

## Veterinary Nurses Council

Hybrid meeting to be held on Wednesday 9 February 2022 at 10.30am at Belgravia House

Agenda	Classification <sup>1</sup>	Rationale <sup>2</sup>
1. <b>Apologies for absence</b>	Oral report Unclassified	n/a
2. <b>Declarations of interest</b>	Oral report Unclassified	n/a
3. <b>Obituaries</b>	Unclassified	n/a
4. <b>Minutes of meeting held on 17 November 2021</b>		
i. <b>Unclassified minutes</b>	Unclassified	n/a
ii. <b>Classified appendix</b>	<b>Confidential</b>	<b>1,2,3,4</b>
5. <b>Matters arising</b>	Oral report	n/a
6. <b>CEO update</b>	Unclassified	n/a
<b>Matters for decision by VN Council and reports from Committees (unclassified items)</b>		
7. <b>E-Certificate for VN registration</b>	Unclassified	n/a
8. <b>VN Education Committee</b>		
<b>Minutes of meeting held on 17 December 2021</b>		
i. <b>Unclassified minutes</b>	Unclassified	n/a
ii. <b>Classified appendix</b>	<b>Confidential</b>	<b>2,3,4</b>
9. <b>Continuing Professional Development (CPD)</b>		
Update from CPD Policy and Compliance Sub-Committee	Unclassified	n/a
10. <b>Reports from RCVS Committees</b>		

10.01	<b>VN Preliminary Investigation Committee</b>	Unclassified	n/a
10.02	<b>Standards Committee</b>	Oral report	n/a
11.	<b>Policy and Public Affairs update</b>	Oral report	n/a
12.	<b>VN Register report</b> Registrations, student enrolments, and PSP numbers	Unclassified	n/a
13.	<b>Communications report</b>	Oral report	n/a
14.	<b>Any other business (unclassified)</b>		
15.	<b>Date of next meeting</b> Wednesday 11 May 2022 at 10.30am.		

**Confidential and private items (closed session)**

16.	<b>RCVS Day One Competences, Skills and Professional Behaviours for Veterinary Nurses</b>	<b>Confidential</b>	<b>1,2,4</b>
17.	<b>VN Education Committee confidential items</b>  <b>Confidential items from meeting of 17 December 2021</b>	<b>Confidential</b>	<b>2,3,4</b>
18.	<b>Risk Register</b> <b>18.01 Risk Register update</b> <b>18.02 Items to be added to Risk Register</b>	<b>Confidential</b>	<b>1,2,3,4</b>
19.	<b>RCVS Honours and Awards</b>	Oral report	
20.	<b>VN Council election 2022</b>	Oral report	
21.	<b>Items for RCVS Committees</b>	Oral report	

22. **Any other business (confidential items)**

Annette Amato

Secretary, VN Council

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## **<sup>1</sup>Classifications 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.

## **<sup>2</sup>Classification rationales**

Confidential	<ol style="list-style-type: none"><li>1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others</li><li>2. To maintain the confidence of another organisation</li><li>3. To protect commercially sensitive information</li><li>4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS</li></ol>
Private	<ol style="list-style-type: none"><li>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</li></ol>

## In memory of Jean Turner

Following the sad news of the death of Jean Turner, a longstanding and prominent member of the veterinary nursing profession and the inaugural recipient of the Veterinary Nursing Golden Jubilee Award, Matthew Rendle, Chair of VN Council, has reflected on her impact on the profession.

“I am very saddened to hear of Jean’s passing and my condolences go out to her family and friends. Just a few months ago I had the great pleasure of interviewing Jean for a special podcast as part of our celebrations of the 60th anniversary of the veterinary nursing profession. During our chat she spoke about her 50 years of experience in the profession and gave her reflections on how far it had come in that time.

“I can say from first-hand experience that Jean was a totally inspiring figure for me and many others in veterinary nursing, demonstrated by the fact she won the inaugural Veterinary Nursing Golden Jubilee Award for her enormous contribution. She received her award in 2011 at a special ‘Looking back, stepping forward’ event at Belgravia House where she and her husband Trevor gave a presentation on the past 50-year history of veterinary nurses, from the days of RANAs to RVNs.

“She was herself a significant contributor to the story of veterinary nursing, as someone who was dedicated to championing the value of the profession, providing her wisdom and insight to the next generation of veterinary nurses, and encouraging veterinary nurses to have pride and confidence in their skills and experience.

“She was closely involved in the British Veterinary Nursing Association (BVNA) and also contributed to the RCVS as an examiner and member of our Appeals Committee. She also served for seven years as a Trustee of charity partner RCVS Knowledge as its first veterinary nurse member.

“She will be very much missed by me and many others in the profession.”

Amanda Boag, Chair of the RCVS Knowledge Board of Trustees, added: “We’re deeply saddened by the news of Jean Turner’s passing. Jean was a true pioneer of the veterinary nursing profession, who made a hugely significant impact to practice, as well as to the governance of many organisations, including the BVNA and RCVS Knowledge.

“Having qualified as a Registered Animal Nursing Auxiliary (RANA) in 1971, she saw the profession evolve and gain status in the veterinary world, and she tirelessly championed the important role that veterinary nurses in the provision of high-quality care. She became the first Vet Nurse on the RCVS Knowledge Trustee Board, which she served on from October 2012 to September 2019.

“Our thoughts are with Jean’s family at this terribly sad time, as we remember her with the deepest admiration and gratitude.”

25 January 2022

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 February 2022
Title	Minutes of meeting of Veterinary Nurses Council (VNC) held on 17 November 2021
Summary	Minutes of meeting of Veterinary Nurses Council (VNC) held on 17 November 2021
Decisions required	None
Attachments	Classified appendix
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a
Classified appendix	<b>Confidential</b>	<b>2,3,4</b>

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## Veterinary Nurses Council

### Minutes of the meeting held on Wednesday 17 November 2021

<b>Members:</b>	Mrs Belinda Andrews-Jones	-	Vice-Chair
	Miss Alison Carr		
	Dr Niall Connell	-	Officer Team observer (non-voting)
	Ms Elizabeth Cox		
	Miss Jane Davidson		
	^ Mr Dominic Dyer		
	* Ms Sarah Fox		
	Mrs Susan Howarth		
	* Mrs Katherine Kissick		
	* Mrs Donna Lewis		
	Dr Susan Paterson		
	Mr Matthew Rendle	-	Chair
	Dr Katherine Richards		
	Ms Stephanie Richardson		
	Mrs Claire Roberts		

\*Denotes absent

^Denotes remote participant

<b>In attendance:</b>	Mrs Annette Amato	-	Committee Secretary
	Mrs Jennifer Ayers	-	RCVS Academy Manager
<b>In person</b>	Mrs Julie Dugmore	-	Director of Veterinary Nursing
	Ms Eleanor Ferguson	-	Registrar
	Mrs Victoria Hedges	-	Examinations Manager
	Ms Lizzie Lockett	-	Chief Executive
	Mr Ben Myring	-	Policy and Public Affairs Manager
	Mrs Jenny Soreskog-Turp	-	Lead for Postgraduate Education
<b>Remote:</b>	Mr Luke Bishop	-	Media and Publications Manager
	<i>Caitlin Francis</i>	-	<i>VN online</i>
	<i>Rachael Buzzel</i>	-	<i>VN Times</i>

### Apologies for absence

1. Apologies for absence were received from Sarah Fox, Katherine Kissick and Donna Lewis.

### Declarations of interest



2. There were no new declarations of interest.

### Obituaries

3. No written obituaries had been received. Council observed a minute's silence for all members of the professions who had passed away since the last meeting.

### Minutes of the meeting held on 15 September 2021

4. The Minutes of the meeting held on 15 September 2021 were approved as a correct record, subject to the inclusion of Dr Susan Paterson in the list of attendees, and the correction of a typographical error in para 25 line 2 (correction of 20201 to 2021).

### Matters arising

5. There were no matters arising on the previous Minutes.

### CEO update

6. The CEO presented an oral update on a number of operational matters and recent activities.
7. A Workforce Summit was due to take place on 30 November, using independent facilitators, focusing on the veterinary and veterinary nursing professions, under the auspices of the ViVet project. This would include representatives from associations, employers, government and veterinary education and information from a series of online insight groups would also be fed in. A meeting about extra-mural studies (EMS) was being held the previous week and this would also feed into the Summit. It was hoped this would be followed by a cross-professions set of actions.
8. The work around the Legislation Working Party proposals approved by RCVS Council at its June meeting was continuing. Further information would be provided as part of the Policy and Public Affairs update later in the meeting.
9. The Chief Technical Officer would be leaving the College in January, and this may have an impact on some of the ongoing development projects. Jennifer Ayers RVN had joined the College as RCVS Academy Manager in July, to support veterinary nurses and veterinary surgeons to develop their professional skills.
10. The third survey of EU graduates working in the UK was coming to an end and the results would be published in early 2022.
11. An online Mind Matters symposium would take place the following week. The Mind Matters Kite app had been launched in September and was available in the app store.
12. The new People Plan for College staff had just been launched, with a focus on equality, diversity and inclusion. The Council Culture project had set up a series of working groups that would report to the March RCVS Council meeting. The Chair and Vice-Chair of VNC were included in the

discussions as members of RCVS Council. A draft of the report would be provided to VN Council in February.

