RCVS Specialists
Information and Application Pack

2020 edition for 2021 listing

Deadline for applications:

Friday 2 October 2020
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Preface

Recognition as a Specialist by the RCVS is based upon the following criteria:

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<th>Possession of an RCVS, or RCVS-approved diploma, or other relevant postgraduate qualification;</th>
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<td>a.</td>
<td>being acknowledged by peers in the area of specialisation;</td>
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<tr>
<td>b.</td>
<td>maintaining and providing acceptable documented CPD</td>
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<tr>
<td>c.</td>
<td>contributing to the specialty through publication, teaching, reviewing, examining, attending and participating in national and international meetings within the specialised field;</td>
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<tr>
<td>d.</td>
<td>being available for referral or consultation by other veterinary colleagues;</td>
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<tr>
<td>e.</td>
<td>being a current active practitioner within the specialised field.</td>
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The objectives of the RCVS list of Specialists include:

- to promote specialisation within the veterinary profession;
- to identify, for the public and the profession, veterinarians who have specialised knowledge and skills; who are active practitioners within a recognised field of specialisation; who maintain specialised competence through continuing professional development. Such individuals will meet the criteria listed in a. – e. above;
- to encourage veterinary surgeons to refer cases, as appropriate, to RCVS Specialists;
- to recognise specialised competence in key areas where there are suitable postgraduate qualifications.

Please note that the Code of Conduct has been changed, and with effect from March 2016, all Specialists “must be registered with the RCVS and included on the RCVS specialist list if they want to practise and use the title ‘specialist’ in the UK.”

We have consequently introduced a streamlined application process for European specialists, to take account of their accreditation with accepted European Colleges. Please see Section E for further information.
RCVS Specialists

Introduction

RCVS Specialist status is not easily achieved. To be included on the list of Specialists, an individual must have achieved a postgraduate qualification at least at Diploma level, and must additionally satisfy the College that they make an active contribution to their specialty. A Specialist must also be available for referral or consultation by other veterinary colleagues. Specialist status is time bound, and the individual must reapply for recognition every five years (or earlier in certain cases) to maintain their name on the list.

This Information Pack outlines the criteria for recognition, and describes the process by which individuals can apply to have their name included on the list. This information pack is normally updated annually in early spring and applicants should ensure that they hold the most recent edition before applying.

1. How do I apply to be a RCVS Specialist and have my name included on the list?

Applications for inclusion on the list of RCVS Specialists (or re-applications for those whose initial period of recognition has expired) are considered once a year in January by the Specialist Sub Committee. This is a Sub Committee of the Education Committee of the RCVS. Education Committee then approves the list of Specialists for publication.

Before proceeding with an application it is important that you read the following sections carefully to satisfy yourself that you meet all the requirements that you understand the application process and the type of information that you will need to provide. Before applying, you may also find it helpful to seek an informed opinion from a current RCVS Specialist.

- The criteria for eligibility are given in Section B.
- The list of specialties which are currently recognised are listed in Section C.
- The qualifications on which your eligibility may be based are given in Section D.
- Information for European Specialists is given in Section E
- Section F contains guidance notes on how to complete the RCVS Specialist application form.

All applications will need to be supported by two good references from referees who have known you at least 5 years. The process for obtaining and submitting references is described in Section F; the form that should be completed by your referees is in Section G. We will not be able to accept letters of reference.
To accompany your completed application form, you will also need to submit a copy of your completed CPD records, covering the period of the previous 5 years for re-applicants and previous 7 years for new applicants to the present (i.e. date of application).

Both re and new applicants complete the same application form.

There is an application fee which is reviewed annually. Current fees are set out at Annexes 2 and 6, and the appropriate fee must accompany your application. If your application is unsuccessful, we will be unable to offer any refunds.

2. **What happens if my application for recognition as an RCVS Specialist is approved?**

The names of those whose applications are approved are listed in the RCVS Register of Members, a new edition of which is published annually in the autumn. Recognition is given for up to five years in the first instance. After your initial period of recognition has expired, you will need to re-apply. All re-applicants are required to assess themselves against a clear set of criteria which is published on the RCVS website.

All listed RCVS Specialists must pay an annual administration fee, **by 1 July** each year, to ensure retention of their name on the published list.

Listed Specialists are also required to self certify, sign and return the completed form to the RCVS annually by 1 July.

