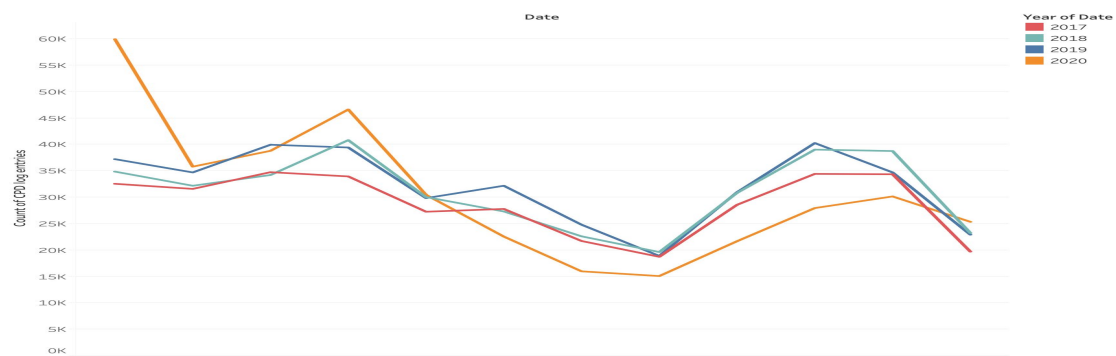


Activities recorded per month 2020



The trend of count of Idempotent Id for Created At Day. The data is filtered on Created At, which ranges from 27/01/2020 00:00:00 to 31/12/2020 23:59:59.

CPD Recording 2017-2020



The trend of count of CPD log entries for Date Month. Colour shows details about Date Year. The view is filtered on Date Year, which keeps 2017, 2018, 2019 and 2020.

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Covid-19 Taskforce update - Statutory Membership Examination
Summary	<p>Enclosed are the following papers which were considered by RCVS Covid-19 Taskforce on 21 January 2021:</p> <ul style="list-style-type: none"> ▪ 'Statutory Membership Exam - Evidence of Good Standing' ▪ 'Statutory Membership Exam – IELTS Indicator update' <p>Taskforce approved the evidence of good standing proposal to allow candidates to enter the 2021 examination without submitting evidence of good standing, which had become difficult to obtain due to the current lockdown. This was approved on the condition that these candidates should submit evidence of good standing to the RCVS no later than 1 year after passing the examination.</p> <p>Taskforce also approved the recognition of IELTS Indicator results.</p>
Decisions required	None, for information
Attachments	None
Author	Jonathan Reid Examinations Manager j.reid@rcvs.org.uk

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	

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

Statutory Membership Exam - Evidence of Good Standing

1. Before being accepted as a candidate for the statutory membership examination, applicants must provide evidence that they:
 - a. are of good standing, i.e. that there is no charge of, or ongoing investigation of, crime or unprofessional conduct outstanding against them
 - b. are of good character in general terms
 - c. the information provided relates to their most recent period of veterinary employment and registration or student activity
 - d. the evidence provided is current and up-to-date and dated within the examination entry period (1 October – 14 February)
2. Evidence of good standing is normally provided by the applicant's national regulator, or by their university if they are in their final year of study. Applicants who are unable to provide a letter from their regulator for whatever reason may instead submit a sworn declaration or affidavit attesting to their good professional standing.
3. The declaration or affidavit must be made by the applicant on oath, or in solemn form, before a competent judicial or administrative authority or notary public. The declaration must be said out loud, on oath or in solemn form, in front of one of these officials. It must be signed by the applicant and also countersigned by the official and include their full name, profession and full address and it must be dated on the day the declaration is made.
4. Because of the lockdown, applicants are encountering difficulties arranging an appointment for their affidavit to be witnessed. This has left some of them unable to provide the evidence of good standing required for entry onto the examination.

Proposal

5. The COVID-19 Taskforce are asked to consider the following options:
 - a. The RCVS upholds the current policy of requiring evidence of good standing to be submitted before the closing date of 14 February 2021.
 - b. The RCVS allows candidates to submit evidence of good standing after the deadline on the condition that successful candidates provide it before they register.

Statutory Membership Exam – IELTS Indicator update

Progress Update

1. In August 2020, the Covid-19 Taskforce considered a proposal to accept 'IELTS Indicator', the online version of the IELTS test. The Taskforce reviewed the proposal and requested whether a demonstration could be arranged whereby IELTS could outline how their security and invigilation processes worked in practice.
2. During the following months, the Examinations Manager made multiple attempts to contact IELTS in order to arrange a demonstration. There is no published telephone number for IELTS customer support, and as such the only way to communicate was via a web form. These requests would go unanswered for weeks at a time.
3. In November 2020, the Examinations Manager received a response from customer support at IELTS to the request for a demonstration. This response redirected the reader to information which was already published on the 'IELTS Indicator' microsite and did not add any new information that was not already available in August 2020 when Taskforce last considered whether to accept 'IELTS Indicator' results.

Current Availability of IELTS and OET tests

4. 'IELTS Indicator' was made available in the first half of 2020 as a temporary alternative to the IELTS held at test centres which had suspended testing due to the first wave of lockdowns. As of January 2021, based on a random sample of testing centres in countries from which numerous statutory membership examination candidates originate from (such as India, Brazil and Pakistan) IELTS appear to have good availability for their physical testing centres.
5. OET currently have a notice on their booking page stating that: "2021 bookings for OET on computer and 'OET@Home' will open in the new year. In the meantime, there are plenty of seats available for OET on paper, which you can book [here](#)." OET tests were still available in 2020, and a number of examination candidates had sat it during this time.

Invigilation procedures of 'OET@Home' and 'IELTS Indicator'

6. Both IELTS and OET have published information on their respective online tests with regards to their invigilation and security procedures. The procedures outlined by IELTS are similar to those used by 'OET@Home' (which has already been approved by Taskforce)
7. Both these tests include the following:
 - Remote invigilation of the candidate whilst they attempt the test using their own computer in their own home.¹
 - Use of the microphone and webcams of the test-takers to take a video and audio recording of them for the duration of the test.
 - Features which lock down the candidate's computer for the duration of the test, thus preventing them from taking screenshots or navigating away from the test software
 - ID checks of the candidates when they log in, which are verified against identification which was submitted when the candidate booked the test/exam

¹ IELTS Indicator uses a combination of artificial intelligence and human invigilation to detect malpractice, whilst OET@Home uses continuous human invigilation for the entirety of their test.

Decision

8. The RCVS COVID-19 Taskforce are asked to consider the following options:
 - a. RCVS upholds the current policy of not recognising 'IELTS Indicator' results.
 - b. RCVS recognises 'IELTS Indicator' results in addition to 'OET@home' results.

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Update from the CPD Compliance Panel
Summary	Minutes from the CPD Compliance Panel's meeting on the 14 January 2021
Decisions required	None
Attachments	None
Author	Jenny Soreskog-Turp Lead for Postgraduate Education j.soreskog-turp@rcvs.org.uk / 020 7202 0701

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	

¹Classifications explained

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²Classification rationales

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CPD Compliance Panel

Notes of the meeting held on 14 January 2021

Present:	Linda Ford	Chair
	Alison Carr	
	Elizabeth Cox	
	Susan Paterson	
	Claire Roberts	
	Neil Smith	
In attendance:	Julie Dugmore	Director of Veterinary Nursing
	Linda Prescott-Clements	Director of Education
	Jenny Soreskog-Turp	Lead for Postgraduate Education
	Rebecca Smith	Education Assistant
	Sandra Neary	Professional Conduct Officer

Welcome and Apologies

1. The Chair welcomed everyone to the meeting and noted that all members were present.

Declarations of interest

2. There were no new declarations of interest.

Minutes of the meeting on the 3 November 2020

3. The minutes of the meeting held on 3 November 2020 were received and approved as a true and accurate record.

Matters arising

4. At the last Education Committee, it was suggested that the CPD admin fee should be discussed by the Finance and Resource Committee. A paper about the admin fee was presented to the committee in November last year. They felt that the CPD admin fee should be the same fee for both veterinary surgeons and nurses considering it would involve the same amount of work. They could not suggest an amount but advised us to review and estimate the costs involved and then suggest an amount so that it truly a CPD admin fee to recuperate costs. Education Department will work with Finance Department to review costs involved and report back to the Compliance Panel.

Action: Education Department to review actual costs for chasing records and report back to the panel

Follow up on non-compliant veterinary surgeons

5. The group received a paper providing information about monitored cases.
6. The group agreed with the recommendations in the paper but had some additional comments and recommendations for a few cases:
 - a. The veterinary surgeon who was referred to the group in 2015 and is still non-compliant is being referred back to Professional Conduct Department after they closed the case against him in 2018. The Panel felt that he was using the flexibility of the system and wanted the Professional Conduct Department to take the history of the case into account when reviewing it.
 - b. One veterinary surgeon has been monitored since 2016 and still not sent records. She has declared some mental health issues so it was suggested that we could explore if she could get support from CPD buddy in practice or if she would give RCVS permission to have a joint meeting with her and the practice manager to try to resolve issues with CPD recording.
 - c. The veterinary surgeons who are still on the register but claim that they will come off the register in this year's annual renewal need to be reminded that it is their professional responsibility to keep up with the CPD requirement until the change their status and clearly communicate that further actions might be taken if they do not engage with the RCVS.
 - d. The veterinary surgeons who had submitted incomplete records should be reminded of their obligation to record CPD and be sent information about 1CPD with links to the webinars.
 - e. One veterinary surgeon stated that he was considering his options and it was suggested to contact him and see if he needed to speak to someone from the RCVS about options for changing his status on the register or perhaps another veterinary surgeon that could offer support for CPD.
7. All monitored cases will be reviewed by the Panel at the next meeting in May.
8. The Panel asked about the process after a case has been referred to the Professional Conduct Department. Ms Neary explained that once they have received all information in relation to the case, the veterinary surgeon or nurse will be contacted by the Chief Investigator Michael Hepper who will inform them that their case has been referred to the department and ask them to submit any records and plan to be reviewed by PIC. Depending on the information submitted, PIC will either refer it back to the Panel for monitoring, keep the case open or take it forward to DC.
9. The Panel discussed if we could contact employers of non-compliant veterinary surgeons/nurses in order to offer them further support. At the moment only the Education Department has got access to the CPD record in 1CPD as it is important that the record is personal and private to the individual. It needs to be the individual's decision to share their record with their employer. 1CPD users can share their CPD by producing a pdf report which includes a summary or an excel report

with details of notes and reflections. Later this year 1CPD will also include a compliance certificate that members can download and present to employers/clients.

New Referrals

10. The group received a paper providing information about veterinary nurses that have been referred following the CPD audit. New referrals are contacted by phone to discuss the CPD requirement and offer advice and guidance. Following the phone call, they are asked to send their CPD record and plan if they are non-compliant.
11. The Panel agreed with the recommendations in the report and would receive a follow up at their next meeting in May.

CPD Pause Report

12. The Panel received and noted the CPD pause report.
13. The Panel suggested a follow up on any applications that were rejected to review if they were non-compliant with the CPD requirement. The panel felt that it could be beneficial to include information from the survey of the professions in relation to number of furloughs.

Action: JST to update the CPD pause Report for future meetings.

14. At the moment the panel felt that the CPD pause report should be a standing item on the agenda to monitor the situation and review the policy.

Any other business

15. There was no other business.

Next Meeting

16. The next meeting is planned for 26 May 2021.

Jenny Soreskog-Turp

January 2021

j.soreskog-turp@rcvs.org.uk

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Graduate Outcomes – EMS & Clinical Education Sub-Group Minutes of the meeting held on 11 December 2020
Summary	Report of the meeting held on 11 December 2020
Decisions required	None, to note
Attachments	Minutes from the GO EMS CE meeting December 2020
Author	Duncan Ash Senior Education Officer d.ash@rcvs.org.uk / 020 7202 0703

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	n/a

¹Classifications explained

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²Classification rationales

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Graduate Outcomes - EMS & Clinical Education Sub-Group

Minutes of the meeting held on 11 December 2020

Members:	Professor Stephen May	Chair
	Dr Rob Williams	
	Dr Richard Hammond	
	Mr Peter Robinson	
	Mrs Brin McNeill	
	Professor Susan Dawson	
	Dr Chris Tufnell	
	Mrs Liz Cox	
	Dr David Charles*	
		*absent

In attendance: Dr Linda Prescott-Clements
Mr Jordan Nicholls
Mr Duncan Ash
Mr Kieran Thakrar

Welcome and apologies for absence

1. Apologies were received from Dr David Charles.

Declarations of interest

2. No interests were declared.

Minutes of the last meeting

3. The minutes from the last meeting held on 9 October 2020 were received and noted. It was agreed that the minutes should be accepted as true record.

Matters arising

4. It was noted that all of the EMS interventions that were recommended at the previous meeting had been approved by Education Committee, with the exception of the suggestion to explore the possibility of vet schools offering free CPD to those practitioners who offer students EMS placements. Education Committee also agreed that the RCVS should explore funding options, potentially in partnership with RCVS Knowledge, and to collate information on available bursaries to be able to signpost centrally.

EMS Standards

5. A draft of the new EMS Standards was received by the group for consideration. As part of the wider Accreditation Review, the group had previously contributed with work on the new definitions of IMR, EMS and Clinical Education, as well as the standard relating to the “majority” of clinical training taking place in a general practice context. The group was now asked to agree on the new accreditation standards relating to EMS.
6. For the draft standard which required there to be at least one member of academic responsible for the delivery of EMS, it was agreed that the wording would be amended to put the emphasis on the correct administrative structure being in place, to be able to deliver and support EMS within the school, rather than an individual.
7. It was also agreed that a new standard which required schools to have processes in place to allow for a tailored approach to students’ individual EMS would be added. This would formalise one of the aims of EMS as being an individual experience for students, based on their own learning and experience needs.
8. The number of required weeks were also discussed, and there were questions raised about whether this requirement would be reviewed, with a view to possibly reducing the number of weeks. It was explained, however, that previous research shows that graduates are still lacking confidence after graduation, and that attrition rates remain high in the profession and that it would not be advisable to reduce the required weeks at this stage. This issue would be considered again at a later date, but only when the quality of EMS had been improved and is more consistent, as well as the improved confidence of newly graduated veterinary professionals.
9. It was noted that the new EMS Standards would be put to the Accreditation Review Working Party for consideration, before being recommended to Education Committee for approval.

Action: RCVS to amend EMS Standards.

EMS Policy

10. A draft update of the new EMS policy was received by the group, which was intended to sit alongside the new standards of accreditation relating to EMS. Upon review of the former policy, it was felt that this was closer to a guidance document than a formal policy, and the new update intended to present the policy more clearly defined as a set of rules, rather than

suggestions. It was noted that there would also be new EMS Guidance drafted to support the policy, which would be presented at a later meeting.

11. Notable changes from previous policy included adding in a species requirement during the animal handling EMS phase, as well as a new section of “professional EMS” forming part of the clinical EMS experience. It was explained that these changes had been introduced based on the discussions with the EMS Coordinators and student reps and aimed to introduce a more unified approach to these areas of EMS across all schools.
12. There was a discussion around the duration of placements, and it was argued that 1 week of EMS in a particular placement would generally not be long enough, and that practices would usually expect a placement to last 2 weeks as a minimum to make the experience worthwhile for the student. It was therefore agreed that this would be written into the policy to specify that placements would “usually be expected to last for 2 weeks as a minimum”. This would still then allow for any placements where 1 week would be appropriate, such as EMS undertaken in a non-clinical setting, for example.
13. A query was raised as to what constitutes a ‘week’ of EMS. It was agreed that this would be defined as whatever was normal for the placement being undertaken. For example, if the practice is normally open for 4 days, then 4 days would be a week. If it is open for 7 days, then it would be 7 days. Although this would not be formally written into the policy, it would be written into the accompanying guidance.
14. The group agreed with the addition of professional EMS; however, they felt that this should not be limited to just 2 weeks, particularly where a student had a genuine interest in a non-clinical area or setting. Therefore, it was agreed that the policy would be updated to specify that further professional EMS be allowed in individual cases where there was a clear interest in pursuing a career in a non-clinical setting, at the schools’ discretion.
15. It was agreed that an amendment to point 16 of the policy would be made, which made it clear that the responsibility of the *formal* teaching of students was the responsibility of the schools. There were concerns that the current wording could suggest that providers were not allowed to offer any further teaching or instruction to students whilst on placement.
16. A minor amendment to point 18 was also agreed, to change the wording so that it read that longer term “commercial” research placements could be allowed for clinical EMS. This was to support point 19, which required all placements to take place outside of the university setting. It was also agreed to add that placements should not normally take place in the usual teaching environment of the veterinary school or associated partners.