13. The Chair thanked the CEO for arranging the Workforce Summit so quickly.

### **Veterinary Nurse Education Committee (VNEC)**

14. Susan Howarth, Chair of the VNEC, presented the minutes of the meeting of the VNEC held on 13 October, and drew attention to the following points:
15. The Director of Veterinary Nursing had reported progress on the review of Day One Competences, Day One Skills and Professional Behaviours, and intended that a final paper would be submitted to VN Council at its meeting in February 2022.
16. A new online system for student enrolments was due to be implemented in January 2022. Information sessions for centres had taken place, along with the development of a handbook to support the process. Student enrolments were being processed in a timely manner.
17. Registration applications from students who had completed their registrable qualification but had been unable to complete the 1,800 required clinical practice training hours due to the effect of the Covid pandemic, were being looked at on a case-by-case basis according to the agreed temporary guidance. In response to a query, the Director of Veterinary Nursing confirmed that to date a total of 38 such applications had been considered. Two applicants had been required to provide further evidence of competence before registration. It was also confirmed that all institutions were aware of the process.
18. The Committee had held an in-depth discussion on a paper setting out the issues faced by Accredited Education Institutions (AEIs) with small cohorts, in relation to determining the validity and reliability of examinations, and had considered whether minimum cohort numbers should be required. The Committee had considered the positive and negative aspects of low cohort sizes and agreed that small cohort numbers did not necessarily lead to lower quality. It had been agreed that there should be no requirement for a minimum cohort number. It was, however, important that AEIs should be able to demonstrate how they intended to meet the Standards at a very early stage, and additional guidance would be provided.
19. The Committee had agreed minor programme changes to two accredited qualifications and had approved an additional accreditation visitor for the panel for Higher Education accreditations.
20. The Committee had been provided with full reports on action plan monitoring and quality assurance activities for a number of Accredited Education Institutions.

### **Continuing Professional Development (CPD)**

21. The Lead for Postgraduate Education presented the detailed report of the audit of RVN CPD for 2021, which had been the first audit of CPD since the change to an annual requirement of 15 hours. The response rate had been 91%, with an overall compliance rate of 92% which was considerably higher than in the previous audit (72% in 2019). The main reasons for non-

- compliance had been family commitments, and, for the first time, parental leave had not been cited as the main reason for non-compliance. There continued to be uncertainty in the profession as to how the CPD target could be achieved and a series of workshops and webinar recordings were being carried out to provide guidance on what constitutes CPD, and use of the 1CPD app.
22. Council was impressed and pleased to see both the high level of compliance with the CPD requirements, and also the high proportion of RVNs (96%) using 1CPD to record their CPD. It was suggested that the use of 1CPD made both recording and compliance easier. It was agreed that the positive outcome of the audit and high compliance, together with the high use of 1CPD, should be published as a positive news story.
  23. The Chair commented on the significant level of support and contact provided to those who were non-compliant.
  24. There was some discussion regarding the slightly lower levels of compliance in the older age groups and speculation as to possible reasons, and a general discussion on what constitutes CPD. It was confirmed that CPD should be relevant to the nurse's job role and need not necessarily be clinical, although some employers may have their own requirements. It was hoped that the guidance provided through the webinars and workshops would help.

### Reports from RCVS Committees

#### Registered Veterinary Nurse Preliminary Investigation Committee (RVN PIC)

25. Council noted the report of the work of the RVN PIC since September 2021.

#### Standards Committee

25. Claire Roberts provided a brief update on unclassified items from the Standards Committee meeting held on 15 November. The Registrar confirmed that much of the recent work carried out by the Standards Committee has been developmental and would lead to provision of full reports in due course.

#### RVN Disciplinary Committee

26. The report from the Disciplinary hearing in June 2021 was noted.

#### Policy and Public Affairs update

27. The Policy and Public Affairs Manager provided a brief update.
28. Meetings had taken place to discuss the Legislation Working Party recommendations with the Chief Veterinary Officer (CVO), the devolved CVOs and the veterinary representatives in Parliament, who had been supportive and provided good advice. The next step would be to set up meetings with Council members and their MPs followed by meetings in parliament.

29. The Environment and Sustainability Working Party had now completed its work and this had been signed off by the Advancement of the Professions Committee. Internally, the environment and sustainability policy was being taken forward by the Green Team and the RCVS was also seeking accreditation under the Investors in the Environment (IiE) scheme. The Practice Standards team was looking at embedding environment and sustainability policies within the Practice Standards Scheme. RCVS Council had agreed an ethical investment policy, which included divestment from fossil fuels. It was commented by members that this decision had been very positively received within the professions.

### Communications report

30. The Media and Publications Manager provided an overview of recent VN-related activities in the Comms Department.
31. The Veterinary Nurse Day One Competences, Skills and Professional Behaviours consultation had been launched the previous week, and would be promoted using graphics, social media and articles.
32. The majority of the activities to celebrate the Diamond Jubilee of the veterinary nursing profession had now taken place. Work was currently being carried out on the design and production of the e-book. The Chair added that he and the Director of Veterinary Nursing were working on plans for a live event in 2022 to mark the Diamond Jubilee.
33. The Comms team was working with the VN Futures Co-ordinator on the re-launch of the School Ambassadors programme, which had been paused during the Covid pandemic, including the development of new resources. The Chair added that some excellent animations had been developed for schools.
34. Members of the VN Team had been in attendance at the London Vet Show and the Emergency and Critical Care Congress to deal with VN-related queries. The student veterinary nurse wellbeing discussion forum had taken place on 3 November, and a report would be put together over the coming months.
35. The Veterinary Nurses Evening held remotely on 21 October had been well attended with over 100 live attendees and a further 76 watching the recording of the event online.
36. Upcoming events included the Mind Matters Research Symposium and the Workforce Summit. The President had been carrying out a number of media engagements on the subject of the workforce.

### Any other business (unclassified)

37. The Registrar reported that recruitment for one member each for the VN Preliminary Investigation and Disciplinary Committees was due to take place, using external consultants, and the College was keen to encourage RVNs to apply. Council was asked to consider how nurses could be encouraged to apply for these very important roles. The volume of cases considered is not high.

38. The Chair asked Council members to encourage as many people as possible to complete the Day One Competences, Skills and Professional Behaviours consultation survey. The Director of Communications reported that there had been a strong start, with 319 responses to date.

**Date of next meeting**

39. Wednesday 9 February 2022, due to be held at the RCVS.

<b>Summary</b>	
Meeting	RCVS Council Veterinary Nurses Council
Date	20 January 2022 9 February 2022
Title	CEO update, including progress against Strategic Plan
Summary	This paper offers a summary of activity against the 2020-2024 Strategic Plan – as submitted to RCVS Council in January 2022.
Decisions required	To note
Attachments	None
Author	Lizzie Lockett CEO l.lockett@rcvs.org.uk

<b>Classifications</b>		
<b>Document</b>	<b>Classification</b>	<b>Rationales</b>
Paper	Unclassified	n/a

## Background

1. The RCVS Strategic Plan 2020-2024 was approved at the RCVS Council meeting in January 2020 and came into immediate effect. The full report, including all of the narrative, together with case studies from the previous plan's successes, can be found here:  
<https://www.rcvs.org.uk/news-and-views/publications/rcvs-strategic-plan-2020-2024/>
2. For each action, progress to date, responsibilities and next steps have been identified in the following table. At its meeting in July 2020, the Officer Team felt it appropriate that an update be given to Council three times a year – in September, January and June – but information about a specific action can be made available to any Council member on request in between times.
3. Outside of those changes noted in the Strategic Plan table to follow, since the November 2021 Council meeting we have also:
  - a. Attended the London Vet Show and engaged with members of the veterinary team on a range of issues including VetGDP and plans for the RCVS Academy
  - b. Hosted a cross-professional event on the future of Extra-mural Studies (EMS)
  - c. Started the process of exiting Belgravia House, including hiring a project management company
  - d. Held a Workforce Summit and are in the process of developing an action plan
  - e. Celebrated the fact that 92% of veterinary nurses who had their CPD audited were compliant
  - f. Opened the nomination period for candidates for the RCVS and VN Council elections
  - g. Hosted a webinar for students and recent graduates on handling difficult situations in practice
  - h. Carried out a consultation on VN professional requirements
  - i. Seen 1,504 members complete all six modules of the VetGDP e-learning
  - j. With regards to Covid, put out guidance to the professions about the wearing of masks and reintroduced remote assessments for the Practice Standards Scheme and temporary guidance on remote prescribing
  - k. Updated our guidance following changes on fish and seafood export rules
  - l. Published an e-book to celebrate the VN Diamond Jubilee
  - m. Sought support from the Prime Minister for Afghan veterinarians
  - n. Launched a new hub to help the profession develop key leadership skills

## A: Clarity

**Ambition:** to ensure that we have clarity of purpose and that our internal and external stakeholders and service-users understand our role in the world. We will endeavour to become a proactive regulator that remains a step ahead, even in the face of constant change and uncertainty. We will listen widely, consult meaningfully, make confident decisions, then communicate with clarity, appreciating that the final outcome may not suit everyone.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Continue, via the work of the Veterinary Legislation Working Party (LWP) and other groups, to review the regulatory landscape to ensure we develop world-leading, robust standards and approaches that are grounded in evidence and risk-based, in order to safeguard animal health and welfare, and public health, and maintain trust in the veterinary professions.	LWP/ Council	<ul style="list-style-type: none"> <li>LWP reported to Council in June 2020; Council agreed to consult on proposals, consultation opened 5 November 2020 and closed on 23 April 2021. Responses to consultation were considered by Council at its June 2021 meeting and recommendations went to Defra during August.</li> <li>A new set of veterinary education accreditation standards has been agreed, which accommodate different models of curricula and delivery and enable flexibility whilst driving quality improvement.</li> <li>A new accreditation methodology has been agreed, which is more outcomes-focused and adopts a risk-based approach.</li> <li>Following introduction of new VN accreditation standards in January 2020, we carried out a small-scale review to ensure they were outcomes-focused and to remove any duplication. Completed and approved by VNC 10 February 2021. Updated Standards Framework available on the website.</li> </ul>	<ul style="list-style-type: none"> <li>Positive responses to the legislation proposals have been forthcoming from Defra / the Minister (albeit short of a formal commitment to go ahead). The Public Affairs team is progressing a programme of engagement with MPs and others and liaison continues with the BVA and BVNA in respect of narrowing areas of disagreement.</li> <li>Work on implementation of new veterinary education accreditation standards now underway.</li> <li>Day-One Competences and skills for veterinary nursing (to include the professional behaviours) being reviewed; consultation closed on 22 December 2021. Proposed amendments going to VNC in February 2022.</li> </ul>
2. Ensure that we are addressing what matters to our stakeholders and that we horizon-scan for issues that are beyond the scope of our immediate view. For example, regulation of new technologies, regulation of practices, review of our concerns and disciplinary process, and	APC/ LWP/ PICDCL EC?	<ul style="list-style-type: none"> <li>Ongoing work with ViVet, including events around creativity and reflecting on the impact of Covid-19 and the professions' response to it.</li> <li>Regulation of practices falls part of A1 above.</li> <li>Review of concerns/disciplinary processes consultation alongside LWP – see A1 above.</li> </ul>	<ul style="list-style-type: none"> <li>A Workforce Summit with key stakeholders was hosted by ViVet on 30 November 2021. Engagement with the wider professions was completed in advance using an independent consultant (virtually). A follow up 'road map' is currently being designed.</li> <li>Consideration of the regulation of wider vet team ongoing. The Vet Techs Working</li> </ul>