3. **What happens if my application to be a RCVS Specialist is rejected?**

You will be notified, in writing, by RCVS with an indication of the reason for the decision.

You may appeal against the decision within 28 days of receipt of notification. Appeals must be made, in writing, and submitted to the Registrar. In no circumstances will RCVS staff or the Chairman of the Specialist Sub Committee enter into telephone discussions or correspondence with individuals concerning appeals.

Appellants must state, succinctly, their grounds for appeal.

Your appeal will be considered by the Specialist Appeals Committee which meets as necessary, and reports directly to RCVS Council. Its membership is independent of the Specialist Sub Committee. The Specialist Appeals Committee consists of the immediate-past Senior Vice-President (Chairman), the Senior Vice-President and the Registrar. The Chairman of the Specialist Sub-Committee attends meetings of the Specialist Appeals Committee only in the capacity of Adviser.

No new or additional information unseen by the Specialist Sub Committee will be considered by the Specialist Appeals Committee.
4. How do I maintain my continued status as an RCVS Specialist?

RCVS Specialist status is granted for a period of up to five years. When this period has expired, the holder is required to re-apply if they wish their recognition to be continued. Listed RCVS Specialists are required to meet the criteria in place at the time of re-application. It must be emphasised that these may differ from the criteria that were in place at the time of the first application. Approval of a re-application allows retention of the RCVS Specialist’s name on the List for a further period of up to five years, subject to payment of the annual administration fee on 1 July.

The annual deadline for re-applications is in August preceding the year of expiry of the status. Reminders are sent with the annual administration fee notice in April.
RCVS Specialist

Criteria for eligibility

1. Membership

Only those who are Members of the Royal College of Veterinary Surgeons, and those on the Temporary Register, may apply to be included on the list. Members who are on the Non-Practising Register are not eligible to apply.

2. Qualifications

Both new and re applicants must hold one of the following qualifications at the date of application.

a. An RCVS Diploma, RCVS approved European College Diploma, American College Diploma or Fellowship of Australian and New Zealand College of Veterinary Scientists in, or relevant to, the specialty concerned (see Section D, paragraphs 1 and 6 for allowable Diploma titles);

(if applying with a European Diploma, please see Section E for details on how to apply)

or

b. The RCVS Diploma of Fellowship gained by Examination\(^1\), or by Meritorious Contributions to Learning (MCL)\(^2\), in a subject which is in, or relevant to, the specialty concerned;

or

c. A postgraduate qualification (see Section D), other than a named RCVS Diploma or a Diploma of Fellowship by Examination or MCL, which you wish to submit for consideration by the RCVS for this purpose, which is in, or relevant to, the specialty concerned. (For full details re: Diploma of Fellowship, see Section D, para. 3).

If your qualification is not currently listed in the RCVS Register, a certificate from the awarding body will also need to be submitted as verification.

It should be noted that obtaining an RCVS Diploma confers eligibility but does not automatically qualify the holder to become an RCVS Specialist; and they will also need to meet other criteria as described below.

\(^1\) 1999 was the final year in which it was possible to achieve a Diploma of Fellowship by examination. This route to Fellowship is no longer available.

\(^2\) 2016 was the final year that the Fellowship by MCL was awarded. It has now been replaced by the new RCVS Fellowship scheme.
3. **CPD Requirements (and re-validation criteria)**

During the period of accreditation, the Specialist must undertake a minimum of **250 hours of CPD over 5 years** (whilst also complying with the formal RCVS requirement). **125 hours of that CPD should be in the Specialist's chosen designated field.**

Specialists should be involved with their subject or species community and be undertaking a breadth of CPD, some of which should involve engagement with other practitioners.

CPD with an ‘external focus’ is any CPD activity in which you engage with other practitioners in your area of interest and allows you to contribute to, or learn from, other practitioners in that community.

Examples of activities that can be counted as ‘external’ CPD are:

- Attending national/international meetings or conferences where direct engagement has taken place
- Seeing practice with others in your field outside of your normal workplace
- Being mentored by someone outside of your practice
- Participating in discussion groups or other formal or informal learning networks
- Secondment to another workplace
- Online discussion groups/networks apply as long as direct engagement or discussion of practice takes place
- Webinars when delivered by an external body

This list is not exhaustive and other CPD activities that fit the above definition will also be acceptable.