Action: RCVS to amend policy and guidance

Tracking

17. It was commented that the final role of the group was to consider possible options for tracking within the veterinary programme going forward. Prior to full consideration, the group was invited to have an initial discussion around their opinions of possible options.

18. It was agreed that tracking would be more beneficial in certain areas such as farming, due to the complexities of the area. It was also felt to be beneficial to students who wish to eventually go into more niche areas of the veterinary industry. It was also agreed that any implementations of tracking would not be related to limited licensure, which was something not allowed under the current Veterinary Surgeons Act. It was noted that these issues would be explored in full at the next meeting.

Next Steps:

- **RCVS to re-draft the EMS policy and guidance**
- **Further discussion on tracking**

Next meeting to be confirmed after the New Year

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Statutory Membership Examination: Remote based testing
Summary	<p>The written component of the 2020 diet of the statutory membership examination was administered remotely using the Exemplify platform. Given the ongoing Covid-19 pandemic, Education Committee agreed to extend this arrangement to the 2021 diet.</p> <p>This approach brings with it a number of advantages when compared to the previous method of test-centre based exams which would be applicable once the pandemic has been resolved.</p>
Decisions required	Education Committee are asked to consider whether to make remotely-run written examinations a permanent feature of the SME from 2022 onwards.
Attachments	None
Author	Jonathan Reid Examinations Manager j.reid@rcvs.org.uk / 020 7965 1104

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	

¹Classifications explained

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Remote based testing

1. The written component of the statutory membership examination (SME) is a computer-based, multiple-choice question test which is normally held in a physical examination centre in London. It is held during late April/early May each year. Due to the Covid-19 restrictions which were implemented at the beginning of 2020, the College had no choice but to postpone the written and OSCE components of the 2020 diet whilst we explored alternative arrangements.
2. The Education department sought an alternative arrangement for running the written component which would allow it to be administered remotely. We engaged the services of ExamSoft: a large American company that offered a platform (Examplify) which could host written examinations remotely and securely.
3. Examplify allows candidates to take written examinations using their own computer from a suitable location of their choosing, such as their own homes. The software uses their microphone and camera to record the candidate whilst they are taking the examination. This footage is reviewed by the built-in anti-cheating software as well as by administrators to detect any suspicious behaviour on the part of the candidate. It also locks down the user's computer for the duration of the exam which stops the candidate navigating away from the Examplify programme whilst the exam is in session.
4. The written component of the 2020 diet was rescheduled for August and was administered using Examplify. Every candidate was able to use the software and complete the examination. There were a small number of minor technical issues, such as some candidates having difficulty logging in via the Examplify programme, however these were dealt with quickly by ExamSoft's customer support channels. No appeals were made by failing candidates against the remote administration of the exam, nor against the software.
5. The post-examination review of the invigilation recordings revealed no obvious signs of cheating or dishonest behaviour from any of the cohort. The pass rate for the written component of the 2020 diet was similar to the pass rate of the 2019 diet (approximately 20%).
6. Due to the ongoing pandemic, Education Committee agreed in November 2020 that the Education department should continue to administer the examination remotely using Examplify for the 2021 diet of the SME.
7. Given the successful implementation of remote-based testing using Examplify in the 2020 diet, Education Committee are asked to consider the advantages of continuing to administer the written examination remotely after the pandemic:
 - The College no longer has to pay for venue hire, which roughly halved the cost of running the 2020 written component of the examination when compared with 2019

- Remote-based testing would make the examination more accessible, particularly for overseas candidates, by reducing the travel and accommodation costs associated with travelling to London to sit the written component
- Remote-based testing would make it easier to scale up the exam to accommodate a significant increase in candidate numbers (which may happen following Brexit)
- The size of ExamSoft as a company allows them to offer greater customer support than smaller companies can, such as their 24/7 customer support number.
- Remote-based testing would mitigate a portion of the risk to the College associated with running physical examination centres, for example by requiring candidates to use their own hardware rather than relying on venues to provide the hardware which the College would be liable for.

Decision required

8. Education Committee are asked to consider whether to make remotely-run written examinations a permanent feature of the SME from 2022 onwards.

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Statutory Membership Examination Guidance
Summary	The latest iteration of the examination guidance which has been updated to address feedback received from examiners following the 2020 diet as well as the decisions of the RCVS Council COVID-19 Taskforce.
Decisions required	To approve the attached guidance
Attachments	Statutory Membership Examination Guidance
Author	Jonathan Reid Examinations Manager j.reid@rcvs.org.uk / 020 7965 1104

Classifications		
Document	Classification¹	Rationales²
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Attachment	Unclassified	

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Statutory Membership Examination Guidance

You are advised to read this guidance carefully and to refer to it as necessary at the different stages of the exam process. It describes the exam application process, the format and content of the exam and gives some advice about preparing yourself to sit the exam.

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1. Introduction

Only veterinary surgeons and veterinary nurses registered with the RCVS can practise veterinary medicine in the United Kingdom. The entitlement to be registered as a member of the RCVS is determined by the **Veterinary Surgeons Act 1966**.

If you would like to register to practise in the UK as a veterinary surgeon but your veterinary degree is not recognised by the RCVS, you must pass the RCVS Statutory Membership Examination.

Membership of the RCVS is not a substitute for a work permit or for meeting UK immigration regulations.

This guidance outlines the process of applying to sit the Statutory Membership Examination. It describes the exam application process, the format and content of the examination and gives some advice about preparing yourself to sit the examination.

You are advised to read this guidance carefully and to refer to it as necessary at the different stages of the exam process

If after reading the guidance, you have questions or require further information, please contact the Examinations Manager on 020 7965 1104 or rcvsexam@rcvs.org.uk. Please note that office hours are 9.15am - 5pm. We aim to respond to emails within three working days of their receipt.

1.1. Legislative framework

The Statutory Membership Examination is held under the provisions of Section 6 of the Veterinary Surgeons Act 1966, and in accordance with the Regulations made under sub-section (4) of that section. The examination is designed for veterinarians who qualified overseas and who wish to obtain the right to practise in the UK. The examination tests whether a candidate has the knowledge and skills for practising veterinary surgery in the UK. The standard of knowledge and skill required to be shown by candidates in order to satisfy the examiners in the statutory examination shall be not less than the standard required to qualify as a veterinary surgeon under section 3(1) of the Act.

Please be aware the UK has withdrawn from the European Union (EU) and the transition period is due to end on 31 December 2020. Previously, veterinary surgeons were required to be aware of EU legislation as it relates to their veterinary activities in the UK however from 2021 onwards, certain pieces of EU legislation may be either superseded by new UK law or abolished altogether. For information and updates on how the UK's departure from the EU will affect veterinary surgeons, please see the [RCVS website](#).

1.2. RCVS Day One Competences

The Statutory Membership Examination is set to the standards outlined in the 2020 RCVS Day One Competences, which can be downloaded from the RCVS website. These are the minimum essential competences that the RCVS expects all veterinary students to have met when they graduate. Further information on the Day One Competences can be found in section 6.1.

1.3. Format of the Examination

The Statutory Membership Examination will normally be held once a year. It will cover the underpinning knowledge and understanding, and practical and professional competences required to practise as a veterinary surgeon in the United Kingdom. This includes coverage of veterinary public health, medicine, surgery and the husbandry associated with companion animals, production animals and horses.

The Statutory Membership Examination consists of the following components:

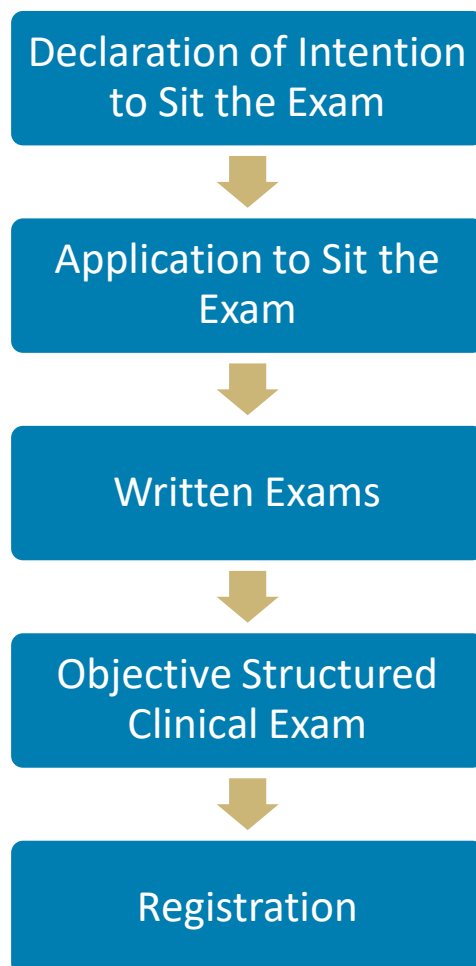
- Written examinations consisting of Multiple-Choice Questions (MCQs) testing the candidate's clinical knowledge across three clinical domains (companion animal, production animal (including veterinary public health) and equine), and their knowledge of the RCVS Code of Professional Conduct. This will be held remotely, allowing candidates to sit the written exam from their home countries.
- An Objective Structured Clinical Examination (OSCE) across three clinical domains (companion animal, production animal (including veterinary public health) and equine).

Candidates must pass the written component before being allowed to proceed to the OSCE.

Further information about the content and format of the examination can be found in sections 6.7 and 6.8.

1.4. Pathway to RCVS membership

There are five stages that potential registrants must complete before they can practise veterinary medicine in the United Kingdom:



These stages are described below:

Stage 1 – Declaration of your Intention to Sit the RCVS Statutory Membership Examination.

Submit a declaration of intention to sit form and provide proof of your veterinary degree, identity and a completed self-assessment skills list. If you wish to request a reasonable adjustment due to a disability or particular need (see section 2.6) or apply for an exemption for the English-language test (see section 2.7) then this is the stage at which to do so. This information will be checked by the Examinations Manager and if you meet our requirements, your name will be added to our active list of individuals preparing for the examination and you will be given permission to 'see practice'. The process is covered in section 2 of this guidance.

Stage 2 – Application to Sit the Examination

If you are eligible to sit the examination, you will be sent the examination application form. This form must be returned to us by **14 February** in the year in which you wish to sit the examination, along with the entry cost of £2,500 and proof of your International English Language Test System (IELTS) or Occupational English Test (OET) score and letter(s) or Certificate(s) confirming your good standing. The exam application process is covered in section 4 of this guidance.

Stage 3 – Written Examinations

The written examinations will be held in April/May. They will be administered remotely via secure computer delivery, allowing candidates to take the exam from their own countries. You must pass all three domains of the clinical paper (companion animal, production animal (including veterinary public health) and equine) as well as the Code of Professional Conduct paper before you can proceed to the OSCE. See section 6.7 for more information.

Stage 4 – Objective Structured Clinical Examination (OSCE)

The final part of the examination is the Objective Structured Clinical Examination (OSCE). This is a practical examination and will normally be held in July at a veterinary school in the UK. As with the clinical written examination, you must pass all three domains (companion animal, production animal (including veterinary public health) and equine) in order to pass the OSCE. See section 6.8 for further information.

Stage 5 – Registration

Examination results will be sent via email 4 weeks after the final part of each section (written examinations or OSCE). Successful candidates will be invited to attend the RCVS offices in person in order to register and be admitted to membership. The RCVS holds a short ceremony for candidates who have passed the examination. This normally takes place in late August or early September a few weeks after the results have been issued.

1.5. Working as a Veterinary Nurse

All veterinary nurses in the UK have to be registered with the RCVS. Veterinary surgeons who do not also hold an appropriate veterinary nursing qualification may not apply for registration as a veterinary nurse. This is because the required competences and skills (and their education and training) have significant differences from those of veterinary surgeons. If you wish to 'see practice' at a UK veterinary surgery, information about how to do so can be found in section 3.3.

2. Declaring your intention to sit the RCVS Statutory Membership Examination

The declaration of intention to sit form can be found on the RCVS website here:

<https://www.rcvs.org.uk/registration/applications-veterinary-surgeons/statutory-membership-exam>. If

you hold a veterinary degree and intend to sit the RCVS Statutory Membership Examination, you must:

- a. Declare your intention by completing the 'declaration of intention to sit' form
- b. Provide proof of your primary veterinary degree or diploma (see section 2.1)
- c. If available, provide university issued transcripts of your studies (see section 2.2)
- d. Provide your registration certificate or veterinary licence if you have one (see section 2.3)
- e. Provide proof of your identity (see section 2.4)
- f. Confirm your belief that you have the relevant knowledge and skills by completing the self-assessment skills list (see section 2.5)
- g. Submit an application for exemption from IELTS/OET, if applicable. **Exemptions must be submitted no later than 1 December of the year preceding the exam** (see section 2.5)
- h. Complete a reasonable adjustment application, if required (see section 2.6).

2.1. Proof of primary veterinary degree

The examination regulations require you to provide proof of your primary veterinary qualification (normally a copy of the certificate or diploma that you received upon graduation from your university).

You must send us a copy (photocopy or electronic scan) of your veterinary degree certificate and transcripts (with translations if the documents are not written in English) when you send us your declaration of intention to sit form. Please **do not** send your original veterinary degree certificate, as we cannot be held responsible for any loss if you ignore this instruction.

Please keep your original certificate safe and ensure that it is available for you to bring to your registration appointment after you pass the examination. If we need to see your original veterinary degree certificate beforehand, we will contact you to make an appointment.

The RCVS normally accepts applications from veterinary surgeons who hold a degree or diploma awarded after at least 5 years of full-time study from institutions listed on the World List of Universities or the AVMA-Listed Veterinary Colleges of the World. Where this is not the case the RCVS may require further information to allow us to establish that the national government in the country which awarded the qualification allows you to practise veterinary medicine in that country.

2.2. Transcripts

If your university issued transcripts of your studies, you must send these to the RCVS as part of your declaration of intention to sit the examination. As with your degree, if your transcripts are not in English then you must provide a professionally translated version alongside a copy of the original.

2.3. Registration certificate or veterinary licence

If you are currently, or have at any time, been on a register of persons qualified to practise veterinary surgery in any country or state you must provide details including the registration certificate or licence

if this has been issued. This must also be professionally translated into English with a copy of the original also provided.

2.4. Proof of your Identity

You are required to provide a copy of your passport photo page. If your name differs from that on your degree or diploma you must also send a copy of the relevant legal document linking both names e.g. marriage/divorce certificate. If your name differs between documents for another reason, please contact the Examinations Manager for further instruction at rcvsexam@rcvs.org.uk. Please **do not** send your original passport, as we cannot be held responsible for any loss if you ignore this instruction.

2.5. Self-assessment skills list

Applicants must complete a self-assessment of their skills and knowledge to demonstrate that they have previously acquired knowledge and experience of the clinical activities featured in the 2020 RCVS Day One Competences document. Candidates must meet a minimum required standard in the companion animal, production animal (including veterinary public health) and equine domains in order to pass the examination. The self-assessment skills list form provides the opportunity for applicants to reflect on the skills they have and make an informed decision about their likelihood of passing the examination. If there are a few areas on the list which need to be covered the applicant should complete an action plan identifying how they will address these areas prior to the examination. This may include undertaking additional training, seeing practice or other suitable activities.

