

## **Veterinary Nurses Council**

### **Agenda for meeting to be held on Wednesday 8 May 2019 at 10.30am**

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes of meeting held on 6 February 2019** Paper attached
4. **Matters arising**  
Any matters arising not listed below
5. **Update on operational matters** Paper attached

#### **Matters for decision by VN Council and reports from Committees**

6. **VN Education Committee**  
Minutes of meeting held on 27 March 2019 Paper attached
7. **Post Registration qualification framework**  
Certificate in Advanced Veterinary Nursing Paper attached

#### **Matters of note**

8. **International Qualifications**  
Report on overseas entrants Paper attached
9. **Reports from RCVS Committees**
  - a. VN Preliminary Investigation Committee Annual Report Paper attached
  - b. Standards Committee Oral report
  - c. Practice Standards Group Paper attached

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|-----|------------------------------|----------------|
| 10. | <b>Communications report</b> | Oral report    |
| 11. | <b>VN Futures</b>            | Paper attached |
| 12. | <b>VN Council membership</b> | Oral report    |
| 13. | <b>Any other business</b>    |                |
| 14. | <b>Risk Register</b>         |                |
| 15. | <b>Date of next meeting</b>  |                |

Wednesday 11 September 2019 at 10.30am

**Confidential and private items**

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April 2019  
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<b>Meeting</b>	Veterinary Nurses Council
<b>Date</b>	8 May 2019
<b>Title</b>	Minutes of VN Council March 2019
<b>Classification</b>	Unclassified
<b>Summary</b>	Minutes of the meeting of Veterinary Nurses Council (VNC) held on 6 February 2019
<b>Decisions required</b>	None
<b>Attachments</b>	None
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## **Veterinary Nurses Council**

### **Minutes of the meeting held on 6 February 2019**

<b>Members:</b>	Mrs Belinda Andrews-Jones	
	* Mrs Lucy Bellwood	
	Miss Alison Carr	
	Ms Elizabeth Cox	- Vice-Chair
	Mr Dominic Dyer	
	Dr Joanna Dyer	
	Ms Wendy Drinkwater	
	* Ms Lucie Goodwin	
	Mrs Susan Howarth	
	Mrs Andrea Jeffery	
	Mrs Katherine Kissick	
	Miss Racheal Marshall	- Chair
	Professor Susan Proctor	
	Mr Matthew Rendle	- Vice-Chair

<b>In attendance:</b>	Mrs Annette Amato	- Committee Secretary
	Mr Luke Bishop	- Senior Communications Officer
	Mrs Julie Dugmore	- Director of Veterinary Nursing
	Mrs Victoria Hedges	- Examinations Manager
	Mrs Lily Lipman	- Senior Practice Standards Manager
	Ms Lizzie Lockett	- Chief Executive
	Mr Ben Myring	- Senior Policy and Public Affairs Officer
	Mrs Jenny Soreskog Turp	- Senior Education Officer

#### **Apologies for absence**

1. Apologies for absence were received from Lucy Bellwood and Lucie Goodwin.

#### **Declarations of interest**

2. There were no new declarations of interest.

#### **Minutes of the meeting held on 1 October 2018**

3. The Minutes of the meeting held on 1 October 2018 were accepted as a correct record,

subject to a correction in respect of the declarations of interest – Lucy Bellwood's role is a Practice Director at Central Veterinary Services (CVS) , not Director of Veterinary Nursing at CVS as stated in the minutes.