4. **Professional Key Skills Requirements**

As with Advanced Practitioners, RCVS considers it important that RCVS Specialists have developed and are maintaining their skills in key areas of professional development. The expectation is that Specialists will have developed the majority of these skills during the training and residencies required for their Diploma qualifications and thus what is required is some evidence that those skills are being utilised as part of day-to-day practice. We are consequently asking referees to confirm or comment on the expectation that all RCVS Specialists will:

- Use established models of professional and evidence-based reasoning to tackle complex clinical problems in specialist practice
- Recognise the responsibility specialists have for protecting human and animal health
- Undertake specialist practice with a critical awareness of animal welfare, professional conduct and veterinary ethics
- Promote continuous improvement in the quality and standard of specialist practice
- Communicate effectively to the public and to professional colleagues.
Experience

5. Both re and new applicants must ensure that they are up to date and fit to practise in their area of speciality.

Other criteria

6. All applicants will be required to submit evidence of recent publications (i.e. in the last 7 years) in refereed journals; and of contributions to local, national and international meetings, and of appointments on official bodies in their field, as an indication of their continuing active involvement in their specialty. Publications in the professional and lay press will also be taken into consideration as well as expert reports not in the public domain.

7. If you do not hold either the RCVS Diploma or an approved European Diploma, (i.e. those meeting the criteria at paragraphs 2.b. and 2.c. above) you will be required to submit additional evidence of at least 5 recent principal author papers as well as other relevant and recent contributions in refereed or specialist journals as described in para. 7 above.

8. Those applying under paragraphs 2.b. or 2.c. above may additionally be asked to sit and pass a relevant appropriate postgraduate qualification, before an application can be considered.

9. Specialists can only be listed in one area of designation.

10. Specialists cannot also be listed as an Advanced Practitioner in the same area of designation. Specialists are permitted to be listed as Advanced Practitioners in different areas.

11. Specialists are expected to contribute to the examination processes either as examiners or by submitting questions and key points. The Sub Committee will take this into account when considering applications and re-applications. (Question 19 Section B of Application Form refers).

Self assessment

All applicants, whether submitting a re-application or new application, are required to self assess themselves against a clear set of criteria. Applicants can score themselves as the application form is completed.

Re-applications

The Specialist re-application fee is £87 (for re-applications submitted in 2019 for re-listing in 2020) with the annual administration charge being £87 by direct debit or £97 by cheque or bank transfer.
**Next deadline for new and re-applications**

Existing Specialists due for reaccreditation will need to apply by **2 October 2020**.

**Emeritus Specialist status**

Specialists who have retired or are about to retire may be eligible for Emeritus RCVS Specialist status.

The requirements are:

- to have been previously listed normally for at least 15 consecutive years
- listed in the Register as Non-Practising
  or
- able to self certify as not being active in the area of specialisation and no longer involved in providing specialist services

Those wishing to be listed as an Emeritus Specialist should put a request in writing to the Specialist Sub-Committee to inform them that you have either retired (or are about to), or are no longer working in the area. There is no fee for Emeritus Listing and no re-application will be required once listed.
### Section C

**RCVS Specialist**

### Specialities and specialist titles

This is not an exhaustive list and may be amended from time to time as required. There are three broad groups of specialties. These are:

- **A. Production Animal Medicine**
- **B. Companion and Competitive Animals**
- **C. Disciplines**

Specialist titles for which an application may be made are listed under one of these headings. In some areas, sub-specialties are listed beneath the full specialist title. Those shown are the sub-specialties agreed so far for each specialty. Sub-specialties indicate that the holder is a Specialist only in that restricted field. A Specialist in one of these fields must show the sub-specialty in brackets after the main title of the specialty.