2.6. Candidates with special requirements or requests for reasonable adjustment

If you need reasonable adjustment or special provision to be made for you in the examination because of a disability or other particular need, you should submit a completed reasonable adjustment form, available on the RCVS website, **as early as possible** in the examination application process. We must be notified no later than the examination entry closing date, otherwise it may not be possible to make the necessary arrangements for you in time.

The RCVS will discuss what arrangements can be made, with you, the Chair of the Statutory Membership Examination Board and medical advisers as appropriate. Applications made for medical reasons must be accompanied by a current medical letter or certificate (translated into English).

Assessments for special educational needs must have been made after your sixteenth birthday.

In some exceptional cases, you may be asked to contribute towards any additional costs incurred depending on the circumstances.

It will not be possible to take toilet breaks during the written examination sessions. If you have a medical condition which would make it difficult to take a 2 hour 15 minute exam without a toilet break, please submit a request for reasonable adjustment as part of your declaration of intention to sit.

If you are pregnant, and your due date is after the OSCE, please inform us as soon as possible as additional health and safety precautions may have to be arranged for you.

2.7. English language test exemption

All RCVS registrants must be able to communicate effectively in English at an appropriate level. This can be demonstrated by passing either the International English Language Testing System (IELTS) or the Occupational English Test (OET) at the minimum required standard. Further information about these assessments can be found in section 4.2.

If you can demonstrate that your first, native language is English and that your veterinary degree was taught and assessed entirely in English then you may apply for an exemption from the language test as part of your declaration of intention to sit the RCVS Statutory Membership Examination.

In order to be considered for an exemption, you must provide one piece of evidence from column A and one piece of evidence from column B:

Column A	Column B
<ul style="list-style-type: none"> A letter sent directly to the RCVS from your university that formally confirms your whole veterinary degree was obtained at an English-speaking University where the whole course was taught and assessed solely in the medium of English. This letter must be written in English and be sent directly from the University to the RCVS at rcvsexam@rcvs.org.uk. 	<ul style="list-style-type: none"> Documentary evidence (e.g. a letter from your school/college or qualification certificates obtained through a recognised awarding body) that you have been educated in English at primary and/or secondary level in, for example, Australia, Canada (except Quebec), Ireland, New Zealand, South Africa, USA, or the UK for at least 5 years Certificates of secondary school or further education qualifications examined in the medium of English and awarded by an accredited UK awarding body, such as GCSEs, A levels, Scottish Standard Grades or Highers, the International Baccalaureate Certification of a course of higher education in the UK of at least 3 years duration leading to a degree awarded by a recognised UK university.

If you wish to apply for the exemption, then this must be done **no later than 1 December the year prior to the exam**. If we do not accept your exemption then this will allow you enough time to sit one of the English-language tests.

We will treat each application on its individual merit. If you are unable to provide this evidence, you will need to take the IELTS or OET test.

2.8. Translations of documents

If any documents submitted as part of the declaration of intention to sit or examination application are not written in English, you must provide an English translation alongside the photocopy of the original document.

All translations must be made by a professional translator and certified by the translator or a university or regulatory body.

2.9. Recent graduates

If you have recently completed your studies and know that you have passed your degree, but your certificate has not yet been issued you are advised to contact the Examinations Manager on 020 7965 1104 to discuss the likelihood of you being able to enter the examination. You should be prepared to provide specific information such as the date that your certificate will be available.

2.10. Submitting your application

You may submit your declaration all year round. If you intend to enter the next examination, we must receive completed declarations and supporting documents by **31 January** otherwise we cannot guarantee that we will have sufficient time to carry out the necessary checks before the examination closing date of 14 February. We recommend starting the declaration process around 5 months before the exam.

You should aim to send all the documents together. Once all the evidence has been submitted your declaration will be reviewed to establish if you meet our requirements. You will normally receive a written response from us outlining the outcome of your declaration within two weeks of receiving a completed submission. Please note that if we have to ask for additional documentation from you then it may take even longer to process your submission. If you are eligible to apply to sit the examination, you will be sent an examination application form and a letter confirming that you may “see practice” (see section 3.3). You will also be added to our active list of individuals preparing for the examination.

The evidence you provide will be kept on file as long as you confirm that you are intending to sit the examination. If we believe that you are no longer intending to sit the examination (i.e. five years after last communication) your documents will be destroyed, and you will be required to submit a fresh declaration.

2.11. Renewal of your Declaration of intention to sit

Accepted declarations of intention to sit expire on 31 September each year. Once your declaration expires, you will be removed from our active list and will no longer be eligible to see practice. If you submitted an initial declaration of intention to sit and did not enter the examination but wish to do so in the next diet, please submit a renewal of intention to sit form between 14 February and 31 September. This also applies to candidates who failed the examination but wish to re-enter in the next diet.

You will not be eligible to see practice unless you have an in-date confirmation of intention to sit letter from the RCVS. If you wish to continue seeing practice after the 31 September, please ensure you submit your renewal of intention to sit in good time to rcvsexam@rcvs.org.uk. Please allow up to two weeks for your renewal of intention to sit to be processed and for a new letter to be generated for you.

3. Preparing yourself for the examination

You are responsible for preparing yourself to sit the examination. We provide information about the examination to assist candidates in their preparation as well as the following support:

- Access to an online formative written assessment for candidates who submit a completed application. This contains a number of questions in the same MCQ format and to the same standard as those that will feature in the written examinations.
- An extensive suggested reading list in appendix 2 of this document
- A familiarisation session for candidates who pass the written component and proceed to the OSCE. This will feature models and equipment commonly used in UK veterinary OSCEs. This is an optional session, and will not contain any information about the content of the OSCE stations. This will normally be held on the day before the OSCE.

The examination is set to the standard of the 2020 RCVS Day One Competences. It is therefore recommended that candidates familiarise themselves with the 2020 RCVS Day One Competences documents available on our website here: <https://www.rcvs.org.uk/document-library/day-one-competences/>.

3.1. Courses of study

There are currently no courses specifically designed to prepare candidates for the examination. If we receive details of a course aimed at preparing candidates for the examination, we will pass on this information to candidates. The RCVS does not offer or endorse any course of this type and it would be up to you to decide whether it would be useful to you to attend a course, or not. Please direct any enquiries to the provider of the course you are interested in.

3.2. Studying and access to libraries

Once you have met the examination entry requirements and have been accepted as a candidate to sit the next examination you will be able to obtain membership of the RCVS Knowledge Library.

Examination candidates are offered a special library membership category which allows them to borrow books. There is a fee of £25 for 6 months' membership and an additional fee for sending books in the post. The Knowledge Library is open Monday to Friday, 9.15am - 5pm. Please contact the RCVS Knowledge Library by email at library@rcvsknowledge.org or telephone 020 7202 0752 in advance to arrange an appointment and let us know the material you would like to use. Membership forms are available on request.

You may be eligible to apply for a reader's pass to the British Library's science collections. For information about the British Library's admission arrangements please contact them directly or visit their website.

3.3. Practical and clinical experience – Seeing Practice

As well as studying, spending time at UK veterinary practices will help you to gain practical and clinical experience in preparation for the examination. This is referred to as “seeing practice”. You may see practice under the Veterinary Surgeons (Practice by Students) (Amendment) Regulations 1993. The regulations described below allow you to attend veterinary practices in the UK for the purpose of seeing practice.

You may not see practice without a valid, in-date letter from the RCVS confirming that you have submitted a completed declaration of intention to sit.

These Regulations permit overseas veterinarians to gain clinical experience in UK veterinary procedures by attendance at a UK veterinary practice for the purpose of entering for the examination. The supervising veterinary surgeon is responsible for what a veterinary student or a candidate for this examination does and, therefore, has discretion to decide what procedures you may carry out. The Regulations set down different degrees of supervision for different procedures.

The Veterinary Surgeons Act 1966 provides, subject to a number of exceptions, that only registered members of the RCVS may practise veterinary surgery and the RCVS Code of Professional Conduct for Veterinary Surgeons states that ‘Veterinary surgeons must ensure that tasks are delegated only to those who have the appropriate competence and registration’.

Exceptions to this rule are described in the Code’s supporting guidance under the heading, ‘Treatment of animals by unqualified persons’. The exception at 19.6 enables a registered vet, at his or her discretion, to supervise your seeing practice in the same way that he or she would supervise a veterinary student as part of their clinical training, and the levels of supervision that apply are described in paragraph 19.7. Both paragraphs are set out below:

19.6 “The Veterinary Surgeons (Practice by Students) (Amendment) Regulations 1993 identify two categories of student, full time undergraduate students in the clinical part of their course and overseas veterinary surgeons whose declared intention is to sit the MRCVS examination within a reasonable time. The Regulations provide that students may examine animals, carry out diagnostic tests under the direction of a registered veterinary surgeon, administer treatment under the supervision of a registered veterinary surgeon and perform surgical operations under the direct and continuous supervision of a registered veterinary surgeon.

19.7 The RCVS has interpreted these as follows:

- (a) 'direction' means that the veterinary surgeon instructs the student as to the tests to be administered but is not necessarily present
- (b) 'supervision' means that the veterinary surgeon is present on the premises and able to respond to a request for assistance if needed
- (c) 'direct and continuous supervision' means that the veterinary surgeon is present and giving the student his/her undivided personal attention”

If you see practice under these Regulations you must notify the RCVS of your arrangements using a “seeing practice” form and provide updates as appropriate. This form is available on the RCVS website at <https://www.rcvs.org.uk/registration/applications-veterinary-surgeons/statutory-membership-exam/>.

The RCVS cannot help you find a veterinary practice or recommend any establishments and so you must make your own arrangements. The RCVS Find a Vet database allows you to search for veterinary practices by geographical location and is available on the RCVS website at <https://findavet.rcvs.org.uk/find-a-vet-surgeon/>

It is for you to decide how much time you need to spend “seeing practice” based on your assessment of your abilities and knowledge of UK veterinary practice. You may need to arrange to spend time at several different veterinary practices and/or one or more of the animal charities to gain practical experience with horses, production and companion animals and veterinary public health.

4. Applying to sit the examination

Application forms will be sent out to all of those on the active list prior to the opening of the application window (normally 1 October). Anyone who submits a declaration/renewal of intention to sit during the application window will be sent an application form once their declaration/renewal is accepted by the RCVS.

When you submit the application, you must provide the following:

- a. A completed examination application form (see section 4.1)
- b. An English language test report confirming you have achieved the minimum standard (see section 4.2) or confirmation of your exemption
- c. Evidence (certificate/letter) of your good professional standing (see section 4.3)
- d. One recent passport-style photograph (see section 4.4)
- e. Examination fee (see section 4.5)

You will be accepted as an examination candidate only after we have received all the items that make up a complete application. Upon completion of all entry requirements, you will receive written confirmation from the RCVS that you have been accepted as a candidate to sit the next examination.

In addition to meeting the RCVS examination entry requirements, you may also need to obtain entry clearance from the British Embassy or High Commission in the country you are living in, or a national of, in order to enter the UK to take the examination. The type of visa you will require may depend upon what you intend to do whilst you are in the UK, and whether or not you plan to see practice. The RCVS is unable to offer advice with regard to your visa status or work permit status. For such advice, please contact the Home Office.

4.1. Examination application form

The closing date for entry for the examination is **14 February** each year. It is your responsibility to complete and submit your application by the closing date. We recommend sending your application form via email to rcvsexam@rcvs.org.uk. With the exception of your evidence of good standing, we strongly recommend that you email your documents rather than post them. If you send your application by post, you should obtain proof of posting. Applications will be accepted if they reach the RCVS after 14 February provided you can provide proof of posting dated on or before 13 February (UK first class post only).

4.2. English language test report

Please note that this policy is subject to a temporary change for the 2021 diet only due to the COVID-19 pandemic. See Appendix 3 for further information.

If you did not apply for an exemption then you must provide proof that you meet the minimum required standards in the English language. This can be demonstrated via either of the following assessments:

International English Language Testing System (IELTS): Achieving a score of at least **7.0** in the listening, reading, writing and speaking components of the **academic** version of the International English Language Testing System (IELTS): <https://www.ielts.org/>

Occupational English Test (OET): Achieving at least a **grade B** in the listening, reading, writing and speaking sub-tests of the **veterinary** version of the Occupational English Test (OET): <https://www.occupationalenglishtest.org/test-information/healthcare-professions/veterinary-science/>

Once you have achieved the required standard in one of these assessments you must arrange for the results to be provided to us. This will be a **Test Report Form** if you took the IELTS or a **Statement of Results** if you took the OET. You can send your test results to us by post or provide a good quality scanned copy by email (we cannot accept photocopies). Alternatively, you can arrange for your test centre to post them directly to us.

Test scores must be in date on all days you intend to sit all examinations i.e. April to July. They are valid for **two years** from the date of your test. We do not accept scores from any English tests other than IELTS or OET.

If you pass some sub-tests of the OET but fall below the required standard in others then you may re-sit those failed sub-tests. Please note that all of the sub-tests must be in date for the duration of the examination period. IELTS do not allow candidate to re-sit individual components, therefore if you fall below the required standard in any component of the IELTS test you will need to retake it in its entirety.

We will confirm that we have received the test report once we have verified your scores through the IELTS/OET verification service. For OET users, please ensure that you add the Royal College of Veterinary Surgeons to the list of verifier institutions permitted to access your results.

IELTS test results are normally available to collect from the test centre 13 days after taking the test, whilst the OET results are normally available 17 days after the test. **We strongly advise you aim to take your test as far in advance of submitting your application as possible.** Failure to meet this requirement on the closing date of the examination will result in your application being denied.

4.3. Evidence of your good professional standing

Please note that this policy is subject to a temporary change for the 2021 diet only due to the COVID-19 pandemic. See Appendix 3 for further information.

Before an examination entry is accepted, the RCVS must be satisfied that:

- you are of good standing, i.e. that there is no charge of, or ongoing investigation of, crime or unprofessional conduct outstanding against you;
- you are of good character in general terms;
- the information provided relates to your most recent period of veterinary employment and registration or student activity;
- the evidence provided is current and up-to-date. We accept letters dated within the examination entry period (1 October – 14 February). We do not accept letters dated or received outside this time (15 February - 30 September).

You must provide the RCVS with up-to-date evidence of your good standing each time you apply to sit our examination. Letter(s)/certificates/other documents must be posted directly to the RCVS registration department by the originator to:

Registrations

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

If a letter is sent by email, the original, signed, letter must also be posted to the RCVS before we can confirm that you have met our requirement.

4.3.1. Who may provide evidence of your good standing?

We require a letter or certificate from the veterinary licensing authority of the country in which you are currently registered or were last registered. This must be accompanied by a notarised English translation where necessary. It should be noted that in some cases, the RCVS may require additional evidence of good character, especially if your registration is not current or you have not practised within the last 3 months. If a letter provided on your behalf does not meet RCVS requirements, we will inform you as soon as possible and the RCVS Registration department will discuss provision of additional suitable documentation with you.

If you are a recent graduate and have not previously been registered, you should obtain a letter or certificate of good professional standing from the Dean or Principal of the university or college at which you obtained/will obtain your primary veterinary qualification.

The RCVS will not normally accept evidence which is presented by the candidate. However, if your veterinary licensing authority or university cannot provide a letter or certificate written in English, a copy of the letter or certificate may be sent to you, so that you can get it translated. You must then send the original notarised translation to the RCVS. The original copy must still be sent directly from the originator.

It is our experience that some organisations take several months to provide the evidence of good professional standing. You should therefore request the document at the earliest opportunity.

It is your responsibility to ensure that the RCVS receives your letter or certificate of good professional standing. The RCVS is not responsible for chasing up these letters. If the evidence is not provided by the examination entry closing date, then it is possible that you will not be able to enter the examination.