<p>regulation of the wider veterinary team and the environment in which they work.</p>		<ul style="list-style-type: none"> <li>• A lot of focus on ‘what matters to our stakeholders’ has been carried out during pandemic work.</li> <li>• Stakeholder event took place online on 23 October 2020 to discuss current consultations and impact of Brexit; second stakeholder event on 8 December 2021.</li> <li>• Updates to PSS published May 2021.</li> <li>• Review of mental health impact of concerns process has been published, alongside updated action plan, with launch of ProfCon Investigation Support – June 2021.</li> </ul>	<p>Group reporting to Registration Committee has met and while issues have arisen over the nature of the work being undertaken and whether there are sufficient numbers to allow financing, discussions continue. Likewise there have been discussions with behaviourist groups and issues over the nature of the work and whether it crosses over into acts of veterinary surgery are being referred to the Fellowship Science Advisory Panel. With the progress of the LWP proposals pending (A1 above) Council has agreed to put a hold on the accreditation model at this time.</p> <ul style="list-style-type: none"> <li>• Introduction of mini-PICs and the Charter Case Protocol are proceeding, with the recruitment of the additional members required shortly to be undertaken.</li> <li>• Horizon-scanning process to take place for Vet Futures #2 and VN Futures #2– inc impact of Covid-19 – we continue to liaise with BVA on this.</li> <li>• Under care review ongoing. The practitioner survey has been completed and data gathered from both SAVNET and VetCompass; Standards Committee is now considering updated guidance, which it is anticipated will come to Council in March 2022 for consideration.</li> <li>• Increasing challenges with the availability and implementation of EMS requirements in future recognised. We hosted a stakeholder event to look at the longer-term solutions, which was successful, and proposals for a way forward are under development.</li> </ul>
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Action (numbering as per full plan)	Who?	Status	Next step/due date
3. Review whether we can take a more proactive role around breaches of the Veterinary Surgeons Act involving unqualified individuals, or courses that purport to lead to registration but do not, both through education to end-users of veterinary services, and working more actively to support those wishing to raise concerns with the relevant authorities.		<ul style="list-style-type: none"> <li>Some work on this had started pre-Covid and will be revisited once resources allow.</li> </ul>	<ul style="list-style-type: none"> <li>Review resources post Under care/out of hours (UCOOH) review.</li> </ul>
4. Work with our partners overseas to ensure that the UK remains relevant in the veterinary world post-EU exit, including sharing knowledge, marketing our standards and services, and building an engaged diaspora of members of the Royal College of Veterinary Surgeons (MsRCVS) and registered veterinary nurses (RVNs). Ensure there is a global element to all that we do, and that our international members feel engaged and included.	APC/ FVE/ Brexit T/F EC?	<ul style="list-style-type: none"> <li>Ongoing work via Advancement of the Professions Committee to consider global offering.</li> <li>Signed up to World Veterinary Association in observer capacity.</li> <li>Building relationships via MMI International, with two events held during 2021 and a third planned for 2022.</li> <li>Continuing to play a role in the International Veterinary Regulators Network (IVRN): hosted a session on mental health as part of the June 2021 series of educational events.</li> <li>Continuing to play a role in the Global Veterinary Innovation Network.</li> <li>Presented on Mind Matters at World Small Animal Veterinary Association Congress (March 2021).</li> <li>Continuing to work with International Accreditation Working Group (IAWG) to facilitate joint accreditations. RCVS chaired a virtual meeting of IAWG autumn 2021.</li> <li>Signed up to World Veterinary Association statement on global climate crisis.</li> <li>Protocols for joint virtual visitations agreed with IAWG members.</li> </ul>	<ul style="list-style-type: none"> <li>Develop actions from overseas member research.</li> <li>Work ongoing to develop more permanent solution to loss of mutual recognition of professional qualifications – also engagement with government around the Professional Qualifications Bill and its likely impact.</li> <li>Have run third EU graduates survey ref impact of Brexit and will publish shortly.</li> <li>Continue to play strong role at the Federation of Veterinarians of Europe (FVE): still aiming to host rescheduled London GA in summer 2022; hosted a workshop on wellbeing on 7 December; joined working group on pan-European Survey of the Professions.</li> <li>Hosting an event with IVRN on workforce on 10 January 2022.</li> <li>Planning pilot with the Australasian Veterinary Boards Council (AVBC) to develop a process for future joint visitations, in light of our new accreditation standards and methods.</li> <li>Pick up work with OIE on twinning once pandemic resolving.</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
5. Build a closer relationship between the College, the professions and the public by continuing our outreach programme. Review how we gain input from stakeholders at all levels, including the development of an improved process for seeking input from members of the public.	APC/ Comms	<ul style="list-style-type: none"> <li>Stakeholder research published January 2020.</li> <li>Feedback from practices sought as part of regular Covid-19 surveys.</li> <li>Much of our face-to-face public outreach on hold again in 2021 due to Covid.</li> <li>Stakeholder events held in October 2020 and December 2021.</li> <li>New role established in Communications team to support student and new graduate engagement and planning work underway with Education and VN teams. Planning and production of content for new student-focused area of the website underway, along with review/update of <i>RCVS Guide for New Members</i>. New welcome videos produced for 2021 freshers to explain role of College and help establish positive early relationships.</li> <li>Role of Head of Insight and Engagement established in January 2021 to support this work and also A6 below.</li> </ul>	<ul style="list-style-type: none"> <li>Proposals to Council on public engagement for discussion at January 2022 meeting.</li> </ul>
6. Establish clarity around a data-sharing commitment, and ensure that our views, our data & our insights are shared regularly in an easy-to-search way, for example, easy-to-find FAQ on key issues, insights gained from concerns & complaints data, and self-service facts and figures about the professions. Make available accessible & anonymised versions of the data we hold to all stakeholders to enable them to generate value and insights for the sector.	FRC/ Digital/ Policy	<ul style="list-style-type: none"> <li>Prototype of sharing mechanism for core data ready for review.</li> <li>FAQ on Covid have been well received, along with those for CPD, LWP, Practice Standards and VetGDP.</li> <li>Role of Head of Insight and Engagement established January 2021 to support this work.</li> <li>New Research Officer hired January 2021 to support this work and a broad range of other research across the organisation.</li> <li>FAQ on medicines published spring 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Data sharing policy reviewed by Audit and Risk and Finance and Resources Committees end of 2021.</li> <li>Review data-sharing prototype and launch</li> <li>Develop dashboard on key metrics – process of identifying key areas underway.</li> <li>Develop approach for mining concerns and complaints data for content for Academy.</li> <li>Survey on impact of Covid on vets and nurses due for publication during January.</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
7. Plan and implement a cycle of review and improvement for our educational standards and processes, to ensure we continue to take a leadership role with our international partners.	Ed Cttee/ VN Education Cttee	<ul style="list-style-type: none"> <li>• Launched Day-One Competences 2/7/20.</li> <li>• VN Standards reviewed and published and CertAVN developed with four Higher Education Institutions now delivering in a range of areas.</li> <li>• Working party, Primary Qualifications Subcommittee (PQSC) and Education Committee agreed new accreditation standards &amp; methodology. Council approved following consultation with the profession in Nov 2021.</li> <li>• Advanced Practitioner (AP) and CertAVP surveys completed. The AP Focus groups were held in June and results were discussed by EC in September 2021.</li> <li>• Hosted virtual International Accreditors Working Group (IAWG) in 2020 and 2021.</li> <li>• Presented new standards and methodology to IAWG in July 2021, and established future proposals to pilot methods for joint visitations.</li> <li>• The VN Qualifications Team is in regular contact with HEIs and Colleges to provide support and understand Covid-related challenges and changes to provision.</li> <li>• Education Team in regular contact with Veterinary Schools Council to mitigate impact of Covid on veterinary undergraduate education – many temporary amendments made to policy to support schools and students during this time, being kept under review.</li> </ul>	<ul style="list-style-type: none"> <li>• See A1 for VN DOC/DOS details.</li> <li>• New vet school accreditation standards and methodology approved for implementation in 2023 – work now focuses on developing guidance and new training for accreditation panel members, as well as liaising with schools on the new standards.</li> <li>• Working groups established to explore future proposals for AP status.</li> </ul>
8. Ensure clarity of appeal across all the areas where we make decisions, modernising where appropriate; where appeal is unavailable, clearly justify.	Legal services	<ul style="list-style-type: none"> <li>• Fellowship Board has reviewed appeals process and some changes have been made</li> </ul>	<ul style="list-style-type: none"> <li>• Audit current processes; review best practice – process underway.</li> </ul>