<table>
<thead>
<tr>
<th>Main title</th>
<th>Sub-specialities (where applicable)</th>
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<td><strong>A. Production Animal Medicine Group</strong></td>
<td></td>
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<tr>
<td>Cattle Health and Production:</td>
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<td>Beef</td>
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<td>Dairy</td>
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<td>Mastitis</td>
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<td>Reproduction</td>
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<tr>
<td>Deer Health and Production</td>
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<td>Fish Health and Production</td>
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<tr>
<td>Goat Health and Production</td>
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<tr>
<td>Laboratory Animal Science</td>
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<td>Pig Medicine</td>
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<tr>
<td>Poultry Medicine and Production</td>
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<tr>
<td>Sheep Health and Production</td>
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| **B. Companion and Competitive Animals Group** |                                     |
| Equine Medicine:                                |                                     |
| Internal Medicine                               |                                     |
| Reproduction                                    |                                     |
| Sports Medicine                                 |                                     |
| Stud Medicine                                   |                                     |
| Equine Gastroenterology:                        |                                     |
| Equine Surgery:                                 |                                     |
| Orthopaedics                                    |                                     |
| Soft Tissue                                     |                                     |
| Feline Medicine                                 |                                     |
| Rabbit Medicine and Surgery:                    |                                     |
| Small Animal Medicine:                          |                                     |
| Endocrinology                                   |                                     |
| Internal Medicine                               |                                     |
| Oncology                                        |                                     |
| Small Animal Surgery: | Ear, Nose and Throat  
| Orthopaedics  
| Soft Tissue |

### C. Disciplines Group

| Animal Welfare Science, Ethics and Law  
| Emergency and Critical Care  
| Tropical Animal Health and Production  
| Veterinary Behavioural Medicine  
| Veterinary Anaesthesia  
| Veterinary Cardiology  
| Veterinary Dentistry:  
| Veterinary Dermatology  
| Veterinary Epidemiology  
| Veterinary Neurology  
| Veterinary Nutrition  
| Veterinary Oncology  
| Veterinary Ophthalmology |

| Equine |

| Veterinary Pathology: *  
(*applicants under this title are expected to be significantly involved in dealing with clinical material)  
| Small domestic animals (dog, cat)  
| Farm animals (cattle, sheep, pig, goat, deer)  
| Equine animals (horse, donkey)  
| Laboratory animals (rabbit, rat, mouse, guinea pig, hamster, dog, non-human primates)  
| Birds (poultry, game birds, cage birds, wild birds)  
| Fish (wild, farmed)  
| Clinical pathology  
| Microbiology  
| Toxicology |

| Veterinary Public Health:  
| Meat Hygiene  
| Food Hygiene |

| Veterinary Diagnostic Imaging: |

| Veterinary Reproduction:  
| Cats  
| Cattle  
| Dogs  
| Goats  
| Horses  
| Pigs  
| Sheep  
| Small Animal - alternative title  
| Small Domestic Ruminants - alternative title  
| Theriogenology |

| Zoo and Wildlife Medicine:  
| Avian  
| Mammalian  
| Pathology  
| Reptilian |
RCVS Specialist

Qualifications on which eligibility may be based

The following is a list of the acceptable qualifications on which an application for inclusion on the List of RCVS Specialists may be based.

**RCVS Diplomas**  
*(Section B, paragraph 2.a. refers)*

1. Animal Welfare Science, Ethics and Law  
   Cattle Health and Production  
   Equine Internal Medicine  
   Equine Stud Medicine  
   Equine Orthopaedics  
   Equine Soft Tissue Surgery  
   Fish Health and Production  
   Laboratory Animal Science  
   Pig Medicine  
   Poultry Medicine and Production  
   Sheep Health and Production  
   Small Animal Orthopaedics  
   Small Animal Medicine  
   Small Animal Medicine (Feline)  
   Small Animal Surgery (Orthopaedics)  
   Small Animal Surgery (Soft Tissue)  
   Veterinary Anaesthesia  
   Veterinary Cardiology  
   Veterinary Dermatology  
   Veterinary Ophthalmology  
   Veterinary Public Health (Food Hygiene)  
   Veterinary Radiology (pre 2004)  
   Veterinary Diagnostic Imaging  
   Veterinary Reproduction  
   Zoological Medicine

**RCVS Diploma of Fellowship**  
*(Section B, paragraph 2.b. refers)*

2. A Fellowship gained by Examination or by Meritorious Contributions to Learning

3. RCVS Council has ruled that a Diploma of Fellowship by Thesis is by nature, too narrow a field to be considered as a main qualification towards RCVS Specialist status and would not normally be considered as sufficient evidence alone. However, a Diploma of Fellowship by Thesis would be considered as an indicator of educational attainment if offered as another postgraduate qualification *(see Section B, paragraph 2.c.)* along with evidence of a substantial number of publications in refereed journals.

**Other Postgraduate qualifications**  
*(Section B, paragraph 2.c. refers)*

4. Other postgraduate degrees, e.g. PhDs, M/FsRCPPath may be submitted for consideration and approved for the purpose of specialist recognition by the RCVS in respect of any individual applicant.
6. Other Diplomas include the Diploma of the Institute of Biology in Toxicology and the Royal College of Pathologists Diploma in Toxicology.