#### **Update on operational matters**

4. The CEO's update report, provided to RCVS Council in January, had been circulated to Council members for information. This summarised the actions outlined in the RCVS strategic plan and how these were being met. The CEO highlighted the main achievements since the last meeting, which included the launch of the leadership Massive Open Online Course (MOOC), the Vivet Innovation Workshops and the Graduate Outcomes consultation.
5. Other recent items of note included the ENQA recognition of the RCVS in respect of its accreditation of veterinary and veterinary nursing education, which was confirmed in October.
6. The Operational Board will meet in Liverpool in February, and this will be tied in with a Regional Question Time meeting, and meetings with students and staff of the Liverpool University Veterinary School.
7. A decision had been taken at the January meeting of RCVS Council to open the way for other groups to become Associates of the College, following the successful inclusion of veterinary nurses as Associates in 2015.
8. In response to a query on the impact of the introduction of case studies to assist in the understanding of Schedule 3, it was noted that there is no planned research on this at present. It was suggested that relevant activities could be planned for BVNA Congress in October, and that an online quiz format – similar to that done several years ago on the Code of Professional Conduct – might be a good way to gather data. It was also noted that the website team can produce reports showing the number of times different pages are accessed.
9. In response to a query, it was confirmed that the Alternative Dispute Resolution Service trial has been completed, and is now branded as the Veterinary Client Mediation Service. This has reduced the number of complaints dealt with by the Preliminary Investigation Committee, which now generally relate to more complex issues.

#### **Veterinary Nursing Department update**

10. The Director of Veterinary Nursing reported on several recent changes in the staffing and activities of the VN Department. Lily Lipman had recently moved from the position of Qualifications Manager in the Veterinary Nursing team to the role of Senior Manager of the Practice Standards team. Lily was thanked for her support to the department and her work during her time as Qualifications Manager. A new Qualifications Manager has been appointed, to start in mid-April, and the College is currently advertising for a Quality Assurance Officer to support that role.

11. The new VN project co-ordinator, Jill MacDonald, started in post in January and will cover the management of VN Futures and the secretariat of ACOVENE, as well as a broader engagement with stakeholders.

#### **VN Education Committee (VNEC)**

12. Susan Howarth, Chair of the VNEC, presented the report of the meeting held on 10 December and highlighted a few points in the report.
13. The Committee had welcomed two new members as employer representatives. Applications from potential student representatives for the Committee would be considered in a short meeting later in the day.
14. The Committee had been pleased to note that student enrolments are being processed well within the stated timeframes and that several centres had passed on their thanks for the efficiency in dealing with these. It was confirmed that temporary staff support would be provided again for the busy three-month period from September to December, if required. In response to a query regarding staff support for initial registration of newly qualified veterinary nurses, it was confirmed that these are now processed by the registration department, and resources are provided to ensure that they are able to cope with the peaks in the workload.
15. The Post Registration Working Group had met again in January and hoped to have a final set of proposals for approval to put to the VNEC meeting in March, then to VNC in May.
16. The Committee had approved two additional visitors to add to the panel for accreditation visits. The Committee had also considered and approved a number of reaccreditation reports.
17. It was noted that Training Practice (TP) numbers were stable and growing. It was confirmed that it was not possible to show a split between TPs taking in students from the further education (FE) and higher education (HE) sectors, as some TPs take students from both sectors.

#### **Registration of Veterinary Nurses trained within the EU/EEA**

18. The Examinations Manager introduced a paper setting out the current systems in place for processing registration applications from veterinary nurses educated overseas, with suggestions for changes to the system when the UK exits the EU.
19. Currently, applicants qualified outside the EU/EEA who have a qualification similar in content and experience to the RCVS Day One Skills and Day One Competences are required to pass the VN pre-registration examination before applying for registration. Nurses who have been educated and qualified within the EU/EEA who have a qualification similar in content and experience to the RCVS Day One Skills and Day One Competences must be accepted

onto the Register. If the qualification is lacking in some areas, the applicant must be given the opportunity to be assessed in these areas, and may choose whether this is completed via work-based assessment or examination. Most applicants choose to complete work-based assessment.