If you cannot provide a letter as described above, you will have to provide a sworn declaration or affidavit stating:

- a. that you graduated from [name of university] with a [name of primary veterinary qualification] on [DD/MM/YYYY];
- b. the reason why you are not currently registered with a regulatory authority in your own country or elsewhere outside the UK

- c. that you have not been found guilty of serious professional misconduct or employment disciplinary proceedings in the UK or elsewhere,
- d. and whether or not you have been convicted of any criminal offences in the UK or elsewhere. If you have been convicted of any criminal offence/s in the UK or elsewhere, the declaration should state the criminal offence/s of which you have been convicted.

This declaration or affidavit must be made by you on oath, or in solemn form, before a competent judicial or administrative authority or notary public. In the UK, this could be a Solicitor, Commissioner for Oaths, Notary Public, Legal Executive or Barrister. The declaration must be said out loud, on oath or in solemn form, in front of the official as listed above. It must be signed by you and also countersigned by this official and include their full name, profession and full address and it must be dated on the day the declaration is made.

As with letters of good standing, this declaration/affidavit must be posted to the RCVS.

4.4. One recent passport-style photograph

You must provide a recent passport-style photograph with your full name, date of birth and signature on the back which was taken within the 12 months prior to your application.

4.5. Number of examination attempts

Candidates may attempt the examination as many times as they wish. For each attempt, you will be required to pay the full examination fee. The RCVS Education Committee may, if it sees fit, withdraw the right to sit the examination from a candidate. If the committee decides to use their power to do this, that decision will override their rule allowing unlimited attempts at the whole examination.

4.6. Examination fees

The cost of the examination is £2,500. This is made up of the examination fee of £2,200 and a non-refundable administration charge of £300. The examination fees are reviewed on an annual basis.

Each fee allows one attempt at the examination. If you are not successful and decide to sit the examination again a separate application form must be completed, and another fee and administration charge paid.

Payment by bank transfer is preferred. Details are provided on the examination application form. Please note, all international bank charges are incurred by the person paying the fee, including those levied by our bank, which is approximately £7.00.

Cheques must be drawn in pounds sterling only and made payable to the 'Royal College of Veterinary Surgeons'.

4.7. Withdrawal and refunds

If you wish to withdraw from the examination, you must notify the RCVS in writing. If notification is sent by email, a letter, signed by the candidate who has withdrawn, must follow by post. Any refund of an examination fee will be made payable to the person who paid the fee. The administration fee will not be refunded.

The size of the refund you will be eligible for is dependent on when you choose to withdraw:

Time of Withdrawal	Eligible Refund
Before the closing date of 14 February	The examination fee of £2,200, not including the non-refundable £300 administration charge
More than 28 days before examination	Half the examination fee: £1,100
28 days or fewer before the examination	No refund
Failure to attend the examination	No refund

Discretionary refunds on medical or compassionate grounds

If you have to withdraw from the examination for medical or compassionate reasons, you may be eligible for a discretionary refund of some or the whole examination fee.

You must submit your request in writing with documentary evidence to support the medical or compassionate grounds cited no later than 28 days after the part of the examination that you missed. You may have to wait several months for a decision because the RCVS committees which have discretion to grant refunds meet at fixed times during the year and it may not be possible to reach a decision outside the meetings.

4.8. Reapplications following failure or withdrawal

Each time you apply to enter the examination you must

- complete a new application form
- pay the appropriate examination fee
- arrange for the RCVS to receive up-to-date evidence of your good professional standing
- meet any other entry requirements. You will have to sit another academic IELTS or OET test if your previous report is out of date (more than two years old)

5. Admission to the Register

Candidates who pass the whole of the Statutory Membership Examination are eligible for admission to the Register of the RCVS. It is a legal requirement under the Veterinary Surgeons Act 1966 that you register and are admitted to membership of the RCVS before engaging in any type of veterinary work in the UK or using the letters MRCVS after your name.

Some successful candidates will also have to meet UK Home Office immigration criteria to work in the UK and may require a work permit. These requirements are separate from the requirement to be registered with the RCVS. Further information on work permits can be found on the Home Office website. Any queries must be directed to the Home Office.

Successful candidates must attend the RCVS offices in person in order to register and be admitted to membership. You must bring your passport or identity card with you and also your original veterinary degree certificate or diploma. Registration fees must be paid before you attend to register. Full details will be sent with your examination results.

5.1. Admissions ceremony

The RCVS holds a short ceremony for candidates who have passed the examination. This takes place in late August or early September a few weeks after the examination results are issued.

If you cannot attend this ceremony, you can register at one of the RCVS' regular routine registration sessions. Dates are available from the RCVS Registration department. Please note appointments are provided on a first come first served basis. If you need to attend a registration appointment because you have been offered a veterinary position in the UK, and there are no available dates listed ahead of your start date, please submit a copy of the job offer letter you received from your new employer (ensuring it includes your start date) with your Registration Form. Please note this will usually be dependent on the cancellation of an existing appointment, so we are not able to guarantee you an earlier appointment, but we will do our very best.

Registration fees and retention fees are reviewed annually and are increased from 1 April. Please look at the RCVS website for details of current fees <http://www.rcvs.org.uk/about-us/fees/>. If you do not pay your annual retention fee, your name will be removed from the Register and you will not be able to practise as a veterinary surgeon in the UK.

6. About the examination

This section of the guidance provides information about the scope, standard, format and content of the written examinations and the Objective Structured Clinical Exam (OSCE).

The examination is conducted in English and all communication with candidates, before, during and after the examination will be conducted in English.

6.1. General information

The 2020 RCVS Day One Competences are the minimum essential competences that the RCVS expects all veterinary students to have met when they graduate, to ensure that they are safe to practise on day one, in whichever area of the profession they start to work. Veterinarians who qualified overseas are also expected to meet these minimum standards and therefore the examination is designed to provide candidates the opportunity to demonstrate that they meet or exceed this minimum standard. You are advised to read the 2020 RCVS Day One Competences document carefully and refer to it throughout your exam preparation. The document can be downloaded from the RCVS website.

The clinical written papers and the OSCE are split into three domains: companion animal, production animal (including veterinary public health) and equine. Candidates **must** meet a minimum required standard in each of the three domains, and **will not be able to compensate across them**. If a candidate falls below the standard in one domain then they will not pass the examination, regardless of how well they performed in the other domains. This applies to both the written and OSCE components of the examination.

The examination will cover the underpinning knowledge and understanding, clinical reasoning, and practical and professional competences required to practise as a veterinary surgeon in the UK including coverage of veterinary public health, medicine, surgery and the husbandry associated with companion animals, production animals and horses.

Only veterinary surgeons who have submitted an examination application form and supporting documents, paid the examination fee and had their application accepted may attend the examination.

If your application to sit the exam is accepted, you will receive confirmation of the date and time of your written examinations by 28 February.

Candidates who pass the written component will receive the location and date(s) on which their OSCE takes place along with their written examination results.

Candidates **must achieve a pass in all three domains of the clinical paper as well as the Code of Professional Conduct paper before they can proceed to the OSCE**. All components of the exam must be sat in the same year.

The examination should not be taken without thorough preparation.

6.2. Venues

The clinical and Code of Professional Conduct written examinations are run remotely, so candidates will be able to take them from their own homes or another suitable venue of their choosing.

Candidates who pass the written component will proceed to the OSCE. This will normally take place at a UK veterinary school in July.

Candidates are responsible for making their own travel and accommodation arrangements.

The examination is designed and delivered by the RCVS and therefore all correspondence should be directed to us. Candidates must not contact the vet school directly as they will not be able to offer assistance.

6.3. Emergency evacuation procedures

If you are instructed to evacuate the examination room you should follow instructions provided by the invigilator, examiner or other test centre personnel. You should leave the examination area in an orderly way, without taking anything with you. You must assemble at the designated area and not leave this area. If you are permitted to return to the examination room, you should do so immediately when you are instructed. Candidates who are absent once the examination has re-started will not be readmitted.

6.4. Identification

When sitting the written component of the exam, your identity will be verified using biometric facial recognition software. Your baseline photo will be checked against the identity document which you had submitted as part of your declaration of intention to sit.

You must bring your identification with you to the OSCE. We accept an in-date/unexpired passport or identification card. If your name on your identification document differs from that on the booking confirmation for the RCVS, you must contact us to discuss what additional documentation you need to bring.

6.5. Prohibited items

The following items are prohibited during the written examinations or the OSCE.

- Any educational, test preparation or study materials
- Personal items, including mobile phones, hand-held computers, pagers, smartwatches or other electronic devices (clocks will be provided where required)
- Bags, purses, wallets

Secure space will be provided at the OSCE venue for you to store your personal belongings.

6.6. Fit to sit the examination

By presenting yourself at the examination centre, either in person at the OSCE or by logging onto the exam software on the day of your written examination, you are indicating that you are fit to sit the examination. If you become unwell at any point during the examination, you should inform one of the test administrators or examiners immediately.

6.7. Written examinations

The written examination consists of three clinical domains (companion animal, production animal (including veterinary public health) and equine) as well as an examination testing your knowledge of the RCVS Code of Professional Conduct. You must pass all of these domains in order to be eligible to proceed to the OSCE. The written examination will take place across three consecutive days at a test centre in the UK.

6.7.1 Clinical exam

This examination consists of 350 clinically relevant Multiple-Choice Questions (MCQ) that test both knowledge and clinical reasoning. These will cover three domains:

- Companion animals – approximately 50% of total questions
- Production animals (including veterinary public health) – approximately 30% of total questions
- Equine – approximately 20% of total questions

The questions typically consist of a clinical vignette (a clinical scenario which you might come across in your day-to-day practice), with five answer options. Candidates are required to select the **single best answer**. With this type of question, several of the options are potentially correct but one is a better match to the question than the others by a clear margin.

You must meet a minimum required standard in each of the three domains. There will be **no compensation across domains** i.e. if you fall below the required standard in one domain, then you will fail the examination regardless of how well you did in either of the other domains.

You will have a total of 8 hours to complete the clinical exam. These will be spread evenly across four consecutive days. Your start time may vary depending upon which country you are sitting the exam from.

You will be emailed the password to access your exam 15 minutes before the start time.

Negative marking will not be applied.

6.7.2. Remote Invigilation

In order to maintain the integrity and security of the written examination, candidates will be remotely invigilated. Once your examination session begins, the software will take a continuous video recording of you until the session ends. The software will automatically upload this recording along with your answer file, and it will be reviewed using a combination of facial/body monitoring and human judgement to ensure that no misconduct has taken place.

It is your responsibility to ensure that you have the necessary hardware to run the examination software and it (including the webcam and microphone) is in full working order. There will be no

opportunity to re-sit any components of the examination due to hardware failure. Re-sits will only be considered for a verifiable fault with the examination software which was outside of your control.

The RCVS will run a mock test of the formative assessment which will allow you to determine whether your hardware is compatible, and to familiarise yourself with navigating through an exam using the software. Any issues must be raised with the Examinations Manager as soon as possible.

The minimum hardware requirements can be found [here](#). Your computer's antivirus software needs to be set up to allow Examplify ([click here](#) for guidance), and your camera and microphone permissions also need to be set up correctly (Windows users see [here](#), and Mac users [here](#)).

6.7.2. Code of Professional Conduct exam

This is an open-book MCQ examination designed to test your knowledge of the RCVS Code of Professional Conduct and its application to veterinary scenarios. It will also test knowledge of key organisations and standards relevant to a veterinary surgeon practising in the UK. You will be permitted to use an electronic, searchable copy of the RCVS Code of Professional Conduct and Supporting Guidance which you can refer to during the examination (you may not bring in your own copy). This can be downloaded from the RCVS website. The delivery time is 2 hours 15 minutes. The exam will normally be delivered the day after the final session of the clinical component.

In order to allow you access to the Code of Professional Conduct, the remote invigilation feature will not be used for this component of the examination.

We strongly recommend that you familiarise yourself with the RCVS Code of Professional Conduct and Supporting Guidance when preparing for the exam.

You will be emailed the password to access your exam 15 minutes before the start time. Negative marking will not be applied.

6.7.3. Candidate examination conduct (written examinations)

Ensure that the room you have chosen to take the examination in is suitably quiet and will be free from disturbance or distractions for the duration of the exam session. Ensure that there is enough light for the software to take your identification photo and to take a clear recording of your session.

Any suspicious behaviour suggestive of cheating will be referred to the Examination Board and the Registrar, who will review all reports of alleged misconduct and consider if there is sufficient evidence for allegations to be pursued (see section 6.14 of the 2020 Statutory Membership Examination Guidance published on our website for further information on the examination misconduct policy).

A few days prior to the first examination session, you will be prompted to download the encrypted examination material onto your computer via the examination software. On the day of the examination session itself, you will be emailed with the password 15 minutes prior to the start time. The software will take a photograph of you in order to verify your identity, and once it has done so you must wait until your allocated start time to begin the exam.

Mobile phones, pagers and electronic devices must be turned off and placed out of reach before the examination begins.

The software has the following in-built features to aid you when taking the exam:

- Notepad
- Calculator
- 5-minute warning timer
- Text highlighters

You may use physical pen and paper for some questions if you feel that you need to, however you are strongly encouraged to use the in-built calculator and notepad. This is because it can be difficult to differentiate between a candidate using a pen and paper for legitimate purposes and a candidate referring to an open textbook/revision resource on their desks, which would represent misconduct.

It will not be possible to take toilet breaks during the exam session, so please make sure you are comfortable before it begins. If you have a medical condition which would make it difficult to go 2 hours 15 minutes without taking a toilet break, please make a reasonable adjustment request when you declare your intention to sit the exam.

If you experience any problems when logging into the software on the day of the exam, please try closing Exemplify and reopening it as this fixes the majority of issues. If the problem persists, please contact the examination manager.

Communication of any kind with other candidates during the examination is strictly forbidden.

6.7.4. Sample questions

We have provided a small sample of clinical MCQ questions in Appendix 1 so that you can see what format of questions will be included in the examination.

Once your examination application is accepted you will be provided with access to a formative assessment with 110 MCQ questions to aid your exam preparation (100 clinical MCQs and 10 relating to the RCVS Code of Professional Conduct). This is primarily an opportunity for you to familiarise yourself with the examination software as well as the format of the questions. These questions reflect the breadth and scope of the questions that you can expect to see in the paper and will provide you with an opportunity to experience the style of questions contained within the actual examination. Feedback can be provided for all questions on request.

6.8. Objective Structured Clinical Examination

The clinical, practical examination will be in the form of an Objective Structured Clinical Examination (OSCE). The RCVS has decided to use OSCEs as this is in line with current best practice in veterinary medical assessment. OSCEs are a fair, valid and reliable assessment method; all candidates will be assessed on identical practical tasks, asked the same questions and be scored with a standardised methodology.

The OSCE is a multi-station circuit of practical scenarios which candidates have a fixed period of time to complete. Each station within the OSCE assesses a range of skills, which may include animal handling, clinical examination, history taking, clinical judgement/ diagnosis, technical skills (e.g. surgical skills, injection techniques), clinical decision making / treatment planning, communication, professionalism, organisation (including time management) and other RCVS Day One Competences.

These skills will be assessed across companion animal, production animal (including veterinary public health) and equine domains

Candidates must meet a minimum required standard in each of these three domains in order to pass the examination. There will be **no compensation across domains** i.e. if you fall below the required standard in one domain, then you will fail the examination regardless of how well you did in either of the other domains.

The OSCE will normally take place over two days, however this may be liable to change depending on the number of candidates who enter the examination. Your schedule will be provided to you, along with your written examination results letter, no later than four weeks after the date of the written examination.

The OSCE consists of thirteen stations in separate circuits, such as a clinical skills lab, equine centre or production animal centre.

There will be two examiners per OSCE station. They will mark you against a standardised scoring rubric. This will describe to the examiners the performance (skills, behaviours) they need to see you demonstrate before you can achieve the allocated marks. All candidates will be marked against the same scoring rubric. The scenarios which feature in these OSCE stations are based on common and/or important clinical scenario you might encounter in veterinary practice. They will be at the level of the 2020 RCVS Day One Competences.