6. Applicants relying on an MSc or other one-year qualification will have to offer a substantial amount of evidence of their expertise, such as a considerable number of publications and many years of experience.

7. **European** College Diplomas are being considered for their acceptability as the case is made in the different subject areas. European Diplomas from the following European Colleges are currently acceptable:

- European College of Veterinary Neurology
- European College of Veterinary Dermatology
- European College of Veterinary Diagnostic Imaging
- European College of Veterinary Internal Medicine (Companion Animals)
- European College of Veterinary Surgery (Large and Small Animals)
- European College of Veterinary Anaesthesia and Analgesia
- European Veterinary Dental College
- European College of Veterinary Pathologists
- European College of Veterinary Ophthalmologists
- European College of Avian Medicine and Surgery
- European College of Animal Reproduction
- European College of Laboratory Animal Medicine
- European College of Animal Welfare and Behavioural Medicine
- European College of Veterinary Clinical Pathology
- European College of Veterinary Public Health
- European College of Bovine Health Management
- European College of Equine Internal Medicine
- European College of Veterinary Comparative Nutrition
- European College of Porcine Health Management
- European College of Small Ruminant Health Management
- European College of Poultry Veterinary Science
- European College of Zoological Medicine

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3 approved by Council in June 1996
4 approved by Council in February 1997
5 approved by Council in February 1997
6 approved by Council in February 1998
7 approved by Council in February 1998
7 approved by Council in February 1999
8 approved by Council in February 2000
9 approved by Council in February 2001
10 approved by Council in March 2005
11 approved by Council in March 2007
12 approved by Council in March 2012
8. **American** College Diplomas and the Fellowship of the **Australian and New Zealand** College of Veterinary Scientists may also be acceptable qualifications on which an application may be based. The following are currently acceptable:

- Fellow of Australian and New Zealand College of Veterinary Scientists
- Diploma of the American College of Veterinary Internal Medicine
- Diploma of American College of Veterinary Radiology
- Diploma of American College of Veterinary Surgeons
- Diploma of the American College of Veterinary Pathology
- Diploma of the American College of Emergency and Critical Care
- Diploma of the American Veterinary Dental College

This list is not exhaustive, and other American College Diplomas will be considered upon application.
European Diplomates

1. Those applying on the basis of a European Diploma from an accepted European College (i.e. where RCVS is satisfied with the standards of the College) will be subject to a simplified process, as they will already have provided their College with much of the information required by RCVS. You will need to provide proof of accreditation by the relevant European College, and once on the specialist list, provide further proof each time you re-validate with your European College. This proof should be in the form of a certificate from the EBVS, or your College. If this is not available, then a letter or email from your College may be acceptable. Applications which do not contain this proof will not be approved.

2. You will need to complete the application form online and submit evidence of accreditation by your European College. You do not need to complete a self-assessment form.

3. We have also recently introduced a professional key skills requirement for specialists, similar to that required for Advanced Practitioner status. A new section to the referees’ questionnaire has been introduced, that requires a referee to attest to the applicant’s use of professional key skills within their practice. This requirement also applies to European College Diplomates.

Guidance on completing your application form

Applications should be made online on the RCVS website via the ‘My Account’ area - www.rcvs.org.uk.

A representation of the application form can be seen below.

Once completed and submitted, application forms will be checked by staff in the RCVS office, before being forwarded on to the Specialist Sub-Committee for assessment.

In order to be considered for inclusion in the following year’s list, please submit your application by the specified closing date.

Please ensure that you include the following items with your application:

- Verification of the qualification you are offering by means of a copy of the Certificate from the European College if you have not already provided RCVS with this.
- Verification that you have re-validated with your European College, if applicable

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[8] The current recommendation about approval is ‘full recognition’ of the European College (EC) by the European Board of Veterinary Specialisation (EBVS), which occurs once the EBVS is satisfied that the EC is fully functional and has introduced all aspects of the EBVS Policies and Procedures.
• Two references, covering the professional skills requirement

Please read these notes carefully before completing your application form.

Once you have logged into your account on the RCVS website, please click the button, “Apply to become a Specialist”.

You will then be taken to an initial screen which will ask if you are applying with a European Diploma or not. Please click on “apply with European Diploma” to be taken to the correct application form.