## B: Compassion

**Ambition:** to be a compassionate upstream regulator and a supportive Royal College by ensuring that high standards continue to be met while working in an empathetic way that respects all of our stakeholders and service-users as individuals. We will recognise that a compassionate approach involves helping members of the veterinary team build the skills and knowledge they need to meet our standards, which is ultimately in the interests of animal health and welfare.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Endeavour to ensure that the College is seen as approachable, helpful, fair and accessible to all.	All	<ul style="list-style-type: none"> <li>All RCVS websites were compliant with key requirements of new Accessibility Regulations by September 2020 deadline.</li> <li>Review of communications around registration renewal and renewal of AP, Specialist and Fellowship statuses has taken place.</li> <li>Good positioning of all external vacancies, providing insights into our role and key values.</li> <li>Data on KPIs (ProfCon) regularly published.</li> </ul>	<ul style="list-style-type: none"> <li>Review data/identify training priorities.</li> <li>Review public- and profession-facing documentation for 'Plain English'.</li> <li>Develop online version of Regional Question Times to take questions from members.</li> <li>Tie-in with stakeholder mapping (A5, above)</li> <li>Review of key web content ongoing, including conversion of all PDF documents to web pages where possible, or provision PDF and web versions of key publications, eg <i>Diversity &amp; Inclusion Strategy</i> to ensure improved accessibility.</li> <li>Taking forward work of DIG to review all our process to ensure they are fair and do not discriminate, eg work underway with Fellowship regarding application process.</li> </ul>
2. Enable our teams to deliver compassionate regulation by providing structures, training and support to ensure they can help vets and nurses meet the standards required in a compassionate way, and take ownership and communicate clearly when things don't go to plan. Recognising that, in order to achieve this, our team members must also feel well supported and that they are compassionately treated.		<ul style="list-style-type: none"> <li>Data from Survey of Professions.</li> <li>Peakon staff engagement tool gives 'real time' view on how staff are feeling.</li> <li>Launched e-cards to celebrate staff members who meet our values.</li> <li>Created 'Opportunities Group' of mid-career staff to help understand where support may be needed, particularly for new managers.</li> <li>Have rolled out Diversity &amp; Inclusion training for all staff.</li> <li>MH for Managers training taken place.</li> </ul>	<ul style="list-style-type: none"> <li>Review data and identify priorities for staff training and review of materials – ongoing process.</li> <li>Reviewing options for online learning system for staff – some delays with this project.</li> <li>Review discussions data from Peakon and other staff meetings for training gaps.</li> <li>Encourage and support managers in acting on findings/comments from Peakon tool.</li> <li>Supervision / support for those taking stressful calls – process under development.</li> <li>Refresh plans for 'away day' for all staff.</li> </ul>

		<ul style="list-style-type: none"> <li>• Support sessions ref virtual working for staff have taken place.</li> <li>• Training for staff dealing with people in difficult situations completed.</li> <li>• Update for staff taken place on resources available via our Employee Assistance Programme.</li> <li>• ProfCon Investigation Support service launched in June 2021.</li> <li>• Staff invited to attend all appropriate Mind Matters sessions, for example, campfire chats, resilience training.</li> <li>• Pronoun policy written and staff training underway.</li> <li>• Stress management workshops completed to support staff back into BH.</li> </ul>	<ul style="list-style-type: none"> <li>• Revisit values cards to promote recognition of being compassionate.</li> </ul>
Action (numbering as per full plan)	Who?	Status	Next step/due date
3. Review our concerns process through the eyes of each of our stakeholder and service-user groups to ensure that it is fair, forward-thinking and compassionate, and set out a programme of quality improvement.	ProfCon MMI	<ul style="list-style-type: none"> <li>• ProfCon Investigation Support Service launched June 2021 – keep under review.</li> <li>• Audit of impact of concerns process on MH published summer 2021.</li> <li>• Ongoing engagement with new graduates to support their transition into practice, including myth-busting seminars.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposals for engagement with public before Council in January 2022.</li> <li>• Package of modernising proposals is due for consultation – see A2 above.</li> <li>• Review how we gather data, moving to a 'live' feedback model – consult with consumer organisations.</li> </ul>
4. Help our regulated professionals to meet the standards expected of them by their peers, the public and society at large by launching the RCVS Academy, which will house a range of online educational tools to help veterinary surgeons, veterinary nurses and other potential associates of the College understand what is expected of them in terms of meeting standards, and to support them acquiring relevant knowledge and staying up to date in a creative, accessible and inspiring way.	TBC	<ul style="list-style-type: none"> <li>• Ideas for content have been listed. Focus groups have been carried out. Testing of concept also at London Vet Show.</li> <li>• Academy Plan approved by FRC Nov 2021.</li> <li>• VetGDP Adviser Training now launched on RCVS Knowledge Moodle platform VetGDP Adviser e-learning modules actively being used –2,758 people have registered on it, and 1,504 have completed all six modules.</li> </ul>	<ul style="list-style-type: none"> <li>• RCVS Academy team recruitment continues, with addition of educational designer and administrative support. Moodle developer role under consideration.</li> <li>• Review transfer of video content for 'Introduction to the UK Veterinary Professions' course for overseas-qualified vets/VNs to the new Academy.</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
5. Continue to support the mental health and wellbeing of members of the veterinary team, and our College staff, through the Mind Matters Initiative under its workstreams of 'prevent, protect and support' (see <a href="http://www.vetmindmatters.org">www.vetmindmatters.org</a> ), and also help veterinary professionals to take account of the mental health of those with whom they come into contact.	MMI/ APC	<ul style="list-style-type: none"> <li>• MMI has been adapting to the Covid world with online tools and Covid-specific advice and guidance.</li> <li>• Successful research project and roundtable held on student VN working culture.</li> <li>• Third MMI Symposium on Mental Health Research held Nov 2021, with international speakers.</li> <li>• MMI Kite App launched September 2021.</li> <li>• See <a href="http://vetmindmatters.org">vetmindmatters.org</a> for other specific activities under Mind Matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up training and resources for SVNs to be launched spring 2022.</li> <li>• New training providers have been short-listed and will be trialled early 2022, full programme to be announced Q2.</li> <li>• New strategic plan for MMI under development.</li> </ul>
6. Continue to foster a reflective learning culture amongst members of the veterinary team, so that they can continue to grow and develop in a supportive, no-blame environment.	APC/ Ed Cttee	<ul style="list-style-type: none"> <li>• Launch of 1CPD app January 2020 (with further updates) to enable reflective learning – recent webinars (winter 2020-1) supported this – compulsory from January 2021 CPD year.</li> <li>• Support of RCVSK QI work ongoing.</li> <li>• Addressed via Edward Jenner Leadership MOOC modules.</li> <li>• Speech to World Small Animal Veterinary Association Congress (March 2021) on learning culture and the role of the regulator.</li> <li>• VetGDP will help promote and develop a learning culture for new graduates.</li> <li>• VetGDP Adviser e-learning specifically covers how to develop a positive learning culture, guide reflection and coaching techniques and support for new graduates – 2,758 vets have already started the e-learning modules, and 1,504 have completed the training in full.</li> <li>• Campaign regarding reflective approach ongoing, running from launch of 1CPD to direct email campaigns, including videos, social media campaigns, media coverage and recent well-attended webinars. Current stage includes direct email campaign to target those who have not yet engaged with 1CPD and offer 1-2-1 support to encourage them to do so.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to deliver communications campaign and support members of the profession in completing 1CPD. Use of 1CPD becomes mandatory Jan 2022.</li> <li>• Evaluation data collection for VetGDP to explore impact – to be considered by EC and Council later in 2022.</li> <li>• New VetGDP Subcommittee has been established to oversee programme delivery and monitor quality. First meeting took place October 2021.</li> <li>• New Leadership Library launched January 2022.</li> <li>• Edward Jenner Leadership MOOC, in partnership with the NHS, being updated and re-launched Q2.</li> </ul>



## C: Courage

**Ambition:** we will have the courage to take a leadership role within the professions, to ensure that the pervading culture is healthy, sustainable, inclusive, innovative and respectful; through this, will develop confident veterinary professionals.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Continue to seek culture change within the wider professions around help-seeking behaviour to support both mental and physical health, learning culture, leadership, innovation, sustainability and diversity.	DIG MMI APC Education	<ul style="list-style-type: none"> <li>DIG published strategic plan.</li> <li>See B5 for MMI progress.</li> <li>See B6 for learning culture.</li> <li>Leadership – strategic plan in place but requires review. New Inclusive Leadership Manager in place.</li> <li>New plan in place for ViVet.</li> <li>Sustainability WG established, working with Fellowship Science Advisory Panel (FSAP) and Practice Standards Group to look at Core / Award goals</li> <li>EDI to be included in next PSS levels</li> <li>BAME Student WG ongoing</li> <li>Staff-level EDI plan underway</li> <li>VetGDP Adviser e-learning modules specifically focus on learning culture and the need to support graduates' help-seeking behaviour and see this as a positive thing to be actively welcomed when supporting new graduates. Modules also cover wellbeing of new grads.</li> </ul>	<ul style="list-style-type: none"> <li>FSAP to define sustainability project (Net Zero Surgery)</li> <li>Continue development of Edward Jenner – awaiting NHS to restart the programme – Q2.</li> <li>Leadership Library launched.</li> <li>BAME Student WG report and recommendations to be shared Q1.</li> <li>Work of Environment and Sustainability Working Group drawing to close, and workflow distributed to owners throughout the College, such as PSS for the Sustainability Award, internal Green Team to deliver IIE Award.</li> <li>Sustainability added to the proposed RCVS Day One Competences and Skills for Veterinary Nurses.</li> <li>VetGDP e-learning module for graduates planned for summer 2022.</li> </ul>
2. Celebrate the art as well as the science of veterinary medicine and ensure that wider professional skills are properly and credibly supported.	APC/ RCVSK Education	<ul style="list-style-type: none"> <li>Non-clinical skills have been highlighted as part of the Graduate Outcomes review and now reflected in Day One Competences.</li> <li>Professional skills focus within the VetGDP, including training for VetGDP Advisers.</li> <li>MMI developed new webinar programme, celebrated Neurodiversity Week, and delivered other materials to support the impact of Covid.</li> <li>VN Diamond Jubilee celebrations launched and underway, with some webinars/podcasts already published, social media engagement underway and other activities being planned.</li> </ul>	<ul style="list-style-type: none"> <li>Develop materials for Academy.</li> <li>Nominations period open for 2022 Honours and Awards following successful virtual event in September 2021.</li> <li>VN Diamond Jubilee e-book published at end of 2021.</li> <li>Wider cultural project to celebrate history and development of modern veterinary practice – tie in with new building?</li> </ul>