The examiners record their marks independently. They will not provide you with any feedback on your performance whilst the exam is in session.

The content of the examination reflects the minimum essential competences that the RCVS expects all new registrants to have met. These may differ from other countries and therefore you should ensure that you are familiar with the methodology you are required to follow.

Please note that the format of this OSCE differs to those that feature in final-year examinations at UK veterinary schools. Whilst they both assess the same standard (Day One Competence), the statutory membership examination OSCE aims, as far as possible, to mimic scenarios that candidates would come across in their day-to-day practice.

6.8.1. Examiners

The examiners are appointed by the RCVS. There will be two examiners per OSCE station. They will observe you during the examination. The examiners will be experienced veterinary surgeons who have received training to ensure that the assessment is valid and reliable.

6.8.2. Candidate examination conduct (OSCE)

When you arrive at the examination centre you will be shown to a waiting room and your identity will be checked. You will be given a badge that displays your candidate number. This badge must be visible for the duration of the OSCE so that the examiners can identify you. You will also receive a briefing about the examination process.

Your personal belongings must be placed in the locker or secure area indicated by the test centre staff. Mobile phones, pagers and electronic devices must be turned off before being placed in the

secure storage area. Neither the test centre nor the RCVS will be held responsible for lost, stolen or misplaced items.

Friends, relatives or children are not allowed to wait in the test centre.

Examination administrators will ensure that you are at the correct circuit and have plenty of time to change into the correct clothing before the exam start time.

At the allocated start time, you will be taken to the examination area where you will be shown to your first OSCE station. You will be given 5 minutes to read the instructions outside the station. You will be told when to turn over the instructions and begin reading. This will include a brief background related to the clinical scenario and instructions for completing the task(s). These instructions contain all of the information required for you to complete the station so ensure you take the time to read them very carefully. Once the 5-minute reading time has elapsed, you will enter the station and begin the task(s). A copy of the station instructions will be available inside for your reference.

You will have 20 minutes to complete each station. **You are responsible for managing your own time in the station.** Each station will include a mechanism by which you can monitor your time for the duration of the scenario. Note that some stations may contain more than one practical task; therefore, you are advised to plan your time carefully. If you are unable to carry out a particular task, you may bypass it and forgo its marks in order to focus on other tasks within the station. Once the station's time has elapsed, you will move on to the next station.

Stations that assess communication skills may include an actor playing the role of the client or other relevant party. Other stations may involve clinical models/simulators and some may involve the use of cadavers. Some stations may have a live animal and a model and/or cadaver in separate areas. In all cases, you will be expected to perform tasks as if you were treating a live animal, and behave as you would when working in a practice in the UK. Other than as directed in the candidate instructions, you should refrain from initiating conversation with the examiner or any other personnel present during a station.

You are advised to check carefully that you have completed all the tasks before leaving the station as once you leave you will not be permitted to re-enter. When you finish each station, you may leave and sit on the chair indicated by the invigilator and wait until the audio announcement tells you to move to the next station. You are not permitted to communicate with other candidates while waiting.

Scheduled breaks will be provided as appropriate. If you need to use the toilet during the OSCE an invigilator will escort you. You will not be given additional time to complete the examination if you do take an unscheduled break. When you have completed all stations in the circuit, you will be taken back to the waiting area.

You will not be permitted to take any equipment into the examination (except for the items detailed in section 6.8.4). Everything else you require will be provided.

6.8.3. Health and safety

Working with animals carries with it an element of risk which you are consenting to by entering this examination. In the process of running the examination, the RCVS and the venue will take appropriate

steps to mitigate any such risks as far as possible. Neither the RCVS nor the venue may be held responsible for any injuries sustained by a candidate as a result of his/her negligence either through their actions during the examination or their failure to wear adequate protective gear (see section 6.8.4).

As the examination involves the use of live animals, the examiner may stop you at any time during the examination if it appears that your level of competence is such as to jeopardise the safety and/or welfare of the animal or examination personnel.

6.8.4. Dress code, Personal Protective Equipment (PPE) and equipment

Candidates are required to follow the dress code outlined in this section. Clothing and footwear are not provided by the RCVS or the examination centre, therefore candidates are required to bring their own. It is important that these have been thoroughly cleaned to prevent cross contamination.

You will be expected to bring the following equipment with you:

- Stethoscope
- Fob watch or wristwatch (smart watches are prohibited)

You should be bare below the elbow with no watches, bracelets or rings. Other jewelry such as loops and loose necklaces, should be removed if there is any possibility that it could cause injury to the candidate if an animal became ensnared in it during the OSCE. Hair should be tied back out of the face.

Clothing requirements for each section of the OSCE are as follows:

Component	Clothing Requirements
Companion Animal	Clean scrubs and suitable footwear (no open toe shoes)
Production Animal and Veterinary Public Health	Clean overalls or boiler suit and clean wellington boots. Waterproofs may be worn if preferred but are not mandatory. After the exam, candidates must carry out a complete hand and boot wash, remove any waterproofs and change into regular shoes.
Equine	Clean overalls and sturdy boots (preferably steel toe-capped). No waterproofs or wellington boots are allowed in the stables. Protective headgear will be provided by the RCVS.

6.9. Notification of examination results

Examination results will be sent via email no longer than 4 weeks after the final part of the section (written exams or OSCE). Please note that no results are given by telephone.

6.10. Examination Outcomes and Re-sit Policy

The pass mark for each examination you will have to achieve in order to pass is determined using a recognised standard setting methodology. This evidence-based approach takes into account the relative difficulty of each of the questions in the exam in order to determine a fair pass mark in line with the standard expected. Candidates will be notified whether they have achieved the pass mark or not – pass marks will not be published.

If you fail the clinical written examination, you will not be permitted to proceed to the OSCE. If you pass all three domains in the clinical written examination but fail the Code of Professional Conduct examination, you will be invited to re-sit the Code of Professional Conduct exam. If you pass this re-sit exam, you will be eligible to proceed to the OSCE. Please see the website for the re-sit date and location.¹

If you pass the written examinations and the OSCE you will be invited to apply to register.

Please note that you are not able to carry marks over from previous sittings.

6.11. Examination appeals

The RCVS has an examination appeals procedure carried out in accordance with Examination Appeals Rules made by the Council. An appeal may be made only in respect of the conduct of the examination and not against the academic judgment of the examiners. Appeals must be made using an appeal form obtainable from the RCVS and submitted to rcvsexam@rcvs.org.uk within 28 days of the date of the letter advising you of the examination result.

6.12. Mitigating circumstances

If you feel there are serious mitigating circumstances (such as a sudden onset of illness) affecting your performance at the examinations you must report these to rcvsexam@rcvs.org.uk at the earliest opportunity. If you become ill during the exam session you must notify an invigilator/administrator immediately.

If you cannot attend the examination because of serious illness or another overwhelming problem, you should notify us that you will not be attending as soon as possible. After the examination you will be required to complete a mitigating circumstances form providing the circumstances and evidence.

A mitigating circumstances form will be available from the RCVS on request. Completed forms along with supporting information must be supplied within six days of the examination (written or OSCE). Each application will be considered on an individual basis.

¹ Please note that the Code of Professional Conduct re-sit policy is currently under review. If a decision is made that there should be no resit option for the COPC, then this will be communicated early 2020 via the RCVS website and implemented from 2021. The 2020 diet will not be affected.

6.13. Confidentiality and test security

The results of the examination must be an accurate reflection of the candidate's knowledge and skills as a veterinary surgeon. Any cheating or misconduct before, during or after the examination may raise doubts about your fitness to practise.

All examination material remains the property of the RCVS and you are not permitted to reproduce or attempt to reproduce examination materials through memorisation or other means. You must not share information about the questions or cases used in the examination. You must not provide information relating to the examination content that may give unfair advantage to individuals who may be taking the examination, including, without limitation, posting information regarding the examination content on the internet, on social media or providing it to anyone involved in the preparation of candidates.

If you become aware of or witness any attempt to compromise the examination, please report it to the RCVS.

6.14. Misconduct

If you engage in unacceptable or improper behaviour before, during or after the examination in order to attain success then your results will be annulled and you may be barred from entry to future examinations.

Misconduct includes, but is not limited to:

- Failure to comply with reasonable instruction of an examination official.
- Disruptive behaviour during the examination or during break times.
- Copying or attempting to copy the work of another candidate.
- Disclosing content from an examination to a third party.
- Removing examination materials from the examination that you have not previously been authorised to remove. This includes removing materials by using recording devices and taking photographs.
- Bringing items into the examination other than those you have been permitted to use.
- Communication either verbally or via signals with other candidates whilst under examination conditions.
- Impersonation of a candidate or allowing yourself to be impersonated.
- Bribery, or attempted bribery of any personnel involved in the design, development, delivery of the examination.

Allegations of misconduct will be referred to the Examination Board and the Registrar, who will review all reports of the alleged misconduct and consider if there is sufficient evidence for the allegation to be pursued. Candidates accused of misconduct will have the opportunity to provide a defence. We may withhold candidate results while we investigate an allegation of misconduct.

Appendix 1

Example Clinical MCQ questions

The single best answer is highlighted

1. You are called to see an 8 year old horse with anorexia, signs of depression and weight loss. Your clinical examination reveals no obvious abnormalities with the exception of poor body condition and icterus of the sclera.

In light of the history and clinical findings, what are the most relevant plants or trees to look for in the horse's grazing environment?

- A. Alfalfa
- B. Foxglove
- C. Oak trees
- D. Ragwort
- E. Yew

2. You are at a routine fertility visit at a dairy farm and are presented with a cow listed as 'oestrus not observed'. On trans-rectal ultrasound the cow has a large thick walled ovarian cyst. The cow's blood progesterone is raised (5ng/ml).

What would be the most appropriate treatment?

- A. Insert an intravaginal progesterone device for 10-12 days
- B. Manual rupture of the cystic structure
- C. Single injection of pregnant mare serum gonadotrophin (PMSG)
- D. Single injection of gonadotrophin releasing hormone (GnRH)
- E. Single injection of prostaglandin

3. You detect a grade V/VI pansystolic left apical murmur in a 10 year old Toy Poodle. The heart rate is 140 beats per minute. The owner reports that the dog has recently started coughing at night.

What is the most appropriate method of investigation to determine whether treatment for congestive heart failure is required?

- A. 2D echocardiography
- B. Auscultation
- C. Chest radiography
- D. Electrocardiography
- E. Serum pro-BNP assay

Appendix 2

Suggested Reading list

The reading list is divided into the three clinical domains: companion animal, production animal (including veterinary public health) and equine. This is followed by a general list containing texts which are relevant to more than one species. Websites that give information about current UK and EU legislation of relevance to veterinary surgeons are listed, as well as some recommended veterinary journals and publications. You should read widely and be familiar with current issues and UK-specific problems. The reading list should act as a guide to the depth of knowledge required and should not be considered as a complete summary of the required knowledge.

You are also recommended to review the Day One Competences published by the RCVS (link below). This sets out the minimum essential competences (comprising knowledge, skills and attitudes) required to register with the RCVS.

Equine

Recommended reading

Rose, RJ and Hodgson, DR (eds) *Manual of Equine Practice* 2nd edition: WB Saunders Co. ISBN 0-7216-8665-6

Lavoie, JP (ed) (2019) *Blackwell's Five-Minute Veterinary Consult: Equine*: Wiley-Blackwell. ISBN 978-1119190219

Mair, T. et al (eds) (2012) *Equine Medicine, Surgery and Reproduction*. 2nd ed London: CRC Press

Further reading

Equine Auer, J.A. and Stick, J.A. (eds) (2018) *Equine Surgery* 5th ed Philadelphia: Saunders

Reed, S.M. et al (2017) *Equine Internal Medicine*. 4th ed. Philadelphia: Elsevier. ISBN 9780323443296

Baxter, G.M. (ed) (2011) *Adams and Stashaks Lameness in Horses*. 6th ed Oxford: Wiley Blackwell

Companion animal

The British Small Animal Veterinary Association (BSAVA) produce a series of Manuals covering all companion animal and exotic animal disciplines, as well as several key Foundation Manuals (listed separately below with asterisks). The Foundation Manuals, especially, are very relevant to the SME. Please visit the BSAVA website to view the full range of Manuals, which will be available in many veterinary libraries: www.bsava.com

*Bains, S.J. et al (eds) (2012) *Manual of Canine and Feline Surgical Principles: A Foundation Manual*. BSAVA Quedgeley: Gloucester.

Duke-Novakovski, T., de Vries, M. and Seymour, C. (2016) *Manual of Canine and Feline Anaesthesia and Analgesia*, 3rd ed. BSAVA Quedgeley: Gloucester.

Fossum, T.W. (ed) (2018) *Small Animal Surgery*, 5th ed. St Louis: Mosby

*Harvey, A. and Tasker, S. (2013) *Manual of Feline Practice: A Foundation Manual*. BSAVA Quedgeley: Gloucester.

Hill, P.B. et al (2011) *100 Top Consultations in Small Animal General Practice*. Oxford: Wiley Blackwell.

*Holloway, A. and McConnell, J.F. (2013) *Manual of Canine and Feline Radiography and Radiology: A Foundation Manual*. BSAVA Quedgeley: Gloucester.

*Hutchinson, T. and Robinson, K. (2015) *Manual of Canine Practice: A Foundation Manual*. BSAVA Quedgeley: Gloucester

Maddison, J. et al (2015) *Clinical Reasoning in Small Animal Practice*. Oxford: Wiley Blackwell

Nelson, R. and Couto, C.G. (eds) (2019) *Small Animal Internal Medicine*, 6th ed. St Louis: Elsevier.

Vail, D.M., Thamm, D.H., and Liptak J (2019) Withrow and McEwen's *Small Animal Clinical Oncology*, 6th ed. Missouri: Saunders Elsevier.

Production animals

Recommended Reading

Constable, P.D. (2016) *Veterinary medicine: a textbook of the diseases of cattle, horses, sheep, pigs and goats*.

Weaver, A.D. et al (eds) (2018) *Bovine Surgery and Lameness*. 3rd ed. Oxford: Wiley

Ball, P.J. H. and Peters, A.R. (2004) *Reproduction in cattle*. 3rd ed. Oxford: Wiley

Scott, P.R. (2015) *Sheep Medicine*. 2nd ed. London: CRC Press

Taylor, D.J. (2013) *Pig Diseases*. 9th ed London: 5M Publishing

Greenacre, C.B. and Morishita, T.Y. (eds) (2015) *Backyard Poultry Medicine and Surgery A Guide for Veterinary Practitioners*. Oxford: Wiley Blackwell

Further Reading

Smith, P.S. (2019). *Large Animal Internal Medicine* 6th Edition.

Blowey, R.W. and Weaver, A.D. (2011) *A Colour Atlas of Diseases and Disorders of Cattle*. 3rd ed. St Louis: Mosby

Peek F.P. and Divers T.J. (2018) *Rebhun's Diseases of Cattle* 3rd Edition.

Winter, A.C. and Clarkson, M.J. (2012) *A Handbook for the Sheep Clinician*. 7th ed. Wallingford: CAB

Veterinary public health

Brown, M. (2000) *HACCP in the Meat Industry*. Boca Raton : CRC Press

Buncic, S. (2006) *Integrated Food Safety and Veterinary Public Health*. Wallingford: CABI

Colville, J. and Berryhill, D. L. (2007) *Handbook of Zoonoses* St Louis: Mosby

Collins, D.S. and Huey, R.J. (2015) *Gracey's Meat Hygiene*. 11th ed. London: Saunders

General reading list

This list contains texts which are relevant to more than one species.

Clarke, K.W., Trim, C.M. and Hall, L.W. (2013) *Veterinary anaesthesia*. 11th ed. London: Saunders

Latimer, K.S. and Robert, D.J. (2011) *Duncan and Prasse's Veterinary Laboratory Medicine: Clinical Pathology*, 5th ed. Oxford: Wiley.