Please note, you will not be able to save your progress, so the form must be completed in full in one sitting.

Professional and academic credentials for recognition as a Specialist

You will be asked to select your European Diploma from a list, along with the date you received your award.

Then you will be asked to provide proof of award and/or current accreditation with your College. You can attach documents to the application form with the document uploader. To attach documents, click “choose file”. This will then open up a window where you will be able to select the documents from your computer. Once you have selected the relevant document, click “attach”. Once it has attached, you will then have the option to view, or remove the document.

References

You will need to supply two references, covering the professional skills requirement.

References can either be attached to the application form using the document uploader, or submitted to the RCVS by your referee.

If your referees are sending the references, they can be emailed to specialist@rcvs.org.uk, or sent in sealed envelopes addressed to the Education Department at the RCVS. Please see page 25 for further information on references and Section H for the referees’ questionnaire.

Submission

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on “submit”.

After this, you’ll be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.
RCVS Specialist

Guidance on completing your application form
(For those not applying based on a European College Diploma)

Applications should be made online on the RCVS website via the ‘My Account’ area - www.rcvs.org.uk.

A representation of the application form and details of how to complete it can be seen below.

Once completed and submitted, application forms will be checked by staff in the RCVS office, before being forwarded on to the Specialist Sub-Committee for assessment.

In order to be considered for inclusion in the following year’s list, please submit your application by the specified closing date.

CPD

Applications will now be completed online. Therefore, we would strongly encourage applicants to register for an account on the online CPD recording system, the Professional Development Record. You can sign up for an account here: www.rcvs-pdr.org.uk if you haven’t already done so.

CPD records from the previous five years must be submitted with applications (or seven years for new applications).

If you do not have an account on the PDR, you can attach CPD records to the application form being completed online, so you will need to have electronic copies saved as .pdf files.

Alternatively, if you already record your CPD online on the RCVS PDR, you will need to give permission for the RCVS to access your full record. To do this, once logged in you will just need to click on the 'View/Set Record Permissions' button which can be found on the far right of the menu bar. Once on the next screen, where it says ‘Change CPD Permission Status’, simply click on the drop-down list and select ‘grant access to RCVS’ and click on ‘update’.

References

Your application will need to be supported by two referees. Full guidance on the references can be found below.

References can either be sent to the RCVS directly by your referees, or can be attached to your application online.
Please read these notes carefully before completing your application form.

Once you have logged into your account on the RCVS website, please click the button, “Apply to become a Specialist”.

You will then be taken to an initial screen which will ask if you are applying with a European Diploma or not. Please click on “apply with other qualification” to be taken to the correct application form.

Once the form has loaded, you will be able to save your progress at any point and complete it at a later stage if required.

Qualifications

Here you will be asked to provide details of the qualification/qualifications that you are applying with. To select your qualification, click on “add new record” and you will then be given the option to select the type of qualification and awarding body from a list, before being able to specify the title of the qualification. Once you have selected the qualification, click “save” to return to the initial screen, or if you wish to add another qualification, click “save & new”.

You will then need to select the relevant points scored for your qualification. The points value is indicated after each question. A full list of the self-assessment points available is linked to at the top of the application form and can also be found here.

If your qualification/s is not yet listed on the Register, you can indicate this on the form and provide proof of award. There are instructions on the form about how to attach documents to your application.

Current working situation

In order to meet the criteria for Specialist status, you are required to confirm that you are currently active, up to date and fit to practice in your area of speciality.

• Please note that you must currently be actively involved in the practice of your specialty and available to accept referrals or offer advice. Referrals must form a significant part of your caseload.

Publications and professional contributions to the specialty

These questions are designed to establish the extent of your active involvement in the specialty over the last 7 years. A substantial number of publications and other original contributions to your specialty would normally be expected. Alternatively, or in addition, you may present evidence of your practical/clinical workload that you believe should be taken into account.
To answer each question, please click on “add new record”, and once you have input the information, click “save” to return to the main application screen.

The Specialist Sub Committee can only make an assessment on clear, concise and specific properly detailed information.

Publications

Provide full details of your publications relevant to the specialty in refereed journals for the last 7 years (new applicants) 5 years (re-applicants). Quote author(s), year, title, journal name, volume and page numbers. If you are unsure whether the publication is refereed, include publications under Question 13. (NB If you have a substantial number of publications, you should list just 5 that you consider to be the most significant).