Action (numbering as per full plan)	Who?	Status	Next step/due date
3. Work with other stakeholders to retain skills and talent within the professions, by developing return-to-work options that build confidence in those who have had a career break, for whatever reason.		<ul style="list-style-type: none"> <li>Initial conversations started with Defra, British Veterinary Association, Veterinary Management Group and others to better understand recruitment and retention needs but this has been impacted by Covid.</li> <li>Initial conversations with MMI ref a return-to-work network founded on issue of insurance, needs picking up.</li> <li>VetGDP is available for those returning to the profession, upon request (not mandatory).</li> </ul>	<ul style="list-style-type: none"> <li>Following 30 November 2021 Workforce Summit, action plan under development that will address recruitment, retention and return.</li> <li>Materials for the Academy.</li> <li>Review our policies to ensure return to work is as accessible as possible.</li> <li>Will be reviewing Period of Supervised Practice for RVNs during 2022.</li> </ul>
4. Ensure a pathway for career progression for vets and nurses via postgraduate/post-qualification accreditations and qualifications – to meet the needs of vets and nurses at all stages of their careers.		<ul style="list-style-type: none"> <li>Review has started ref AP and CertAVP for vets - surveys completed and findings reported to Education Committee. The AP focus groups took place in June 2021 and results and next steps were discussed by Education Committee in September 2021.</li> <li>Advanced qualifications framework for VNs published and we now have four HEIs accredited with a further two accreditations booked. A range of focused qualifications are now available (for example, anaesthesia, oncology, emergency and critical care, dentistry, coaching and mentoring and evidence-based nursing).</li> </ul>	<ul style="list-style-type: none"> <li>Publish recommendations on vet quals/status.</li> <li>VN career progression linked to LWP proposals.</li> <li>Review development routes for general practitioners.</li> <li>Working groups established to explore future changes to AP status.</li> </ul>
5. Develop extra-mural studies (EMS) and work experience opportunities at the College, together with more opportunities for veterinary professionals and members of the public to become engaged with the work of the regulator at first hand and gain an understanding of its complexities.		<ul style="list-style-type: none"> <li>Meet the RCVS Days, stakeholder days on hold.</li> <li>New online EMS programme developed and piloted, jointly with the Veterinary Policy Research Foundation.</li> <li>EMS student attended placement with RCVS w/c 19 July 2021, spending time with Ed/PSS.</li> <li>Podcasts recorded with Webinar Vet and British Cattle Veterinary Association to better explain role of the College to their members.</li> </ul>	<ul style="list-style-type: none"> <li>Next round of EMS placements to take place early 2022.</li> <li>Develop modules for Academy to better explain our key functions.</li> <li>Video developed to demystify RCVS for first-year vet students.</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
6. Create an innovation funding pot to enable the professions to help solve regulation and professional standards issues that matter to them.		<ul style="list-style-type: none"> <li>We have approval of the small bursaries pot – for individuals' personal development aligning to strategic plan – not yet launched due to Covid.</li> </ul>	<ul style="list-style-type: none"> <li>Launch bursary scheme once travel and in-person CPD more feasible – early 2022.</li> <li>Consideration of challenge prize on hold due to pandemic and other priorities.</li> </ul>
7. Continue to develop the Fellowship into a learned society that reflects the varied achievements of the veterinary profession; encourages the advancement of standards; and, develops public awareness of veterinary medicine and science, for example, via the development of a Fellow on the Public Understanding of Veterinary Science.		<ul style="list-style-type: none"> <li>Engagement with Sustainability WG underway</li> <li>Unconscious bias training of Fellowship Board and Credential Panellists to continue (March).</li> <li>Fellowship Week took place in September 2021, online, with good attendance and engagement.</li> <li>Restoration and fee payment policies completed.</li> </ul>	<ul style="list-style-type: none"> <li>Fellowship strategy being finalised and published by the Board.</li> <li>Communications and marketing plan to support the work of the Fellowship, including public outreach.</li> <li>Discussion forum ready for launch January 2022.</li> <li>New newsletter launching shortly.</li> <li>Next Fellowship event to take place in person in September 2022.</li> <li>Elections for new Chair to take place during 2022.</li> </ul>
8. Review new ways of reaching consensus and driving change within our leadership and governance structure.		<ul style="list-style-type: none"> <li>Unconscious bias training took place after September Council meeting</li> <li>One-to-one interviews taken place with Council members and independent facilitator – discussion took place at meeting in June 2021.</li> <li>Council Culture action plan approved November. Meetings took place in December and second round planned for January.</li> <li>Pack for potential Council/VNC members updated.</li> <li>Paper on in-person/virtual meetings approved by Council June 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Five Culture teams met in December and will meet again in January. Meeting of Steering Group to be fixed for February and proposals to come (ideally) to Council in March.</li> <li>Review impact of 2018 LRO on Governance (see also D1).</li> </ul>
9. Work with the BVA and the BVNA to evaluate the success of the first action plans for Vet Futures and VN Futures respectively, assess whether the ambitions remain relevant, and develop new action plans accordingly. Work with the FVE and our European colleagues to support the delivery of Vet Futures Europe.		<ul style="list-style-type: none"> <li>Plan agreed with BVA that we review research and ambitions, then develop second action plan.</li> <li>Evaluation of first action plans started but to be completed – interrupted by Covid.</li> <li>Interim VNF Report published September 2021.</li> <li>Review of pandemic response took place at Council in September 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Case studies on VF successes under development, to form part of VF evaluation document (with BVA).</li> <li>RCVS to evaluate VNF feedback from BVNA events and develop an action plan for phase two.</li> </ul>

## D: Confidence

**Ambition:** in order to deliver our Strategic Plan we must not only have the mandate that is secured by the Veterinary Surgeons Act and our Royal Charter, but also the confidence to succeed that will be brought by the right underpinning – the governance, people, finance, communications and IT structures that are crucial to our success.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Review the bedding-in of the 2018 Legislative Reform Order to ensure that our Council and committee structure is efficient, effective, and transparent, and provides the right level of strategic oversight coupled with skills-based input to allow the College to function to the best of its abilities.	Officers	<ul style="list-style-type: none"> <li>We are not mandated by govt to do a review (unlike for the 2013 LRO) but it is good practice</li> </ul>	<ul style="list-style-type: none"> <li>Scoping in 2022 for review in 2023 (previous plan for informal review in 2021 not completed due to Covid).</li> </ul>
2. Review the structure of all of our groups operating below committee level, to ensure the right mix of skills are available to tackle the tasks at hand and that each group has clear membership, purpose, principles, time-frame and sense of what success will look like.	FRC/ Ops	<ul style="list-style-type: none"> <li>Process has started, with more transparency over ToFR, membership and composition – all now online.</li> <li>Delegation scheme (to committee level) updated annually.</li> <li>CPD working groups consolidated.</li> <li>Skills matrix updated with new Council members.</li> <li>More recently set up groups – eg Environment and Sustainability Working Group – had much tighter terms of reference and end dates.</li> </ul>	<ul style="list-style-type: none"> <li>Bring together all groups into one document, with ToR, membership, quorum, etc – project ongoing.</li> <li>Improve transparency around terms of office and reappointment – process ref lay members coming to Council January 2022.</li> <li>Most parent committees reviewed groups reporting to them during November 2021, some outstanding.</li> </ul>
3. Develop and embed a meaningful dashboard to help ensure that appetite for risk is clear, risk is managed and any early warning signs are addressed.	ARC/ FRC/ Ops	<ul style="list-style-type: none"> <li>Magique risk management tool now in place for all areas, clear ownership, regularly updated.</li> <li>Risk Workshop took place with Council in October 2020.</li> <li>Departmental risk registers reviewed on a cycle by Senior Team and Audit and Risk Committee</li> <li>Better signposting to committees of where risk registers can be found on BoardPacks.</li> <li>Business continuity planning meeting held August 2021 to reflect on Covid experience.</li> <li>VNC risk workshop held September 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Make 'any items for the risk register' agenda items more meaningful.</li> <li>Risk workshop planned for January 2022 Council meeting postponed until we can meet in person – March? Followed by session with Senior Team.</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Collate and review our member and service-user feedback on an ongoing basis, against key performance indicators, and work with RCVS Knowledge to employ a quality improvement and innovation methodology to ensure we are providing services that meet the needs of our audiences and society at large.	ALL	<ul style="list-style-type: none"> <li>We have gathered a list of sources of current feedback.</li> <li>Data tile on RCVS.me (RCVS intranet) for internal use showing current and historical information on membership, which provides a useful reference tool for trends.</li> <li>Customer journey exercise carried out.</li> </ul>	<ul style="list-style-type: none"> <li>Analysis of data held and future data requirements underway.</li> <li>Develop QI process – Education team developing via Education QI manager and also to link to Head of Insight and Engagement.</li> <li>Process for reviewing / analysing all complaints about RCVS, regardless of area of work, under development.</li> </ul>
5. Ensure our financial systems are customer-focused, fraud-resistant and efficient, and improve communication and clarity over where money is spent and its impact.	FRC/ Ops	<ul style="list-style-type: none"> <li>We have gathered data ref fraud prevention activities across the organisation.</li> <li>We are reviewing the systems and reporting processes of our accounting systems so deliver more transparency over how money is spent and on a timely basis.</li> <li>No issues raised by 2020 or 2021 audits.</li> <li>Regular cyber-security training for staff.</li> <li>Review of Finance Team roles taken place to improve division of duties.</li> </ul>	<ul style="list-style-type: none"> <li>Review data/prioritise areas for improvement.</li> <li>Ensure database upgrade includes a flexible customer interface.</li> <li>Strengthening the Finance Team continues, with new Head of Finance appointed, who is reviewing financial systems.</li> </ul>
6. Put in place a People Strategy that develops our talent, diversity, leadership and culture, across the staff team, Council and committee members, examiners, assessors and all others who work on behalf of the College.	Exec O/ HR	<ul style="list-style-type: none"> <li>Diversity and Inclusion plan in place.</li> <li>Diversity and Inclusion training for all staff.</li> <li>Talent &amp; Leadership (T&amp;L) framework conversations taken place ref competencies.</li> <li>People Plan video and overview communicated to all staff.</li> <li>Recruitment policy developed.</li> <li>Agreements with BAME recruitment experts.</li> <li>New 'Where we work' policy designed to support remote working.</li> <li>People systems developed to support new employees into the organisation.</li> <li>Pay policy developed and communicated.</li> <li>Pronoun policy in place, training underway.</li> <li>Allyship training completed.</li> </ul>	<ul style="list-style-type: none"> <li>Refreshed internal communications strategy agreed by Senior Team Due to be rolled out in Q1 2022.</li> <li>Provide data ref current position on gender and other diversity strands by end of Q3 2022.</li> <li>Pilot mentoring scheme.</li> <li>Complete T&amp;L toolkit.</li> <li>Recruitment training for legal, best practice and systems to take place before year end.</li> <li>Leadership training designed to support T&amp;L framework.</li> <li>Salary benchmarking taking place by end Feb 2022.</li> </ul>