20. When the UK exits the EU, legislation relating to the registration of veterinary nurses educated within the EU/EEA is likely to change. The draft amended Statutory Instrument indicates that regulatory bodies will no longer need to accept applications from individuals whose qualification does not meet the minimum content, scope and level required of professionals educated in the UK. If accepted, this will allow greater flexibility in creating new arrangements and provides an opportunity to reconsider the current processes.
21. The proposal for consideration by Council was that if and when permitted to do so, the same process should be applied for all applicants regardless of their country of qualification. In this case, all applicants, with the exception of those who completed their qualification at an ACOVENE accredited school, would be required to pass the pre-registration examination. Applicants would be permitted to complete work experience in a UK practice in preparation for the examination, but the choice of a work-based assessment as an alternative to examination, currently offered to EU candidates, would no longer be available.
22. In response to a query regarding language testing, which is an area of concern for many professions, it was confirmed that there are currently no differences in the requirements for EU and non-EU applicants and there is no formal requirement for either group.
23. It was confirmed that the proposed new system would be simpler for the RCVS to administer and would be a fairer system for all. All applicants would have a clear idea of the requirements. It was also confirmed that there should not be any issues for the RCVS in administering a pre-registration examination for a greater number of candidates. It was noted that a small number of applicants may be unable to register, where they may have been able to do so under the previous work-based assessment system. All those currently in the system would be permitted to continue and would not be disadvantaged.
24. The Director of Veterinary Nursing confirmed, in response to a query, that it was not known whether there was likely to be an increase in ACOVENE-accredited institutions.
25. At the conclusion of the discussion, Council agreed that if the UK leaves the EU without an agreement, the application process set out in the paper should be adopted for all new applicants. It was reiterated that those currently in the system would not be disadvantaged.
26. It was suggested that it would be helpful for the Comms department to prepare information on registration for EU nationals living in the UK, when the situation became clearer.

### **Continuing Professional Development**

*Andrea Jeffery and Katherine Kissick joined the meeting at this point.*

27. **CPD Audit 2018.** Council had been provided with the initial findings of the 2018 CPD audit

at its previous meeting. The full analysis of the responses was provided for information, together with information on some of the issues raised during the audit process.

28. Council again expressed disappointment that the overall non-compliance levels are not decreasing year on year, with 28% of the RVNs in the 2018 sample being non-compliant. A particular area of concern was that eight of the non-compliant RVNs had been included in seven successive audits and each time had not met the minimum requirements. It was noted that since the CPD Referral Group had been established, referrals to the Group had mainly been RVNs who did not comply with the Code of Professional Conduct, due to not responding to repeated requests for their CPD records. At present those who have responded but do not meet the minimum requirements have not been followed up.
29. It was agreed that in future, any RVN who was non-compliant for a successive three audits should be referred to the Referral Group. Support and publicity by means of the CPD champions and blogs should be promoted as widely as possible, and the benefits of CPD should be stressed.
30. It was confirmed that RVNs could not be prevented from renewing their registration if they do not confirm their CPD compliance at the time of annual renewal, as CPD compliance is a professional rather than a statutory responsibility. However, more information could be provided on what is expected, in the renewal email. All those who are non-compliant or do not confirm compliance are included in the next year's audit. It was also agreed that the referral procedure needs to be consistently and effectively resourced.
31. Council approved the proposed arrangements for the 2019 audit, as set out in the paper. It was suggested that the audit might look into the reasons for the lower levels of compliance (57% non-compliant) in the 58-64-year-old group.

#### **CPD Referral Group.**

32. The minutes from the meeting of the CPD Referral Group on 16 January 2019 were noted.

#### **European Association for Quality Assurance in Higher Education (ENQA)**

33. Council received the summary of the report produced by ENQA following the successful accreditation visit, and noted the summary of the key strengths and areas for improvement. Work had already commenced on the action areas and a follow-up visitation will take place in 2020 to review progress. It was confirmed that the ENQA accreditation relates only to Higher Education Awards in veterinary nursing, and that the Veterinary Nursing Standards will need to be cross-referenced to the ENQA standards.

#### **Reports from RCVS Committees**

##### **Practice Standards Group (PSG)**

34. Council noted a paper from the Practice Standards Manager containing an update on the



Practice Standards Scheme. 65% of all eligible practice premises are now part of the Scheme.