Contributions to books

Provide details of any contributions to published books relevant to the specialty in the last 7 years (new applicants) 5 years (re-applicants). Quote author(s), year, chapter title, name of book, editors, page numbers and publisher.

Non-refereed journals

Provide full details of any publications relevant to the specialty in non-refereed journals for the last 7 years (new applicants) 5 years (re-applicants). Quote author(s), year, title, journal name, volume and page numbers.

Expert reports

This category recognises that for some Specialists, much of their expertise is provided in the form of confidential reports. Provide details of contributions to expert reports during the last 7 years (new) applicants) 5 years (re-applicants). Routine case or laboratory reports are not acceptable for this purpose. Expert reports can include legal, welfare or commercial scientific reports. Reviewing papers for refereed scientific journals can also be included.

The next category deals with advancing the subject and should not be confused with contributions to CPD.

Presentations

Give details of presentations you have given at scientific meetings in the last 7 years (new applicants) 5 years (re-applicants) that are relevant to the specialty. For each category - (a) international, (b) national, (c) local - quote date, location, organisation/sponsors.
Lay Publications

Give details of any relevant contributions to lay publications, and/or lay presentations in the last 7 years (new applicants) 5 years (re-applicants).

Please note ‘in press’ publications are NOT acceptable.

Contributions to CPD

Provide details of any specialist contributions during the last 7 years (new applicants) 5 years (re-applicants) to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages).

Caseload

Provide a concise description of your personal caseload and its complexity where appropriate e.g. detail and numbers of individual surgical procedures where the applicant is the lead surgeon, mode of assessment of outcomes.

Memberships

List your current membership of Colleges, relevant Societies and/or other official bodies and indicate where appropriate how you may have contributed to your specialty through these associations (e.g. through appointments/committee membership) either now or in the past – please do not include ‘MRCVS’.

Postgraduate Training

List any contributions to postgraduate training and examining in your specialty over the last 7 years (new applicants) 5 years (re-applicants).

a. Training e.g. supervision of Interns/Certificate/Diploma/Residents/other postgraduate training - give names and dates.

b. Examining - quote awarding body, examination and year.

c. Involvement in RCVS or European College Boards.

Other experience

Provide details of any other relevant information or experience during the last (7 years for new applicants and 5 years for re-applicants) that you would wish to be taken into account.

CPD
**NB** With your application it is essential that you submit your completed CPD record cards covering the appropriate period i.e. either 7 years for new applicants OR 5 years for re-applicants.

Here, you can indicate if you are using the PDR, or upload your own CPD records. If you are using the PDR, then the RCVS can take your records from that and you will not need to provide anything at this stage.

If you do not use the PDR, or wish to upload separate records, you can do this using the document uploader. Details on how to attach documents are provided in the application form.

**References**

References can either be attached to the application form using the document uploader, or submitted to the RCVS by your referee.

- A referee must normally have known the applicant for the five-year period prior to application/re-application that the applicant is offering as experience in their specialty.
- You should let your referees have sight of your completed application, as they will be asked to confirm that they have seen it and agree with its contents.
- It is your responsibility to collect your references and forward them to RCVS, or to request that they are submitted by email.
- **Two** references are required.
- Provide the names and full addresses of your referees.
- Normally referees should be MsRCVS.
- Choice of referees should reflect the breadth of your experience.
- The College reserves the right to approach any of your referees directly.
- A referee must be a professionally qualified person in your chosen specialist field, and should be in a position to make an informed assessment of your standing and expertise.
- A referee must normally have known you for the period that you are offering as experience in your specialty and ideally, should currently be an RCVS Specialist.
- References should be of a professional nature; personal references as such are not required.
- It is normally accepted that a referee should not be a relative or partner (business or social) of the applicant.
- No more than one academic colleague at the same institute should provide a reference.
• A referee’s questionnaire is provided in Section H which you should pass on to your referees to be completed and returned to the RCVS.

• Those who are applying or re-applying for Specialist status will not be allowed to act as referees in the same round of assessments, unless under exceptional circumstances.

Submission

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on "submit".

After this, you’ll be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.
**RCVS Recognised Specialist**

**Referee’s questionnaire**

This questionnaire should be completed and returned to the RCVS, either by email to specialist@rcvs.org.uk, or posted to Royal College of Veterinary Surgeons, 62-64 Horseferry Road, London SW1P 2AF.