Clarke, K.W., Trim, C.M. and Hall, L.W. (2013) *Veterinary Anaesthesia*, 11th ed. London: Saunders.

Coombes, N. and Silva-Fletcher, A. (2018) *Veterinary Clinical Skills Manual*. Wallingford: CABI.

Gray, C. and Moffet, J (2010) *Handbook of Veterinary Communication Skills*. Oxford: Blackwell.

Noakes, D.E., Parkinson, T.J. and England, G.C.W. (2018) *Veterinary Reproduction and Obstetrics*, 10th ed. London: Saunders.

Legislation

You should familiarise yourself with UK and EU legislation that may be relevant to veterinary practice in the UK, including the following areas:

- Animal health
- Animal welfare and the health and safety of humans
- Food including milk
- Medicines and residues
- Pet passports
- Slaughterhouses, meat hygiene and meat inspection
- Transport and marketing of animals
- The Veterinary Surgeons Act 1996, available on the RCVS website at <https://www.rcvs.org.uk/document-library/veterinary-surgeons-act-1966/>

You should always check that any legislation you refer to is the current legislation. You can check by referring to www.legislation.gov.uk which contains up to date information.

The Department of the Environment, Food and Rural Affairs (DEFRA) is the UK government department responsible for policy and regulation on the environment, food and rural affairs. The website contains information covering food, farming, wildlife and pets. Website: www.defra.gov.uk

The Animal and Plant Health Agency (APHA) is an executive agency of the Department for Environment, Food & Rural Affairs, and also works on behalf of the Scottish Government and Welsh Government. Its role is to safeguard animal and plant health. Website: www.apha.gov.uk

The Food Standards Agency – website: www.food.gov.uk

The Federation of Veterinarians of Europe website – www.fve.org – contains a section on Veterinary EU Legislation

Information about medicines legislation, control of drug usage, good practice and the cascade can be found in the publications section of the Veterinary Medicines Directorate's website – www.vmd.defra.gov.uk

Animal husbandry

You need to be familiar with the animal husbandry of all species commonly kept as pets in the UK and farmed in British agricultural systems. Books are not listed here. You should seek assistance from a librarian if you have difficulty finding appropriate books. For production animals the following publications are recommended: Livestock Farming, Dairy Farmer, Pig Farming, The Sheep Farmer, What's New in Farming and Farmers Weekly.

NOAH Compendium

The National Office of Animal Health (NOAH) compendium contains the data sheets for all the veterinary licensed medicines in UK including indications, active ingredients of trade names products, contraindications and withdrawal periods dosages. This can be accessed via their website at www.noahcompendium.co.uk as well as via their free mobile app. Candidates are strongly recommended to familiarise themselves with the compendium.

Veterinary Publications and Journals

You are advised to read the following journals and publications:

- The Veterinary Record
- In Practice
- Journal of Small Animal Practice
- Equine Veterinary Education
- UK Vet
- Publications from the British Equine Veterinary Association – www.beva.org.uk
- Publications from the British Small Animal Veterinary Association – www.bsava.com

Summary of useful websites

RCVS Knowledge Library - <https://knowledge.rcvs.org.uk/library-and-information-services/>

RCVS Code of Professional Conduct for Veterinary Surgeons – available on the RCVS website at www.rcvs.org.uk/vetcode

2020 RCVS Day One Competencies – available on the RCVS website at <https://www.rcvs.org.uk/document-library/day-one-competences/>

www.beva.org.uk – British Equine Veterinary Association (BEVA)

www.bsava.com – British Small Animal Veterinary Association (BSAVA)

www.bva.co.uk – British Veterinary Association (BVA)

www.defra.gov.uk – Department of the Environment, Food and Rural Affairs (DEFRA)

www.apha.gov.uk - The Animal and Plant Health Agency (APHA)

www.food.gov.uk – Food Standards Agency (FSA)

www.fve.org – Federation of Veterinarians of Europe (FVE)

www.legislation.gov.uk – managed by the National Archives, publishes all UK legislation on behalf of Her Majesty's government

<https://clinicallibrary.nadis.org.uk/> - NADIS Animal Health Skills (subscription required)

www.rcvs.org.uk – Royal College of Veterinary Surgeons (RCVS)

www.vmd.defra.gov.uk – Veterinary Medicines Directorate (VMD)

www.oie.int – World Organisation for Animal Health

Other support which you might be interested in

The RCVS periodically runs an event aimed at veterinary surgeons and veterinary nurses educated outside the UK. The 'Introduction to the UK veterinary profession – a key CPD course for overseas vets and VNs' provides overseas vets and vet nurses with the necessary information and support needed to practise in the UK. Further details can be found online:

www.rcvs.org.uk/news-and-views/events/introduction-to-the-uk-veterinary-profession--a-key-cpd/

VetAbroad is a company with many years of experience helping non-UK vets understand what the UK veterinary profession, employers and society require of them. This makes for an easier transition into UK practice life and enables individuals to develop successful professional careers. Managing Director Luis Sainz-Pardo can be contacted by email at luis@vetabroad.com. Please mention that you heard about VetAbroad from the RCVS so he can explain the services that can most benefit you. More information is available at www.vetabroad.com.

Appendix 3

Temporary COVID-19 policies

In response to the COVID-19 pandemic, the RCVS has made temporary changes to certain Statutory Membership Examination policies:

IELTS/OET

Due to the COVID-19 pandemic, both IELTS and OET have suspended normal testing. Applicants for the 2021 diet of the Statutory Membership Examination may therefore enter the exam without taking the IELTS or OET. However, if you go on to pass the 2021 exam then you must provide valid IELTS/OET test results no later than one year after receiving your exam results. If you have not done so by the deadline, you will not be permitted to register and must re-enter the examination in a future diet.

You are strongly encouraged not to enter the 2021 diet of the Statutory Membership Examination unless you are confident that your English-language skills are strong enough to pass the IELTS or OET.

The RCVS recognises both 'IELTS Indicator' and 'OET@Home' test results for the purposes of sitting the Statutory Membership Examination.

Evidence of Good Standing

For the 2021 diet only, we will be accepting electronic copies of letters/evidence of good standing. This evidence will need to be emailed by your university or national regulator directly to rcvsexam@rcvs.org.uk. Candidates who are experiencing difficulty obtaining evidence of good standing due to lockdowns should contact the Examinations Manager at rcvsexam@rcvs.org.uk.

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Certificate in Advanced Veterinary Practice Sub-Committee Minutes
Summary	Minutes of the meeting held on 4 November 2020
Decisions required	To note (oral report noted at previous meeting)
Attachments	None
Author	Britta Crawford b.crawford@rcvs.org.uk 020 7202 0777

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	
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.	

Minutes of the CertAVP Sub-Committee meeting held on 4th November 2020

Present: *Sharon Boyd
Cathy McGowan
Lucy McMahon
Lance Voute
James Horner
Melissa Donald - Chair
*Chris Proudman
*Liz Chan
Rob White

In Attendance Linda Prescott-Clements
Britta Crawford
Jenny Soreskog-Turp
Laura Hogg

*Absent

The meeting was held remotely by Microsoft Teams due to the Covid-19 pandemic.

Apologies for Absence

1. Apologies were received from Sharon Boyd, Liz Chan and Chris Proudman

Declarations of interest

2. There were no new declarations of interest.

Minutes

3. The minutes of the meeting held on 19th June 2020 were approved as a true record.

Matters arising

4. The Sub-Committee discussed the providers' day which was originally scheduled for the date of this meeting. The sub-committee felt that the day should now be held on-line as the pandemic may continue for some time and participants would now be well used to on-line discussions.
5. It was suggested that the day could provide a platform for discussing the synoptic exam to ensure that the exam is robust and reliable and that the candidates were clear on what to expect. It was also suggested that consistency of assessment and feedback could be discussed in a broader sense including for the CertAVP modules.

Application for a 3rd sit

6. A candidate applied for a 3rd sit, detailing her difficulties in the previous attempts, her actions to overcome these difficulties and her plan for working towards another sit. The sub-committee were happy to allow a third sit, although concerned for the level of pressure that she was putting on herself and encouraged her to take her time. The candidate should also be advised that any disabilities can be declared to the assessing university and reasonable adjustments will be made.

ACTION: BC to inform candidate

Re-use of previously assessed materials

7. A candidate had enquired if, when re-taking CertAVP modules due to exceeding the 10-year time limit, is it permissible to use/submit any previously assessed case reports and or essays for assessment?
8. The sub-committee agreed, as previously discussed, that 10 years is more than enough time to complete the 60 credits regardless of extenuating circumstances. In addition, practice and procedures would have developed in a 10 year period rendering the previous material out of date and would therefore not be appropriate for re-submission. Most universities have a limit on the currency of materials, for Liverpool, for example, it is 5 years. Therefore, the sub-committee decided that no previously assessed case reports or materials may be submitted if re-assessment is required.

ACTION: BC to feed back to candidate and provider

Proposal for changes to Emergency Critical Care Modules

9. The RVC and Liverpool Vet School had worked together to update the three CertAVP Emergency Critical Care modules. The sub-committee agreed to the changes but felt that they were quite detailed and specific and would therefore need to be updated again in a period of time.
10. The sub-committee discussed the review of modules and noted that this had been done as needed, to this point. It was felt that a procedure for regular updates should be explored.

**BC to inform RVC and Liverpool Vet School of approval
Explore a procedure for updates**

Nottingham Application for Accreditation to Assess modules C-SAACP.1, 2, 3, 4 and 5

11. Rob White left the meeting for this item. Following changes to the content of the modules listed above, and their acceptance on to the modular certificate scheme, Nottingham re-submitted their applications to assess these modules. The sub-committee were happy to accredit Nottingham to assess the modules.

BC to inform Nottingham

Oncology Modular Combination

12. The subcommittee considered which modules would be suitable for a designation in Oncology. Sharon Boyd, in advance of the meeting, had spoken to the oncology team at Edinburgh, who put together the modules, and advised that these were only appropriate for small animal oncology

and that if equine or farm animal oncology was required then the modules would need to be reviewed. On this basis the subcommittee originally felt that only the small animal B module should be included, however, on further reflection it seemed more appropriate not to exclude the farm animal and equine B modules as there may be a candidate who works in more than one area.

ACTION: BC to add Oncology to the list of designated certificates and include the modular combination document on the website.

Statistics

13. The sub-committee received and noted the statistics. The sub-committee were informed that originally the statistics were to check the uptake from the profession was growing at an appropriate rate. The sub-committee asked if they should be discussing the synoptic pass rates if a sitting fell to a particular level. It was however, acknowledged that the data was skewed as Liverpool were examining considerably more synoptic exams than the RCVS and Edinburgh. The sub-committee discussed the lower pass rates for the small animal exams and the potential for examiners to be harder on these candidates for fear they will use their qualifications for referrals, although there is no substantiated evidence for this and it was argued that examiners are only trying to ensure a quality of care, making sure that those that pass are indeed advanced practitioners.
14. The sub-committee raised concerns that candidates may not be taking the synoptic exam for the right reasons, and they also need it to apply for Advanced Practitioner status, potentially pushing themselves too soon. It was felt that this would be a good topic to cover in one of the focus groups, as part of the review.
15. It was agreed that the synoptic examination would benefit from updating the processes to ensure more reliability and consistency and that examiners would welcome more guidance and training.
16. The discussion progressed to cover what statistics are no longer useful, such as the SAP designation which is no longer available, whilst useful for completeness it could be highlighted to note that it is no longer offered.

Any other business

17. The sub-committee received a letter from a member of the veterinary school in Trinidad and Tobago asking if vets need to be MRCVS to qualify for the CertAVP, as it would be a good opportunity for their graduates to advance their careers without having to leave the country for any significant period.
18. The sub-committee discussed the issue and felt that as a professional body, we should only be awarding qualifications to those within that body. They remarked that it was possible to study CertAVP modules with many of the providers through a recognised taught programme towards a master's degree without signing up formally for the CertAVP. Whilst the credits could not be counted towards a CertAVP, the candidates would receive credit from the university in question and could apply for a CertAVP retrospectively if they become MRCVS at a later date.

19. A member asked if it was possible to review the Terms of Reference for the sub-committee, given that we have new members, so that all were aware of their remit. Membership was also queried in terms of length of service and how new members were chosen. The sub-committee were informed that College is currently reviewing this process to add clarity to committee structure more generally, but it was agreed that it would be beneficial to look at the terms of reference.

ACTION BC to circulate the Terms of reference for comment and questions from the sub-committee.

Britta Crawford
Senior Education Officer
November 2020
b.crawford@rcvs.org.uk

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	New approved qualifications
Summary	<p>The current list of qualifications approved for inclusion in the Register, is attached for information.</p> <p>Another version of the list will be published soon, and will include recently approved qualifications that can be found in Annex A</p>
Decisions required	To note
Attachments	Annex A: Recently approved qualifications
Author	Rebecca Smith r.smith@rcvs.org.uk 020 7202 0771

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	
Annex A	Unclassified	
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.
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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

Qualifications approved for inclusion in the Registers

All primary veterinary degrees are listed against Members' names in the Register. They are not reproduced here. The list below sets out the additional postnominals which may be displayed against Members' names in the Register. The list is not comprehensive; other qualifications may be added from time to time.

Please note that the RCVS only validates registerable primary veterinary degrees, and certain postgraduate qualifications (Certificates, Diplomas and Fellowships) which it has itself awarded. **The listing of other qualifications in the Register against an individual's name does not imply RCVS's endorsement of those qualifications or of the organisations awarding them.**

To be included on the list, qualifications must meet the following criteria:

- a) The qualification must be awarded by an organisation with recognised national authority to do so – either a university, other nationally accredited awarding body, a Chartered body with authority to award qualifications, or other nationally recognised, well-established learned society.
- b) The qualifications should represent a significant period of study/achievement in terms of size and level, equivalent to at least 60 credits (600 notional hours of learning) in the UK credit framework, and be at least at level 6/Bachelor level in the UK Higher Education Qualifications framework.
- c) Qualifications that are accepted for RCVS Advanced Practitioner or RCVS Specialist status will automatically be added to the list.
- d) Under section 3 below, the qualification should relate to achievement in a veterinary or related field of evidence-based science, medicine or agriculture and be awarded by a university, or a Chartered body or other nationally recognised, well established learned society.
- e) Honorary postnominals should be for eminence and significant contributions to a field related to veterinary science or a related field of evidence-based science, medicine or agriculture or other closely related fields/professions, and be awarded by a university, or a Chartered body or another nationally recognised, well established learned society; or be a national honour conferred by the Crown.
- f) Qualifications under section 5 below (non-veterinary related) must be full degrees awarded by a university, at least at level 6/Bachelor level, and be of relevance to the individual holder's area of work. For BAs and MAs, the subject of study should be indicated.

This policy was agreed by RCVS Council at its meeting in November 2014.

1. Postgraduate veterinary qualifications at Masters level in the UK framework of higher education qualifications

The following qualifications are accepted for listing in the RCVS Register on the basis that they are recognised as part of the accreditation process for Members on the list of RCVS Advanced Practitioners. Other qualifications may be approved as part of that process and will be added to this list from time to time.