35. In response to a query on the comment in the report that changes would be required to the in-house training programme for PSS assessors if this were to include veterinary nurses in the future, it was suggested that the changes would likely be small adjustments to ensure that all assessors were standardised to the same level.
36. A query was raised as to whether a requirement for a minimum number of RVNs in an accredited practice, which had not been included in the past, should be considered with the next review of standards. Council agreed to request that this should be considered at the next standards review.

### **Standards Committee**

37. Matthew Rendle provided a brief update on the meeting of the Standards Committee the previous week. The Committee had agreed a number of amendments, additions or changes in wording to the supporting guidance to the Code of Professional Conduct. These included: amendment to the guidance on euthanasia; additional text on breaching client confidentiality in relation to unlicensed dog breeders; prohibition of the surgical artificial insemination of dogs; guidance on disclosure of a relationship between a veterinary surgeon and the seller prior to an equine pre-purchase examination; and guidance which stipulates that clinical records should be legible.

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

38. Council noted the report on the work of the RVN Preliminary Investigation Committee since the last meeting of VN Council.

### **Period of Supervised Practice(PSP) exemptions**

39. It was reported that since the introduction of the pilot PSP exemption procedure for UK-qualified veterinary nurses who had been working abroad, following the May 2018 Council meeting, two applications had been considered and approved by the panel appointed by Council, and both applicants had since restored to the Register. A member of the panel commented that the standard of both applications had been very high with clear supporting evidence.

### **VN Register report**

40. Council noted a report showing statistics on the total number of registered veterinary nurses, including the number of new registrations, removals and restorations annually for the calendar years 2013 – 2018. Figures were also provided for the number of student enrolments for the past six academic years. These figures showed a steady increase year on year in the number of enrolments, new registrations and those on the register, with the current number of RVNs approaching 17,000.

41. There was a general discussion on the recruitment and retention within the profession and it was suggested that the next survey of the professions should include questions on these issues.

## **VN Futures**

42. The Director of Veterinary Nursing confirmed that the VN Futures project would be managed by the VN Project Co-ordinator, who would be providing a full report at the next meeting of VNC in May. It was noted that the members of the different focus groups are all volunteers and the Project Co-ordinator is checking and reviewing the groups' membership. The Project Board comprises two VNC members and two BVNA Council members, and oversees the budget and the risks. It was accepted that this is a long term project and that some of the ambitions may take longer to achieve than others, and would be kept under review.

## **Communications report**

43. The Senior Communications Officer reported on a number of recent and forthcoming activities.
44. **Events.** The Veterinary Wellbeing Awards had been presented at the recent SPVS/VMG congress, where there had been a Mind Matters related stream, and the Practice Standards Scheme had also been promoted.
45. A Vivet workshop had been held in Cambridge on 16 January, and the second workshop in the series would take place on 20 February. The next Regional Question Time would take place in Liverpool on 19 February.
46. RCVS activity at the BSAVA Congress in April would include a dedicated VN Futures stream with four sessions covering wellbeing, Schedule 3, the Post Registration Qualifications Framework and Practice Standards. There would also be sessions on Mind Matters and Graduate Outcomes.
47. The College also hoped to have a presence at more public-facing events in 2019 including The Royal Highland Show in Edinburgh in June and Country File Live at Castle Howard in Yorkshire in August.
48. **Publications.** The most recent online *RCVS News* had been published in January and the next edition of *VN Education* would be published in April, following the VN Education Committee meeting in March.
49. **Website.** The website now includes a number of CPD Champions blogs written by both veterinary nurses and veterinary surgeons. Ideas for topics and contributions from VN Council members are always welcomed. The website also includes additional Schedule 3 guidance materials in the form of case studies. VN Futures also has a more prominent online presence.