References can be typed or filled in by hand.

References form an important part of an application and must be received by the closing date.

The referee should be a Specialist in the same area as the applicant.

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<thead>
<tr>
<th>Name of applicant:</th>
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<tr>
<th>Title of specialty:</th>
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<table>
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<tr>
<th>Name of referee:</th>
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<tr>
<th>Details of qualifications and Specialist listing of referee:</th>
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1. **In what capacity do you know the applicant?**
   It is advisable that the referee is not a relative, partner (business or social) or close academic colleague of the applicant.
   (Only ONE close academic colleague at the same institute may provide a reference)

2. **How long have you known the applicant’s work?**
   A referee must normally have known the applicant for the **five-year** period prior to application/re-application that the applicant is offering as experience in their specialty. A professional and not a personal reference is required.
   
   i. personally
   ii. by reputation

3. **List the criteria by which, in your opinion, the applicant is maintaining their Recognised Specialist status.**
4. **The RCVS expects that all Specialists will:**

- Use established models of professional and evidence-based reasoning to tackle complex clinical problems in specialist practice
- Recognise the responsibility specialists have for protecting human and animal health
- Undertake specialist practice with a critical awareness of animal welfare, professional conduct and veterinary ethics
- Promote continuous improvement in the quality and standard of specialist practice
- Communicate effectively to the public and to professional colleagues.

I have no reason to believe that the applicant does not apply these professional key skills as part of their practice.

Please tick box

I confirm that I have read the applicant's application form. (Not applicable for referees to those applying via the European Diplomate route)

Please tick box

I signify below, **my whole-hearted support** for this application for inclusion on the List of RCVS Specialists in the specialty stated.

Please tick box

<table>
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<th>Signature:</th>
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<th>Name (in capital letters):</th>
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<th>Date:</th>
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Are you an MRCVS? (delete as appropriate)  
Yes  No
New applications

RCVS Specialist

Scale of fees for new applications

With effect from 1 January 2020, the following fees are payable to the RCVS with your application. The closing date for receipt for new applications is Friday 2 October, for consideration by the Sub Committee at its annual meeting in January 2021:

**2020 / 2021**

- New and re-applications £87.00
- Applications and re-applications £44.00 from European Diplomates

The annual listing fee is also the same amount as the application fee.

- Restoration fee £71.00

**Notes:**

a. No refunds will be made if an application is turned down.

b. Applicants who are turned down by the Sub-Committee, or on Appeal, must pay another fee when applying again.

c. An administration fee is payable annually for retention of a RCVS Specialist's name on the List which appears in the RCVS Register of Members. The Annual Administration fee is due for each year that your name is listed.

d. Re-application for continued recognition as a Specialist is required every five years, or less as determined by the sub-committee in certain cases.
RCVS Specialist

Timetables for new and re-applications to be considered in 2020

Timetables for new applications

- Applications due in by Friday 2 October
<table>
<thead>
<tr>
<th>Applications considered by Specialist Sub Committee:</th>
<th>January 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendations put to Education Committee:</td>
<td>February 2021</td>
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<tr>
<td>Applicants advised of decision:</td>
<td>By email as soon as possible after Council has been held in March 2021.</td>
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</tbody>
</table>

**Timetables for re-applications**

<table>
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<tr>
<th>The RCVS sends Advance Notice regarding renewal of Specialist status to those whose recognition is due to expire.</th>
<th>April 2020</th>
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<tr>
<td>Payment due for retention of name on the 2020 edition of the List:</td>
<td>1 July 2020</td>
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<tr>
<td>Re-application due:</td>
<td>2 October</td>
</tr>
<tr>
<td>Those Specialists who do not re-apply will be removed from the next published List of Specialists i.e. in the 2020 edition of the Register of Members.</td>
<td></td>
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<tr>
<td>RCVS circulates completed re-application forms to Members of the SSC for consideration and recommendation:</td>
<td>After 2 October 2020</td>
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<tr>
<td>SSC considers applications and re-applications at its annual meeting and agrees recommendations to go to Education Committee:</td>
<td>January 2021</td>
</tr>
<tr>
<td>Education Committee considers SSC recommendations:</td>
<td>February 2021</td>
</tr>
<tr>
<td>Applicants advised of decision:</td>
<td>As soon as possible after Council in March 2021</td>
</tr>
</tbody>
</table>