		<ul style="list-style-type: none"> <li>Updated My Progress managers guide to support feedback conversations.</li> <li>Learning management system agreed – content &amp; provider under review.</li> <li>Stress management sessions completed to support staff returning to BH in place.</li> <li>Competencies agreed for all College roles – wider framework in progress.</li> </ul>	
Action (numbering as per full plan)	Who?	Status	Next step/due date
7. Put in place a People Strategy that develops our talent, diversity, leadership and culture, across the staff team, Council and committee members, examiners, assessors and all others who work on behalf of the College.	Exec O/HR	<ul style="list-style-type: none"> <li>Internal Diversity and Inclusion Strategy in place: Diversity and Inclusion training for all staff carried out; agreement with BAME recruitment experts in place; pronoun policy in place and training completed; allyship training completed.</li> <li>External Diversity and Inclusion Group strategy published February 2021 and interfaces with internal strategy.</li> <li>Talent &amp; Leadership (T&amp;L) framework conversations taken place ref competencies.</li> <li>New recruitment policy developed and in place.</li> <li>New 'Where we work' policy designed to support remote working.</li> <li>People systems developed to support new employees into the organisation.</li> <li>Pay policy developed and communicated.</li> <li>Stress Management sessions completed to support staff returning to BH in place.</li> <li>Competencies agreed for all College roles – wider framework in progress.</li> <li>Salary benchmarking completed.</li> <li>People Plan approved, launched and communicated to all staff.</li> </ul>	<ul style="list-style-type: none"> <li>Refreshed internal communications strategy agreed by Senior Team January 2021 – engagement sessions already taken place</li> <li>Use McKinseys succession planning model to evaluate internal and planning leadership training.</li> <li>Provide data ref current position on gender and other diversity strands by end of Q3 2022.</li> <li>Pilot mentoring scheme.</li> <li>Complete T&amp;L toolkit.</li> <li>Recruitment training for legal, best practice and systems to take place by end Q1 2022.</li> <li>Learning management system review remains ongoing.</li> <li>Crucial conversations training material developed to support pay and performance discussions, to be rolled out Q1 2022.</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
8. Develop and implement a technology strategy that puts digital first, is collaborative, and focuses on simplification and convergence.	Exec O Digital/ FRC	<ul style="list-style-type: none"> <li>New strategy approved in principle by FRC but new CTO being recruited and may require flexibility to review strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Resourcing risk at present.</li> <li>New CTO recruitment underway.</li> <li>Ongoing recruitment for developer resources and to support data management.</li> <li>Actions underway to support move to temporary office accommodation and to continue to support flexible working models and hybrid meetings.</li> </ul>
9. Purchase a new property that aims to serve the needs of the College for the next twenty years, while not putting an undue future financial commitment on our members.	Estates/ Ops	<ul style="list-style-type: none"> <li>Sale of BH completed; exit by end March 2021.</li> <li>Membership of the Estates Strategy Group has been refreshed and it will continue to work as per strategy and reporting to RCVS Council at each meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Work on purchase of new building continues.</li> <li>Contract signed for 18-month lease on temporary workspace in shared accommodation, available 1 February 2022.</li> </ul>
10. Put in place a communications strategy that will focus on clarifying what we are, and what we are not, and be stronger about calling out those who seek to undermine the College; own our shortcomings and be clear about where and how we will change; and be bolder about celebrating our successes and our unique contribution to animal health and welfare, and public health. Empower our wider team to become communications ambassadors for the College.	Comms	<ul style="list-style-type: none"> <li>Marcoms Officer and Media &amp; Publications Officer now recruited to support expanding workload of coms team. Further recruitment under review.</li> <li>New system being built to consolidate and guide the use of RCVS brand assets, style and language guidelines and web/print accessibility.</li> <li>Trial period for additional social media monitoring/commenting role for Committee Chairs and Officers.</li> </ul>	<ul style="list-style-type: none"> <li>Revisit planning meetings with all teams to identify departmental long-term aims and activities.</li> <li>RCVS comms survey of key stakeholders (including professions, public etc) to establish preferences and gain feedback.</li> <li>Use feedback to devise coms strategy to support strategic ambitions, departmental activities and stakeholder requirements.</li> <li>Produce social media guidance.</li> </ul>
11. Develop and implement a corporate social responsibility strategy that befits an organisation that works in the public interest.	FRC/ Ops	<ul style="list-style-type: none"> <li>Green Team has developed internal sustainability policy and committed to working towards Investors in the Environment Bronze Award.</li> <li>Council agreed investment policy and to divest from fossil fuels in November 2021.</li> <li>Covid has been positive in reducing impact of travel, both overseas and domestic.</li> </ul>	<ul style="list-style-type: none"> <li>Environmental impact of any new building under consideration.</li> <li>Work ongoing with UKHACC.</li> <li>Push to encourage staff to make more use of volunteering days to support social responsibility of the organisation.</li> </ul>

<b>Summary</b>	
Meeting	RCVS VN Council
Date	9 February 2022
Title	E-certificate for VN Registration
Summary	This paper is to follow up on the previously approved trial of e-certificates for newly qualified Veterinary Nurses.
Decisions required	We are proposing a continuation of the trial. This will enable us to obtain a larger pool of feedback from newly registered Veterinary Nurses and to gather further insight from physical copy requests of the certificate. The option to request physical copies will be made available from February 2022.
Attachments	Annex A – Feedback data
Author	Tash Goodwin Roberts Veterinary Nursing Registration Lead <a href="mailto:tash@rcvs.org.uk">tash@rcvs.org.uk</a> 0207 050 1246

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	
Annex A	Unclassified	



## Background

1. At the September 2021 meeting of VN Council, it was agreed that a trial of e-certificates for newly qualified Veterinary Nurses could proceed. This is already in place for Veterinary Surgeons and has been largely well received. The functionality allows members access to their registration e-certificates at any time through their My Account login. They can use this as an electronic document or print off to put on display.

## Implementation of trial

2. The trial commenced on 1 November 2021. It was decided to include one large cohort of Higher Education applicants, and this went ahead as planned with Hartpury University. All Further Education applicants from 1 November 2021 to date have been part of the trial.
3. There was a period of ten days at the beginning of the trial period, during which the email communication did not effectively explain that a hard copy of the certificate would become available at a later date. This led to some negative feedback, as Nurses believed that the e-certificate was the only version that would be available to them. Once we reviewed the early feedback, we promptly updated our communications to clarify this point.

## Feedback data

4. To date, there have been 514 RVNs included in the trial. Each received an email inviting them to provide their feedback on the E-certificate. We have had 58 responses (11.2%, roughly in line with the Veterinary Surgeons at 11.4%). Below are the overall ratings (out of 10), prior to the updated email communication on 11 November, and after:

	Including before 11/11	11/11 onward
Ease of access	8.26	8.75
Content	6.45	7.05
Printing	5.89	6.59
Layout	6.53	6.86

There is a clear improvement across all areas after we updated our communications.

5. A sample of the free text comments are attached in Annex A; however, the overall theme is consistent. Individuals appreciate the environmental positives of the e-certificate and the practicalities of having immediate access to proof of registration, however they feel that a hard copy certificate has greater meaning, and they would like access to this, also.



6. There have been some misconceptions raised during this exercise, which are interesting to note and likely feed into some of the lower ratings. Notably, some nurses believed that the layout of the e-certificate was different to the paper copy, which is not the case. Some also believed that each certificate was hand signed by the Registrar and Chair of VNC, which is also not the case.
7. Additionally, some free text comments made mention of unrelated issues, such as University fees, delayed/virtual graduations, which again may have fed into some of the ratings.
8. The response rate of 11.2% is typical for surveys of this kind and provides a reasonable sample of feedback. While there will be a number of individuals who will simply choose not to complete feedback surveys, it is encouraging to see that approximately 89% had no negative comments or feedback to provide.
9. The main message from the VNs that have completed the survey, is that they would like the option to request a physical copy of their Certificate of Registration, as well as having access to an e-certificate.
10. An additional note worth mentioning is that we have had contact from some longer standing RVNs, who have enquired about the possibility of obtaining an e-certificate for themselves.