**Date of next meeting**

50. Wednesday 8 May 2019, at 10.30am.

<b>Meeting</b>	Veterinary Nurses Council
<b>Date</b>	8 May 2019
<b>Title</b>	CEO Update, presented to RCVS Council in March 2019, for information.
<b>Classification</b>	Unclassified
<b>Decisions required</b>	None
<b>Attachments</b>	None
<b>Author</b>	Lizzie Lockett CEO <a href="mailto:l.lockett@rcvs.org.uk">l.lockett@rcvs.org.uk</a>

## Summary

The Strategic Plan 2017-19 outlines 39 actions arranged under five ambitions:

- a) Learning culture
- b) Leadership and innovation
- c) Continuing to be a First-rate Regulator
- d) Global reach
- e) Our service agenda

This paper outlines progress under each heading; we also update the profession on progress on a regular basis by email.

The pages to follow cover a range of areas; but in terms of highlights, since the last update to Council, in January 2019, we have:

- Attended the Society of Practising Veterinary Surgeons/Veterinary Management Group Congress, with a focus on Practice Standards, Mind Matters and Graduate Outcomes
- Closed the first stage of the Graduate Outcomes consultation, on 18 January, with 1,963 full responses and 3,825 partial responses
- Launched the 2019 Council elections, with an initial call for questions to be answered by the nine nominees, which includes five current Council members and four others
- Received an excellent response to our call for nominations for RCVS Honours and Awards
- Run two Viet innovation workshops
- Run a series of four pilot resilience training days as part of Mind Matters, with a view to choosing a trainer for a further 12-month series, jointly with the British Small Animal Veterinary Association
- Launched a series of Mind Matters Wellbeing Roadshows, jointly with the Society of Practising Veterinary Surgeons and the Veterinary Management Group
- Appointed two students to each of our Education Committee and Primary Qualifications Subcommittee, in line with recommendations from ENQA
- Carried out a full visitation to the University of Surrey

If Council members would like more information on any aspect of our work, please just ask.

## Meeting the objectives of our Strategic Plan

Objectives to be tackled year by year are agreed in the November of the preceding year. As we are now in the final year of our current plan, all of the objectives are 'live'. Numbering is as per the 2017-9 Strategic Plan.

### A – Learning culture

#### **A1. Establish the extent to which a blame culture is present within the veterinary and veterinary nursing professions, and set a baseline against which any change can be measured, as we move towards a culture where learning and reflection is encouraged**

An independent research organisation was commissioned to carry out initial research to establish the extent to which any such blame culture might exist in the professions and whether the RCVS contributes to its existence.

An online survey was completed during last spring 2017 by 7,349 people and the responses will be augmented by qualitative research. This work remains in a pipeline behind work ongoing around the impact of the Professional Conduct process on mental health, which is coming to Council in March 2019.

## **A2. Develop a series of evidence-based actions that the veterinary team can take to reduce blame culture and ensure a culture of continual learning is established**

We are in discussion with the Point of Care Foundation (POCF), the charity that delivers Schwartz Round training and support in the UK, about a pilot of this reflective practice model involving a range of different practice types, to see if this approach to developing non-judgemental sharing of the emotional impact of cases can contribute to a learning culture. This was an approach identified as part of the Vet Futures Action Plan. We have spoken to human healthcare organisations who have taken part and the one veterinary practice that has been involved to date - feedback has been very positive and will help shape our pilot. Fees have been agreed and we are finalising arrangements for the pilot.

## **A3. Help to change public expectations around their interactions with veterinary professionals, including around risk, uncertainty and value (VF ambition five, recommendation 27, action M)**

The RCVS and British Veterinary Association (BVA) communications teams launched a social media campaign during National Pet Month in April/May 2018 to encourage animal owners to ensure their pets are registered with a veterinary practice, under the hashtag #petsneedvets. This campaign gained some traction on social media and was the focus on our activity at public events over the summer – the Devon County Show, the Royal Welsh Show and Countryfile Live.

We will review how we communicate on these issues for our forthcoming round of summer public events, which we hope will include the Royal Highland Show and Countryfile Live North.