RCVS Certificates

CertAVP	Certificate in Advanced Veterinary Practice
CertAVP(AWSEL)	Certificate in Advanced Veterinary Practice (Animal Welfare Science, Ethics and Law)
CertAVP (CP)	Certificate in Advanced Veterinary Practice (Camelid Practice)
CertAVP (Cattle)	Certificate in Advanced Veterinary Practice (Cattle)
CertAVP(Sheep)	Certificate in Advanced Veterinary Practice (Sheep)
CertAVP(EP)	Certificate in Advanced Veterinary Practice (Equine Practice)
CertAVP(ESO)	Certificate in Advanced Veterinary Practice (Equine Surgery – Orthopaedics)
CertAVP(ESST)	Certificate in Advanced Veterinary Practice (Equine Surgery - Soft Tissue)
CertAVP(EM)	Certificate in Advanced Veterinary Practice (Equine Medicine)
CertAVP(ESM)	Certificate in Advanced Veterinary Practice (Equine Stud Medicine)
CertAVP(ED)	Certificate in Advanced Veterinary Practice (Equine Dentistry)
CertAVP(ECC)	Certificate in Advanced Veterinary Practice (Emergency and Critical Care)
CertAVP(Fish)	Certificate in Advanced Veterinary Practice (Fish)
CertAVP(LAS)	Certificate in Advanced Veterinary Practice (Laboratory Animal Science)
CertAVP(Poultry)	Certificate in Advanced Veterinary Practice (Poultry)
CertAVP(PAP)	Certificate in Advanced Veterinary Practice (Production Animal Practice)
CertAVP(SAM)	Certificate in Advanced Veterinary Practice (Small Animal Medicine)
CertAVP(SAMC)	Certificate in Advanced Veterinary Practice (Small Animal Medicine – Canine)
CertAVP(SAMF)	Certificate in Advanced Veterinary Practice (Small Animal Medicine – Feline)
CertAVP(SAP)	Certificate in Advanced Veterinary Practice (Small Animal Practice)
CertAVP(GSAS)	Certificate in Advanced Veterinary Practice (General Small Animal Surgery)
CertAVP(VA)	Certificate in Advanced Veterinary Practice (Veterinary Anaesthesia)
CertAVP(VC)	Certificate in Advanced Veterinary Practice (Veterinary Cardiology)
CertAVP(VD)	Certificate in Advanced Veterinary Practice (Veterinary Dermatology)
CertAVP(VDI)	Certificate in Advanced Veterinary Practice (Veterinary Diagnostic Imaging)
CertAVP(VetGP)	Certificate in Advanced Veterinary Practice (Veterinary General Practice)
CertAVP(VPH)	Certificate in Advanced Veterinary Practice (Veterinary Public Health)
CertAVP(ZM)	Certificate in Advanced Veterinary Practice (Zoological Medicine)
CertWEL	Certificate in Animal Welfare Science, Ethics and Law
CertBR	Certificate in Bovine Reproduction

CertCHP	Certificate in Cattle Health and Production
CertEM(IntMed)	Certificate in Equine Medicine (Internal Medicine)
CertEM(StudMed)	Certificate in Equine Medicine (Stud Medicine)
CertES(Orth)	Certificate in Equine Surgery (Orthopaedics)
CertEP	Certificate in Equine Practice
CertES(Soft Tissue)	Certificate in Equine Surgery (Soft Tissue)
CertEMS	Certificate in Equine Stud Medicine
CertLAS	Certificate in Laboratory Animal Science
CertPM	Certificate in Pig Medicine
CertPMP	Certificate in Poultry Medicine and Production
CertSHP	Certificate in Sheep Health and Production
CertSAC	Certificate in Small Animal Cardiology
CertFHP	Certificate in Fish Health and Production
CertSAD	Certificate in Small Animal Dermatology
CertSAM	Certificate in Small Animal Medicine
CertSAO	Certificate in Small Animal Orthopaedics
CertSAS	Certificate in Small Animal Surgery
CertSVM	Certificate in State Veterinary Medicine
CertVA	Certificate in Veterinary Anaesthesia
CertVC	Certificate in Veterinary Cardiology
CertVD	Certificate in Veterinary Dermatology
Cert VDI	Certificate in Veterinary Diagnostic Imaging
CertVOphthal	Certificate in Veterinary Ophthalmology
CertVPH(FH)	Certificate in Veterinary Public Health (Food Hygiene)
CertVPH(MH)	Certificate in Veterinary Public Health (Meat Hygiene)
CertVR	Certificate in Veterinary Radiology
CertVRep	Certificate in Veterinary Reproduction
CertZooMed	Certificate in Zoological Medicine

Other postgraduate qualifications at Masters level awarded by universities and other organisations

DBR	Diploma in Bovine Reproduction, University of Liverpool
CertDHH	Graduate Certificate in Dairy Herd Health, University College Dublin
CertESM	Graduate Certificate in Equine Sports Medicine
CertSAM	Graduate Certificate in Small Animal Medicine, University College Dublin
MPVM	Master of Preventive Veterinary Medicine
MSc(VetGP)	Master of Science (Veterinary General Practice)
MSVM	Master of Specialized Veterinary Medicine
MVetClinStud	Master of Veterinary Clinical Studies
MMedVet	Master of Veterinary Medicine
MMedVet	MMedVet in Veterinary Medicine, University of Pretoria
MVM	Master of Veterinary Medicine
MVetMed	Master of Veterinary Medicine
MVPH	Master of Veterinary Public Health
MVetSci	Master of Veterinary Science
MVetSci	MVetSci in Advanced Clinical Practice, University of Edinburgh
MVSc	Master of Veterinary Science
MVS	Master of Veterinary Studies
MVS	Master in Veterinary Surgery, Murdoch University, Australia
MVetStud	Master of Veterinary Studies

Membership of the Australian and New Zealand College of Veterinary Scientists (MANZCVS) in:

MANZCVS(Medicine of Cats)	Medicine of Cats
MANZCVS(Small Animal Surgery)	Small Animal Surgery
MANZCVS(Small Animal Medicine)	Small Animal Medicine
MANZCVS(Small Animal Dentistry)	Small Animal Dentistry
MANZCVS(Emergency and Critical Care)	Emergency and Critical Care
MANCVS (Medicine of Dairy Cattle)	Medicine of Dairy Cattle
MANZCVS (Medicine of Sheep)	Medicine of Sheep
MANZCVS (Medicine and Management of Laboratory Animal)	Medicine and Management of Laboratory Animal

BSAVA Postgraduate Certificates (PGCert), Nottingham Trent University

BSAVA PGCertSAECC	BSAVA Postgraduate Certificate in Small Animal Emergency and Critical Care
BSAVA PGCertSAM	BSAVA Postgraduate Certificate in Small Animal Medicine
BSAVA PGCertSAOphthal	BSAVA Postgraduate Certificate in Small Animal Ophthalmology
BSAVA PGCertSAS	BSAVA Postgraduate Certificate in Small Animal Surgery

ESVPS Postgraduate Certificates (PgC), Harper Adams University¹

PgC(SAM)	PgC in Small Animal Medicine
PgC(SAS)	PgC in Small Animal Surgery
PgC(EAS)	PgC in Exotic Animal Studies
PgC(FVS)	PgC in Feline Veterinary Studies
PgC(SAC)	PgC in Small Animal Cardiology Studies
PgC(SADI)	PgC in Small Animal Diagnostic Imaging
PgC(EMS)	PgC in Small Animal Emergency Medicine & Surgery
PgC(SAO)	PgC in Small Animal Ophthalmology
PgC(SAD)	PgC in Small Animal Dermatology

PgC in Veterinary Ophthalmology, University of Toulouse, France

University of Chester Postgraduate Certificate (PgCert) in Professional Development

PgCert	in Small Animal Surgery (Work-based and Integrative Studies)
	in Small Animal Emergency Practice

PgDip Companion Animal Behaviour Counselling	Postgraduate Diploma in Companion Animal Behaviour Counselling, University of Southampton
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PgDip in Surgery and Small Animal Anaesthesia, University of Barcelona, Spain

PgDip in Small Animal Surgery, University of Wroclaw, Poland

PGDip Applied Animal Behaviour & Welfare	Postgraduate Diploma, University of Newcastle
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BVSc Hons	Bachelor of Veterinary Science, University of Pretoria
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European Master of Small Animal Veterinary Medicine – Internal Medicine

AdvCertVPhys(Mdx)	Advanced Certificate in Veterinary Physiotherapy, University of Middlesex
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MBChB	Degrees of Bachelor of Medicine and Bachelor of Surgery, University of Liverpool
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MSc	Masters in Clinical Animal Behaviour, University of Lincoln
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Masters in Wild Animal Health, RVC

Masters in Livestock Health and Production, RVC

Masters in Companion Animal Medicine, Aristotle University of Thessaloniki, Greece

Masters in Companion Animal Surgery, Aristotle University of Thessaloniki, Greece

Masters in Laboratory Animal Sciences, University of Barcelona, Spain

Masters in Small Animal Cardiology, University of Parma, Spain

Masters in Aquatic Veterinary Studies, University of Stirling

¹ Harper Adams University notified the RCVS of changes to the postnominals for these qualifications on 30/10/2017

2. Specialist level veterinary qualifications

RCVS Diplomas

DWEL	Diploma in Animal Welfare Science, Ethics and Law
DCHP	Diploma in Cattle Health and Production
DEIM	Diploma in Equine Internal Medicine
DEO	Diploma in Equine Orthopaedics
DESM	Diploma in Equine Stud Medicine
DESTS	Diploma in Equine Soft Tissue Surgery
DLAS	Diploma in Laboratory Animal Science
DPM	Diploma in Pig Medicine
DPMP	Diploma in Poultry Medicine and Production
DSHP	Diploma in Sheep Health and Production
DSAM	Diploma in Small Animal Medicine
DSAM(Feline)	Diploma in Small Animal Medicine (Feline)
DSAO	Diploma in Small Animal Orthopaedics
DSAS(Orth)	Diploma in Small Animal Surgery (Orthopaedics)
DSAS(Soft Tissue)	Diploma in Small Animal Surgery (Soft Tissue)
DSVM	Diploma in State Veterinary Medicine
DVA	Diploma in Veterinary Anaesthesia
DVC	Diploma in Veterinary Cardiology
DVD	Diploma in Veterinary Dermatology
DVDI	Diploma in Veterinary Diagnostic Imaging
DVOphthal	Diploma in Veterinary Ophthalmology
DVPH(MH)	Diploma in Veterinary Public Health (Meat Hygiene)
DVR	Diploma in Veterinary Radiology
DVRep	Diploma in Veterinary Reproduction
DZooMed(Avian)	Diploma in Zoological Medicine (Avian)
DZooMed(Mammalian)	Diploma in Zoological Medicine (Mammalian)
DZooMed(Reptilian)	Diploma in Zoological Medicine (Reptilian)

European College Diplomas (awarded by various European Colleges approved by the European Board of Veterinary Specialists)

Other new European College Diplomas may be approved for Specialist status by the EBVS and would then be added to the list for inclusion in the Register.

DipECAWBM (BM)	Diploma of the European College of Animal Welfare and Behavioural
DipECAWBM	Medicine (Behavioural Medicine)
(AWSEL)	Diploma of the European College of Animal Welfare and Behavioural
	Medicine (Animal Welfare Science Ethics and Law)

DipECBHM	Diploma of the European College of Bovine Health Management
DipECAMS	Diploma of the European College of Avian Medicine and Surgery
DipECAR	Diploma of the European College of Animal Reproduction
DipECEIM	Diploma of the European College of Equine Internal Medicine
DipECLAM	Diploma of the European College of Laboratory Animal Medicine
DipIECPHM	Diploma of the European College of Porcine Health Management
DipECSRHM	Diploma of the European College of Small Ruminant Health Management
DipECVAA	Diploma of the European College of Veterinary Anaesthesia and Analgesia
DipECVCN	Diploma of the European College of Veterinary and Comparative Nutrition
DipECVCP	Diploma of the European College of Veterinary Clinical Pathology
DipECVDI	Diploma of the European College of Veterinary Diagnostic Imaging
DipECVD	Diploma of the European College of Veterinary Dermatology
DipECVN	Diploma of the European College of Veterinary Neurology
DipECVO	Diploma of the European College of Veterinary Ophthalmology
DipECVS	Diploma of the European College of Veterinary Surgeons
DipECVIM-CA	Diploma of the European College of Veterinary Internal Medicine (Companion Animals)
DipIECVP	Diploma of the European College of Veterinary Pathologists
DipECVPH	Diploma of the European College of Veterinary Public Health
DipECVPT	Diploma of the European College of Veterinary Pharmacology and Toxicology
DipECZM	Diploma of the European College of Zoological Medicine
DipEVDC	Diploma of the European Veterinary Dental College
DipEVPC	Diploma of the European Veterinary Parasitology College
DipECAAH	Diploma of the European College of Aquatic Animal Health
DipECPVS	Diploma of the European College of Poultry Veterinary Science
DipECVECC	Diploma of the European College of Veterinary Emergency And Critical Care
DipECVM	Diploma of the European College of Veterinary Microbiology
DipECVSMR	Diploma of the European College of Veterinary Sports Medicine and Rehabilitation

Diplomas awarded by American Boards/Colleges

DipABT	Diplomate of the American Board of Toxicology
DipABVP	Diplomate of the American Board of Veterinary Practitioners
DipACVAA	Diplomate of the American College of Veterinary Anesthesia and Analgesia
DipACVD	Diplomate of the American College of Veterinary Dermatologists
DipACVECC	Diplomate of the American College of Veterinary Emergency and Critical Care
DipACVN	Diplomate of the American College of Veterinary Neurology
DipACVN	Diplomate of the American College of Veterinary Nutrition
DipACVO	Diplomate of the American College of Veterinary Ophthalmology

DipACVP	Diplomate of the American College of Veterinary Pathologists
DipACVPM	Diplomate of the American College of Veterinary Preventive Medicine
DipACVPM (Epidemiology)	Diplomate of the American College of Veterinary Preventive Medicine (Epidemiology)
DipACVR	Diplomate of the American College of Veterinary Radiology
DipACVSMR	Diplomate of the American College of Veterinary Sports Medicine and Rehabilitation
DipACVS	Diplomate of the American College of Veterinary Surgeons
DipACT	Diplomate of the American College of Theriogenologists
DipACVIM	Diplomate of the American College of Veterinary Internal Medicine
DipACLAM	Diplomate of the American College of Laboratory Animal Medicine
DipACVM	Diplomate of the American College of Veterinary Microbiologists
DiplACZM	Diplomate of the American College of Zoological Medicine
DipAVDC	Diplomate of the American Veterinary Dental College

University Doctorates

PhD	Doctor of Philosophy
DrMedVet	Doctor of Veterinary Medicine
DProf	Doctor in Professional Studies (Veterinary General Practice)
DVetMed	Doctor of Veterinary Medicine
DVM	Doctorate of Veterinary Medicine (<i>nb. some DVMs are awarded as the primary veterinary degree, whereas others are awarded at the higher doctoral level, analogous to a PhD</i>)
DVM&S	Doctorate of Veterinary Medicine and Surgery
DVS	Doctor of Veterinary Science
DVSc	Doctor of Veterinary Science
DVSM	Doctor of Veterinary State Medicine
VMD	Doctor of Veterinary Medicine
VetMD	Doctor of Veterinary Medicine
VetMedDr	Doctor of Veterinary Medicine

Fellowships

FRCVS	Fellow of the Royal College of Veterinary Surgeons
FACVS	Fellow of the Australian College of Veterinary Scientists
FANZCVS	Fellow of the Australian and New Zealand College of Veterinary Scientists
FRCPATH	Fellow of the Royal College of Pathologists

3. Other qualifications related to veterinary and biomedical sciences, agriculture and medicine

The following qualifications are not currently approved by RCVS for Advanced Practitioner or Specialist status, but are relevant to veterinary practice. They are currently approved for listing in the Register against individual members' names. Some qualifications are historical and may no longer be awarded,