### **Next steps and considerations**

11. VNs that qualify for the trial, will have the option of requesting a hard copy through my account from February 2022 onwards.
12. We wish to log how many of those who did not have the option initially choose to order a copy and to see what the numbers look like moving forward.
13. We feel that it would be beneficial during this time to continue to obtain feedback from newly Registered Veterinary Nurses. It will be useful to ascertain how much of the low scoring is solely based on not being able to obtain a hard copy certificate right away. We strongly believe that the e-certificate itself will have a very positive impact on the profession.

### **Decision required**

14. VN Council is asked to consider continuing the trial period, whilst also offering the option to order a hard copy of the Certificate of Registration.

## Annex A

### Examples of free text comments from RVN Certificate Trial Survey

1. "It's useful when handing to management for proof of registration. It's ease to access to view. The other thing I would still like a posted out certificate so I can frame it and hang on the wall to see my achievement and how hard work and to still provide the best care to all patients."
2. "I think for many it would be nice to have a paper copy from the RCVS and the E certificate"
3. "I would prefer a print out copy."
4. "I am very unhappy with the E-certificate. I think it detracts from the grandeur of the accomplishment and the pride that comes with having a physical copy you can frame. Printing out the certificate on normal paper feels very demoralising. I have a friend that did the degree course and she has been given a hard copy of her certificate. If there is a way of acquiring the same please do contact me on XXXXX Thank you"
5. "Still like a physical paper/card certificate however can see it more eco friendly"
6. "I understand why you have wanted to change to e-certificates but I won't lie I'm a bit disappointed that I won't be getting a proper one. Its almost like a right of passage..."
7. "I really think that after us all paying £40K+ For the degree and not being able to have the certificate we worked for given in physical form but instead sent in an email is not a very good feeling. I'm slightly disappointed in the E certificate"
8. "I am extremely disappointed not to receive an actual certificate. A print out will not be the same quality. It will not have the gold embossed logo. I am going to be requesting an actual good quality certificate so that i can frame it. I have worked extremely hard for this qualification and all the students deserve a good quality certificate to show our hard work. I also feel the same way about the graduation this should also be in person not via ZOOM!!!"

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	22 February 2022
Title	Minutes of meeting of VN Education Committee held on 17 December 2021
Summary	Minutes of meeting of Veterinary Nurse Education Committee held on 17 December 2021
Decisions required	To approve
Attachments	Classified appendix
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a
Classified appendix	<b>Confidential</b>	<b>2,3,4</b>

**<sup>1</sup>Classifications explained**

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**<sup>2</sup>Classification rationales**

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### Veterinary Nurse Education Committee Minutes of the meeting held on 16 December 2021

<b>Members:</b>	Mrs Donna Cotton	-	Employer representative
	Miss Julia Cox	-	Employer representative
	Ms Sarah Fox	-	VN Council lay member
	Mrs Sarah Holman	-	FE veterinary nursing provider
	Mrs Susan Howarth	-	VN Council veterinary nurse (Chair)
	Miss Carla Husband	-	HE student representative
	Mrs Caroline McCormick-Clarke	-	FE student representative
	* Professor Elizabeth Mossop	-	Independent educationalist
	Mrs Sarah Parkhouse	-	FE veterinary nursing provider
	* Mrs Sarah Reynolds-Golding	-	HE veterinary nursing provider
	Mrs Perdi Welsh	-	Post-registration veterinary nurse provider

\*absent

<b>In attendance:</b>	Mrs Annette Amato	-	Committee Secretary
	Mrs Jasmine Curtis	-	Qualifications Assessor
	Mrs Julie Dugmore	-	Director of Veterinary Nursing
	Miss Shirley Gibbins	-	Qualifications Manager
	Mrs Victoria Hedges	-	Examinations Manager
	Mrs Tori Page	-	Qualifications Assessor
	Miss Sian Tanner	-	Qualifications Co-ordinator

### Apologies for absence

1. Apologies for absence were received from Elizabeth Mossop and Sarah Reynolds-Golding. Comments on agenda items had been forwarded to the Chair, and were brought in to the relevant parts of the discussion.

### Declarations of interest

2. There were no declarations of interest relevant to items on the agenda.

### Minutes of the meeting of the Education Committee (VNEC) held on 13 October 2021

3. The Committee accepted the minutes of the meeting held on 13 October 2021 as a correct record.

### Veterinary Nursing update

4. The Director of Veterinary Nursing updated the Committee on recent developments and activities.
5. **Student enrolments.** The new online system for enrolments was still on target for implementation in January 2022. A second information and demonstration session for centres had been arranged for early January, following which the handbook detailing the process would be provided to all centres. The temporary member of staff assisting with the enrolment process would be retained until the end of January, in anticipation of a higher level than usual of queries from centres.
6. To date, 1,590 enrolment applications had been received for the current academic year and 1,321 had been processed. The unprocessed applications were those awaiting fee payment or other outstanding items from the training providers. It was confirmed that the enrolment figures for the current academic year were expected to be similar to those in previous years. Annual enrolment figures would be provided to the June meeting of the Committee.
7. **Review of Day One Competences (DOC), Day One Skills (DOS), and Professional Behaviours.** The consultation was well under way and was due to complete on 22 December, following which the feedback would be analysed and presented to the Working Group on 10 January 2022. The final paper would be presented to Veterinary Nurses Council at its meeting in February 2022.
8. **Registration applications.** The RCVS was continuing to receive some applications to register from students who had completed their registrable qualification, but had been unable to complete the 1,800 required practice training hours due to the effect of the Covid pandemic. These were being looked at on a case by case basis, according to the agreed temporary guidance. To date there had been thirty seven applications in total, fifteen of which had not met the threshold and had been sampled, and of these two had been asked to provide extra evidence in terms of competence over the Day One Skills. The applications had been from a variety of institutions. The process would remain in place for some time to come.
9. **VN Futures.** Following the publication of the VN Futures report in September, the RCVS was reviewing and considering which actions it would take forward into phase 2 of the project. A VNF Board meeting was due to take place in early February.
10. In response to a query on measures to be taken following recent changes in government guidance due to developments in the Covid pandemic, it was confirmed that the situation had been discussed and would be kept under review, and based on government guidance. Accreditation visits could be carried out remotely if necessary.

## VN Licence to practise qualifications

## Programme changes

11. **Royal Agricultural University (Askham Bryan).** The Committee considered a request for change to the learning outcomes and assessment in one module of the FdSc Veterinary Nursing programme, which has full accreditation status. The proposed changes related to the assessment of two learning outcomes. The Examinations Manager confirmed that the proposals had been made following feedback from students and the External Examiner.
12. It was confirmed that the changes would maintain compliance with the Standards, and it was agreed that the proposed programme changes should be accepted.

### Action plan monitoring accreditation/re-accreditation

13. The Committee was provided with oral updates from members of the qualifications team on the action plan monitoring for the following Accredited Education Institutions (AEIs):
- Lantra Awards
  - University of Portsmouth

### Quality Monitoring activities

14. The Committee was provided with papers setting out full updates on quality monitoring activities and the actions which had been taken, for the following universities and centres:
- Oxford Brookes University
  - Royal Agricultural University (Plumpton College)
  - University of Chester

### Action plan quality monitoring - quality assurance

15. Oral reports were provided on the monitoring of action plans and future planned actions for the following AEIs and centres:
- Chestergates College
  - North Highland College
  - Nottingham Trent University
  - University of South Wales
  - University of Plymouth
  - Coventry University
  - University of Bristol
  - Oxford Brookes University
  - Royal Agricultural University (Plumpton College)
  - University of Chester

### External Examiners

16. The Committee noted the current list of external examiners for VN Licence to Practise qualifications, together with an update provided by two centres on recruitment for new appointments.

### Post-registration qualifications

17. There were no items to report.

### VN Pre-registration Examination Board

18. The Committee noted the minutes of the meeting of the Pre-registration Examination Board held on 15 November 2021, to discuss the Pre-registration Examinations which had taken place in October.

### Items for publication

19. It was confirmed that dissemination of information on the pre-accreditation support programme would be discussed with the Comms Team.

### Meeting dates 2022

20. Meeting dates for 2022:
- Wednesday 16 February
  - Thursday 14 April
  - Thursday 16 June – in person, all day meeting, venue to be confirmed.
  - Wednesday 10 August
  - Wednesday 12 October
  - Tuesday 13 December



<b>Summary</b>	
Meeting	VN Council
Date	9 February 2022
Title	Update from the CPD Policy and Compliance subcommittee
Summary	Minutes from the meeting of the CPD Policy and Compliance subcommittee on the 26 January 2022
Decisions required	None
Attachments	None
Author	Jenny Soreskog-Turp Lead for Postgraduate Education <a href="mailto:j.soreskog-turp@rcvs.org.uk">j.soreskog-turp@rcvs.org.uk</a> / 020 7202 0701

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a

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Private	<ol style="list-style-type: none"> <li>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</li> </ol>

## CPD Compliance Panel Notes of the meeting held on 26 January 2022

<b>Present:</b>	Linda Ford Alison Carr Susan Paterson Claire Roberts Neil Smith Alison Reid Claire Bloor	Chair
<b>In attendance:</b>	Jenny Soreskog-Turp Joanne Stetzel  Sandra Neary (item 22-25)	Lead for Postgraduate Education Head of Marketing and Digital Communications Professional Conduct Officer

### Welcome and Apologies

1. The Chair welcomed everyone to the meeting, especially the new members, Alison Reid and Claire Bloor. Elizabeth Cox had sent her apologies.

### Minutes of the meeting on the 2 September 2021

2. The minutes of the meeting held on 2 September 2021 were received and approved as a true and accurate record.

### Matters arising

3. There were no matters arising that were not covered within the main agenda.

### 1CPD/Communication Update

4. The Committee received and noted the 1CPD report into users/non-users, CPD pause applications and 1CPD compliance.
5. It was noted that CPD compliance was lower in 2021 compared to 2020, but it is still too early to draw any conclusions from that as many will only update their record before the annual renewal or when asked to submit records as part of the audits.

6. The committee felt that regular reminders and prompts to login and record/reflect on CPD would be helpful to remind veterinary surgeons/nurses to regular record and reflect on their CPD.
7. As of January 2022, 1CPD becomes mandatory and the committee felt that we need to contact members who are not yet using the system to inform them about the change in requirement. As the annual renewal is approaching for veterinary surgeons, it was suggested that it would be useful if non-users had to acknowledge their awareness of the new CPD policy.

**Action: Contact IT to discuss 1CPD option for AR**

8. It was felt that if there was a reward for recording CPD, such as acknowledgement when the hours have been completed, it might encourage more people to record more frequently. The plan for this year is to develop a downloadable CPD compliance certificate. The committee also suggested to review other options such as data to compare the number of hours recorded against peers to bring a competitive element that might encourage some to keep regular records.
9. The committee felt that it would be useful if by the next meeting we could have a plan from the IT team that included a schedule for updates in 1CPD/My Account.

**Action: JST to discuss priorities with IT Team and report back at the next meeting.**

10. It was noted that more pause requests were received in 2021, but there is still general lack of awareness about the ability to pause CPD and the committee suggested that could be a good news story to raise awareness of the option to contact the RCVS if they are struggling with CPD.
11. Ms Stetzel gave an update on the CPD communication plan. The focus is still to support members, either to engage with the outcome based CPD requirement or using 1CPD and how to reach members that are still not using 1CPD.
12. Older members are less likely to use 1CPD but it was suggested that it may be less of a technical barrier and instead more resistance to reflective practice. It would be useful to publish more short videos on the website that are more clearly signposted and show vets and nurses reflecting using different format. It was also get that shorter bite size video clips and short case studies are more likely to be viewed rather than long recorded webinars. The case studies need to include different members profiles so that it is easier to find someone to relate to. It was also suggested to review language on the website to ensure that the requirement and our expectations are clear and use plain English.

**Action: Review website/language used.**

13. Some of the older age groups may be resistant to change and therefore do not engage in any communication that the RCVS sends so other printed press may be useful. It was discussed to approach VDS to see if there could be any collaboration to promote 1CPD.

**Action: Explore collaboration with VDS**

14. The committee discussed the 1CPD QR codes and felt that it was an easy way to get members to record their CPD. They are not widely used and as they are an efficient way for members to quickly and regularly record their CPD, the committee suggested that we should raise awareness of them and that RCVS should start using them as part of all workshops and academy courses. It was also suggested to ask conference organisers to include information of how to record CPD using 1CPD as part of lecture slides.

**Action: Comms/Ed to explore promotion of 1CPD QR codes**

### **CPD Policy**

15. The Committee received and noted the CPD policy and guidance notes, the committee felt that the language in the policy needed to be more assertive to make it clear that the requirement is mandatory and ensure that it is clear that members need to use 1CPD to record CPD. Members were asked to send amendments and suggestion of changes to JST and the policy would be updated and circulated for approval.

**Action: Update RCVS CPD Policy**

### **Overseas members**

16. The committee discussed the fact that overseas members are less likely to use 1CPD and a paper was received with suggestions for how the CPD policy should apply for overseas members. The RCVS is doing a wider piece of work around engaging with overseas members, so it would be useful to have a suggested way forward from the committee.
17. The registrar had provided feedback to aid discussion, members practising outside the UK are not automatically allowed to practice in the UK without changing their status on the register. Members practising outside of the UK have signed a declaration to say that will comply with RCVS standards, including CPD but it was unlikely the college would pursue a case against a member who was not practising in the UK.
18. The committee discussed the fact that the members practising outside of the UK can still use MRCVS and felt that the same standards should be applied to everyone using MRCVS. If the same standards are not expected, it needs to be clear to the public that different standards apply to members practising in the UK and overseas. It was also highlighted that 1CPD has only just become mandatory so it may be worth reviewing the situation and see if the figures improve throughout the year.
19. There were still uncertainty around what jurisdiction we have over members practising outside of the UK so perhaps it not the best use of time/resources in chasing these members if there is nothing we can do. It was acknowledged that engaging with members practising outside of the UK is an important part of the overall RCVS strategy. The committee felt that it would be useful to explore an option for overseas members to self-certify CPD compliance and we would then be able to use a charter committee to investigate any complaints or cases of non-compliance. It was suggested that we arrange a meeting with the registrar to explore this further and then report back to Education Committee in May.

**Action: JST to arrange a meeting with the registrar**

### **CPD Audit Update**

20. The committee received an update about the CPD audits. The VN CPD audit took place in June and results were reported to VN Council in November. The results were very positive with more than 90% of respondents compliant.

21. In the veterinary surgeons' CPD audit we included a sample group of non 1CPD users which seem to have affected response rate and therefore the committee suggested that we send a last reminder by post.

**Action: JST to send final reminder by post**

### **Follow up non-compliant cases**

22. The group received a paper providing information about monitored cases.

23. The group agreed with the recommendations in the paper but felt it was important to keep chasing members who were going to update records to ensure that we receive all information required.

24. Ms Neary provided an update about the cases that had been referred to Professional conduct Department. 2 of the cases had removed their name from the register but the others will continue to be monitored and the committee will receive an update at the next meeting.

25. All monitored cases will be reviewed by the Panel at the next meeting.

### **Any other business**

26. There were no other business to discuss.

### **Next Meeting**

27. Meeting dates for the rest of the year is yet to be arranged but a doodle poll will be sent out within the next two weeks.

**Action: JST to circulate meeting dates for 2022.**

Jenny Soreskog-Turp

January 2022

[j.soreskog-turp@rcvs.org.uk](mailto:j.soreskog-turp@rcvs.org.uk)

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 February 2022
Title	RVN Preliminary Investigation Committee Report to VN Council
Summary	This report sets out the work of the Registered Veterinary Nurse (RVN) Preliminary Investigation Committee (PIC)
Decisions required	None
Attachments	None
Authors	<p>Sandra Neary Professional Conduct Officer <a href="mailto:s.neary@rcvs.org.uk">s.neary@rcvs.org.uk</a> / 020 7202 0730</p> <p>Gemma Crossley Head of Professional Conduct <a href="mailto:g.crossley@rcvs.org.uk">g.crossley@rcvs.org.uk</a> / 020 7202 0740</p>

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a

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# Registered Veterinary Nurses Preliminary Investigation Committee

## Report to VN Council

### Introduction

1. Since the last Report to Veterinary Nurses Council, there have been two meetings of the RVN Preliminary Investigation Committee, which took place on 14 December 2021 and 11 January 2022. The next meeting is due to take place on 22 February 2022.

### RVN Concerns received / registered

2. Between 9 November and 26 January, there were 4 new concerns relating to RVNs. Of these 4 new concerns:
  - All are currently under investigation by the Case Examiner Group (a veterinary nurse and lay member on RVN PIC and a Case Manager).

### RVN Preliminary Investigation Committee

3. Two new concerns have been considered by the RVN PIC between 9 November 2021 and 26 January 2022. The first case closed, and the second case was referred to external solicitors for formal statements to be taken from relevant witnesses.

### Ongoing Investigations

4. Three concerns are currently under investigation, and these will be returned to the RVN PIC for a decision in due course.

### Health Concerns

5. One RVN is currently being managed in the context of the RCVS Health Protocol.

### Performance Concerns

6. There are currently no RVNs being managed in the context of the RCVS Performance Protocol.

### Referral to Disciplinary Committee

7. Since the last report, no cases have been referred to the RVN Disciplinary Committee.

### Disciplinary Hearings

8. Since the last report, no Disciplinary hearings have taken place in respect of RVNs.

### Operational matters

9. The RVN PIC continue to meet remotely at the present time.

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 February 2022
Title	VN Register Report
Summary	<p>This paper provides the following statistics:</p> <ol style="list-style-type: none"> <li>The number of registered veterinary nurses as at 1 February 2022. Figures for the previous five years are also included.</li> <li>New registrations for the calendar years 2016- 2021 including the qualification route of the new registrants.</li> <li>New student enrolments per academic year</li> <li>Number of veterinary nurses undertaking a Period of Supervised Practice (PSP)</li> </ol>
Decisions required	none
Attachments	none
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<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a

**<sup>1</sup>Classifications 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.

**<sup>2</sup>Classification rationales**

Confidential	<ol style="list-style-type: none"> <li>1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others</li> <li>2. To maintain the confidence of another organisation</li> <li>3. To protect commercially sensitive information</li> <li>4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS</li> </ol>
Private	<ol style="list-style-type: none"> <li>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</li> </ol>

## Veterinary Nurses Register

### Number of registered VNs

	18/01/2017	18/01/2018	24/01/2019	04/02/2020	03/02/2021	01/02/2022
Number of Registered Veterinary Nurses	14337	15449	16864	18246	18882	20916
Number of Nurses removed for non-payment of annual fee (annually – carried out in January)	247 <i>(17 restored to register by 18/01/2017)</i>	296 <i>(59 restored to register by 18/01/2018)</i>	450 <i>(124 restored to register by 24/01/2019)</i>	409 <i>(84 restored to register by 04/02/2020)</i>	314 <i>(24 restored to register by 04/02/2020)</i>	<i>Removals to be carried out early February</i>

### Number of admissions to the register (new registrants for the calendar year)

	2016	2017	2018	2019	2020	2021
UK Further Education qualification	719	945	1197	1081	483	1727
UK Higher Education qualification	400	401	406	503	445	478
Overseas qualification	90	89	78	62	41	39
Total new registrations	1209	1435	1681	1646	969	2244

### Student enrolments for each academic year (from 1 July to 30 June)

Student Enrolments	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	1797	1935	1990	2109	1860	1910

### Period of Supervised Practice (PSP)

Number of nurses commencing a Period of Supervised Practice

Period of Supervised Practice commenced	2016	2017	2018	2019	2020	2021
	46	44	40	34	21	33