DER	Diploma in Equine Reproduction
DipACVB	Diplomate of American College of Veterinary Behaviourists
DipACPV	Diplomate of the American College of Poultry Veterinarians
DABVP (Avian)	Diplomate of the American Board of Veterinary Practitioners, Avian Practice
DABVP ECM	Diplomate of the American Board of Veterinary Practitioners, Exotic Companion Mammal Practice
DipAH	Diploma in Animal Health
DipAiCVD	Diploma of the Asian College of Veterinary Dermatology
DipVetMed	Diploma in Large Animal Medicine
DipLHP	Diploma in Livestock Health and Production
DipVetPath	Diploma in Veterinary Pathology
DPVM	Diploma in Preventive Veterinary Medicine
DipVetMed	Diploma in Veterinary Medicine
DTVM	Diploma in Tropical Veterinary Medicine
DVCS	Diploma in Veterinary Clinical Studies
DVPH	Diploma in Veterinary Public Health
DVSM	Diploma in Veterinary State Medicine
DAP&E	Diploma in Applied Parasitology and Entomology
DipAgric	Diploma in Agriculture
DipBact	Diploma in Bacteriology
DipRCPath	Diploma of Royal College of Pathologists
DipToxRCPath	Diploma in Toxicology of the Royal College of Pathologists
DipWCF	Diploma of the Worshipful Company of Farriers
DLSTHM	Diploma of the London School of Hygiene and Tropical Medicine
PharmD	Le Diplome d'Etat de Docteur en Pharmacie
MD	Doctor of Medicine
DSc	Doctor of Science
ScD	Doctor of Science
MAnimSc	Master of Animal Sciences
MAppIsc	Master of Applied science
MPH	Master of Public Health
MRes	Master of Research
MScR	Master of Science by Research, University of Edinburgh
MPhil	Master of Philosophy

MS	Master of Science
MSc	Master of Science
HonFFFLM	Honorary Fellow, Faculty of Forensic & Legal Medicine of the Royal College of Physicians
FRCA/MRCA	Fellow/Member of the Royal College of Anaesthetists
FRCGP/MRCGP	Fellow/Member of the Royal College of General Practitioners
FRCS/MRCS	Fellow/Member of the Royal College of Surgeons
FRCOG/MRCOG	Fellow/Member of the Royal College of Obstetricians & Gynaecologists
FRPharmS/MRPharmS	Fellow/Member of the Royal Pharmaceutical Society
FRES	Fellow of the Royal Entomological Society of London
CChem/FRSC	Chartered Chemist/Fellow of the Royal Society of Chemistry
CBiol/FSB	Chartered Biologist, Fellow of the Society of Biology
FRSB	Fellow of the Royal Society of Biology
MRSB	Member of the Royal Society of Biology
FAAP	Fellow of the American Academy of Paediatrics
FASM	Fellow of the Australian Society of Microbiology
BAgric	Bachelor of Agriculture
BAgricMgt	Bachelor of Agriculture Management
BAGSc	Bachelor of Agricultural Science
BAnSc	Bachelor of Animal Science
BAO	Bachelor of Arts – Obstetrics
BAppSc	Bachelor of Applied Science (Environmental Science)
BCh	Bachelor of Chemistry
MChem	Master of Chemistry
BSc	Bachelor of Science
BSc(Med)(Hons)	Bachelor of Science in Medicine (Honours)
BM BCh	Bachelor of Medicine and Surgery, Oxford University
MB	Bachelor of Medicine & Surgery
MBBS	Bachelor of Medicine and Bachelor of Surgery, Griffith University, Australia
MVetVir	Master in Veterinary Virology, University of Murdoch, Australia
MSc (Clin Onc)	Master of Science (Clinical Oncology), University of Birmingham
PGCertMedEd	Postgraduate Certificate in Medical Education, University of Dundee
University of Edinburgh	
PG Dip (Pain Mgt)	Postgraduate Diploma in the clinical management of pain
MSc IAWEL	Master of Science in International Animal Welfare Ethics and Law
Pg Dip IAWEL	Postgraduate Diploma in International Animal Welfare Ethics and Law
PgDip IAH	Postgraduate Diploma in International Animal Health
PgDip (Conservation Medicine)	Postgraduate Diploma in Conservation Medicine

PGDip (Equine Science)	Postgraduate Diploma in Equine Science
MSc DIC	Master of Science in Epidemiology and Diploma of Imperial College
University of Liverpool	
PGCertVBM	Postgraduate Certificate in Veterinary Business Management
PGCertVPS / PgDipVPS / MScVPS	Postgraduate Certificate/ Postgraduate Diploma / Master of Science in Veterinary Professional Studies
PGCertSc	Postgraduate Certificate in Science, Massey University, New Zealand
University of Nottingham	
PGCertSART	Postgraduate Certificate in Small Animal Rehabilitation
PGCert Veterinary Medicine and Surgery	Postgraduate Certificate in Veterinary Medicine and Surgery
MBiochem	Master of Biochemistry, University of Oxford
RVC, University of London	
MSc Vet Epi & Public Health	Master of Science in Veterinary Epidemiology and Public Health
PgDip Vet Epi & Public Health	Postgraduate Diploma in Veterinary Epidemiology and Public Health
PGCert Vet Ed	Postgraduate Certificate in Veterinary Education
PgDipVetEd	Postgraduate Diploma in Veterinary Education
PGDip One Health	Postgraduate Diploma in One Health (Infectious Diseases)
MAM	Masters in Avian Medicine, Georgia University, USA
PgD AVPS	ESVPS Postgraduate Diploma in Advanced Veterinary Practice Sciences, Harper Adams University
AdvCertVPhys	Advanced Certificate in Veterinary Physiotherapy, Middlesex University
PGDIPL	Certificate in Cat and Dog Diseases, Warsaw University of Life Sciences
Membership of the Australian and New Zealand College of Veterinary Scientists (MANZCVS) in:	
MANZCVS (Epidemiology)	Epidemiology
MANZCVS (Equine Surgery)	Equine Surgery
MANZCVS Pharmacology	Pharmacology
PGDip (VCP)	Post Graduate Diploma in Veterinary Clinical Practice, University of Bristol/Royal Veterinary College
PGCert Vet Anaesthesia & Analgesia	Post Graduate Certificate in Veterinary Anaesthesia and Analgesia, University of Edinburgh
PGCert (Conservation Medicine)	Post Graduate Certificate in Conservation Medicine, University of Edinburgh
MResCVR	Masters in Clinical Veterinary Research, BSAVA and Nottingham Trent University

PGCert(Equine Science)	Postgraduate Certificate in Equine Science, University of Edinburgh
CSAVP(Internal Medicine)	Certificate of Small Animal Veterinary Practice – Internal Medicine, European School of Advanced Veterinary Studies, University of Luxembourg

4. Postnominals awarded for eminence and significant contributions to a field related to veterinary science

Dr (h.c.)	Doctorate (honoris causa) (various universities)
DUniv	Doctorate (honoris causa)
DVM&S (h.c.)	Medicinae et Chirurgiae Veterinariae Doctorem honoris causa
FMedSci	Fellow of the Academy of Medical Sciences
FRS	Fellow of the Royal Society
FRSE	Fellow of the Royal Society of Edinburgh
FRAgS	Fellow of the Royal Agricultural Societies
ARAgS	Associateship of the Royal Agricultural Societies
FAA	Fellow of the Australian Academy of Science
FAVA	Fellow of the Australian Veterinary Association
HonDVM&S	Medicinae et Chirurgiae Veterinariae Doctorem honoris causa
HonAssocRCVS	Honorary Associate of the Royal College of Veterinary Surgeons
HonFRCVS	Honorary Fellow of the Royal College of Veterinary Surgeons
HonFWCF	Honorary Fellowship of the Worshipful Company of Farriers
HonMRCP	Honorary Member of the Royal College of Physicians
QHVS	Queen's Honorary Veterinary Surgeon
National Honours, eg. CBE, MBE, etc.	Any honours conferred by Her Majesty The Queen within the Commonwealth.

5. Non-veterinary, science, medicine or agriculture related qualifications

MA	Master of Arts
AM	Master of Arts
LLM	Master of Laws
MBA	Master of Business Administration
MEd	Master of Education
MLitt	Master of Letters
MEng	Master of Engineering
PGDE	Professional Graduate Diploma in Education, University of Strathclyde
PGCE	Postgraduate Certificate in Education
AFHEA/FHEA/SFHEA/PFHEA	Associate Fellow/Fellow/Senior Fellow/Principal Fellow of the Higher Education Academy
MCIArb	Member of the Chartered Institute of Arbitrators
BA	Bachelor of Arts
BEng	Bachelor of Engineering
BD	Bachelor of Divinity
BTh	Bachelor of Theology
LLB	Bachelor of Law
MPP	Master of Public Policy
FRGS	Fellowship of the Royal Geographical Society
PGCAP	Postgraduate Certificate in Academic Practice, University of Edinburgh & University of Glasgow
PgDipSSRM UCL	Postgraduate Diploma in Social Sciences Research Methods, UCL
PgCert TSLHE	Postgraduate Certificate in Teaching and Supporting Learning in Higher Education, Harper Adams University
GCLT	Graduate Certificate in Learning and Teaching, University of Surrey
PGCertLTHE	Postgraduate Certificate in Learning and Teaching in Higher Education, University of Liverpool
BBus	Bachelor of Business (Marketing), Queensland University of Technology
EdD	Doctor of Education (Higher Education), University of Liverpool

Recently Approved Qualifications

GCSAECC

Graduate Certificate in Small Animal Emergency and Critical Care,
Melbourne University, Australia

Summary	
Meeting	Education Committee
Date	9 February 2021
Title	Student Representatives for Education Committee and PQSC
Summary	Education Committee and PQCS both need two new student representatives from May 2021. The Education Committee is asked to approve the advert and person specification.
Decisions required	Education Committee is asked to approve the advert for student representatives.
Attachments	None
Author	Jenny Soreskog-Turp Lead for Postgraduate Education j.soreskog-turp@rcvs.org.uk / 020 7202 0701

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	

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



Student members of RCVS Education Committee & Primary Qualification Subcommittee

The Royal College of Veterinary Surgeons is searching for veterinary student representatives to sit on their Education Committee (EC) and Primary Qualification Subcommittee (PQSC).

Both the EC and the PQSC would like to invite two students to join the committee membership:

- One veterinary student within their first two years of study
- One veterinary student in their final two years of study

The term of membership will be two years for each student, and there will be the opportunity for the student representative from the initial two years of study to reapply for a second term, when in their final two years of study. RCVS will reimburse any travel and subsistence expenses.

If you would like more information, please contact the Education Department at education@rcvs.org.uk.

To apply for this role, please send a CV and cover letter to education@rcvs.org.uk by 12 noon Monday 8th March 2021

A person specification for the role is included in Appendix 1.

Further details of the work of each of the committees is described below.

Education Committee

The RCVS Education Committee is a standing committee which supports RCVS Council in decisions relating to veterinary education matters. The terms of reference for the committee are to set the policy for undergraduate and postgraduate education and training of veterinary surgeons and determine the requirements for those seeking registration, for the award of qualifications under the Charter, for continuing professional development and for recognition as RCVS Advanced Practitioner and RCVS Specialist. The full terms of reference are shown below.

Education Committee membership

Professor Ewan Cameron

Dr Danny Chambers

Ms Linda Ford

Ms Katie Fox (student representative)

Mrs Susan Howarth

Mr Tobias Hunter (student representative)

Professor Tim Parkin

Mrs Susan (Sue) Paterson (Chair)

Dr Kate Richards

Dr Cheryl Scudamore

Professor James Wood

Operational Board Member as Observer: Dr Niall Connell

Chairs of Education Sub-Committees:

Dr Melissa Donald, CertAVP

Dr Joanne Dyer, PQSC and EMS co-ordinators Liaison Group

Mr John Fishwick, Specialist Recognition Subcommittee

Professor Nigel Gibbens, Accreditation Review Group

Full terms of reference agreed by Council June 2015

1. The Education Committee shall set the policy for undergraduate and postgraduate education and training of veterinary surgeons and determine the requirements for those seeking registration, for the award of qualifications under the Charter, for continuing professional development, and for recognition as RCVS Advanced Practitioner and RCVS Specialist.

2. The Committee shall develop and keep under review education and training requirements for registration, and in particular shall:

- define "day 1 competences" and advise on the content of the veterinary undergraduate curriculum;
- oversee the approval process and ongoing monitoring of veterinary degrees and international recognition agreements, considering sub-committee reports on appointment of visitors, visitation reports, follow-up reports and annual monitoring reports from veterinary schools, sub-committee reports on overseas degrees from other accrediting bodies, and subcommittee reports on operation of the statutory membership examination;
- make decisions on recognition of registrable veterinary degrees;
- make recommendations to Council on the regulations governing the statutory membership examination, and on the regulations governing practice by students.

3. The Committee shall develop and keep under review policy for continuing professional

development, revalidation and postgraduate training and qualifications, and in particular shall:

- define "year 1 competences" and monitor the postgraduate development phase.
 - set the requirements for and monitor continuing professional development within the profession;
 - develop and maintain a framework of College postgraduate awards, receiving reports from sub-committees on the standards for College-awarded certificates, diplomas and fellowships, examinations and accreditation of other recognised postgraduate qualifications as part of the framework;
 - define the requirements for RCVS Advanced Practitioner and RCVS Specialist status, receiving reports from sub-committees on the maintenance of lists for Advanced Practitioners and Specialists; and
 - recommend to Council amendments to the certificate and diploma and Fellowship bye-laws.
4. The Committee shall recommend fees to the Operational Board for candidates, examiners and visitors, Advanced Practitioners, Specialists and Fellows.

The Education Committee meets in London¹, four times each year, for approximately 2-3 hours. The dates for 2021 Education Committees are as follows:

Tuesday 9^h February

Tuesday 11th May

Tuesday 14th September

Tuesday 16th November

¹ Meetings are currently being held remotely via Microsoft Teams

Primary Qualification Subcommittee

The PQSC reports directly to RCVS Education Committee, on matters relating to the recognition of veterinary degrees. The full terms of reference for this committee are described below.

PQSC Membership

Professor Jim Anderson

Mr Alex Berry (student representative)

Professor Kate Cobb

Dr Joanna Dyer (Chair, and as Chair of EMS Coordinators Liaison Group)

Mrs Jo Oultram

Mr Martin Peaty (as Chair of the Statutory Membership Examination Board)

Professor Susan Rhind

Dr Kate Richards

Dr Cheryl Scudamore

Professor Ken Smith

Mr James Statton (student representative)

Dr Clare Tapsfield-Wright

Professor Sheena Warman

PQSC Terms of Reference

1. To consider reports of visitors (including follow-up reports) to veterinary schools and make recommendations to the Education Committee on the recognition of undergraduate veterinary degrees so that Council can submit formal advice to the Privy Council.
2. To consider annual monitoring reports from the veterinary schools
3. To consider and make recommendations to Education Committee on the appointment of RCVS visitors and observers.
4. To keep RCVS visitation/accreditation criteria under review and in line with any relevant international standards and to consider annual statistical returns.
5. To oversee the work of the Statutory Examination Board and ensure that the standards for entry onto the register by this route are consistent with recognised degrees.
6. To receive reports of meetings of the EMS Co-ordinators and make recommendations to Education Committee regarding EMS policy and activities.

The PQSC meets 4 times each year in London², for approximately 2-3 hours. The dates for 2021 PQSC meetings are as follows:

Friday 15th January

Wednesday 14th April

Monday 16th August

Monday 11th October

² Meetings are currently being held remotely via Microsoft Teams

Appendix 1: Person Specification Sheet

FACTORS			CRITERIA
Education and professional qualifications	Essential	A1	Be enrolled as a veterinary student either (i) in the first two years of study or (ii) the final two years of study in a UK veterinary school
Experience/training	Desirable	C1	Familiarity with Veterinary Education accreditation processes
Specific aptitude and abilities	Essential	D1	Ability to interpret a large amount of complex information
		D2	Ability to identify significant issues from complex data
		D3	Good problem solving abilities
		D4	Good English writing skills
		D5	Good communication and listening skills
		D6	Diplomacy in dealing with sensitive issues
	Desirable	F1	Experience of student body representation
Interpersonal skills	Essential	G1	Ability to provide constructive criticism
		G2	Good interviewing skills
		G3	Ability to work in a team
		G4	Ability to facilitate discussion to reach conclusions
		G5	A courteous manner in verbal communications
		G6	Absolute discretion in confidential matters
Special factors	Essential	H1	Good university behavioural record
		H2	Reference from tutor

February 2021