## **A4. Review the impact of our concerns-handling and disciplinary framework on the mental health and wellbeing of the veterinary professions, and take appropriate actions**

An independent research organisation was commissioned to carry out this review. A series of interviews took place with stakeholders such as Vetlife and the Veterinary Defence Society, and some of those who have been through our disciplinary process. Meanwhile, qualitative data were gathered as part of the blame culture survey outlined above.

A draft report has been produced by the researchers and will be published as part of the Mind Matters Initiative, allowing the RCVS Professional Conduct Department to respond to the recommendations, alongside other relevant organisations who play a part in supporting those going through our complaints process. It has been reviewed in draft by the Mind Matters Taskforce and the Preliminary Investigation Committee/Disciplinary Committee Liaison Committee. A further iteration went to the PIC/DC Liaison Committee in October. A paper including the report and our draft responses to the recommendations will be discussed by Council at its March meeting. Thereafter Mind Matters Taskforce members will be invited to comment on the report and recommendations before it is published.

**A5. Review the impact of the Mind Matters Initiative (MMI) with respect to mitigating the effects of blame culture and ensure that the project is well enough funded and resourced to address the issues (VF ambition three, recommendation 10, 12 and 15 and action N)**

Increased funding was agreed at the September 2018 meeting of Council, on a rolling three-year basis. An outline budget and strategic priorities will be discussed by Council at its March meeting. Evaluation of key activities is underway. A Risk Register for MMI will also be presented to a future meeting of the Audit and Risk Committee.

**A6. If appropriate following the completion of trials, introduce an Alternative Dispute Resolution service.**

Complete.

**A7. Consult upon, and implement as appropriate, an outcomes-based approach to continuing professional development (CPD)**

The CPD pilot has now been evaluated, with positive results. Detailed and constructive feedback was provided by participants, and this was presented to the CPD Policy Working Party (chaired by Professor Stephen May) in December 2018, and to Education Committee on 5 February 2019.

Education Committee supported the recommendation of the Working Party that RCVS introduces outcomes-based CPD for members, adopting a phased approach across two years, including a six-month lead-in time to enable an effective IT platform for recording CPD to be developed. The proposal is on the agenda for consideration by Council in March.

**A8. Extend our concept of life-long learning to include mentorship (VF ambitions three / six, recommendations 12, 15 and 34, action P)**

Since this objective was agreed in 2016, several of the veterinary organisations have embarked upon pilot mentorship schemes. We await the outcome of these pilots before considering this further as an RCVS activity. Meanwhile the Fellowship is considering mentorship as part of its programme of activity, and mentorship also features in the Graduate Outcomes consultation around the Professional Development Phase.

**A9. Help to ensure that prospective veterinary students have a clear idea of the reality and opportunities of a career in veterinary science, and assist the veterinary schools in providing support for them (links to VF action H)**

Work began in 2018 on refreshing our Walks of Life careers materials, and is ongoing. Meanwhile support for vet students is considered as part of the Graduate Outcomes proposals. Mind Matters has also financially supported a one-day mental health and wellbeing course for students, in partnership with the Association of Veterinary Students – VetKind – which took place on 24 November and was well received. A student wellbeing roundtable event is planned for September 2019, in conjunction with the Veterinary Schools Council and Mind Matters.

**A10. Improve communication with veterinary and veterinary nursing students, in order to clarify our role and function**

Attendance of vet and VN student representatives at our flagship events has been very well received, and we will continue to invite these representatives to our key events in 2019, including Royal College Day and Fellowship Day.

Vet Futures Student Ambassadors are involved in the next ViVet Symposium in the autumn, and we have been working closely with the Association of Veterinary Students (AVS) to help drive student engagement in the Graduate Outcomes consultation.

A student engagement working group is also being set up to discuss and identify other areas for improving communication and engagement with vet/VN students.

In line with ENQA recommendations, we have successfully recruited two veterinary student representatives to both the Education Committee and the Primary Qualifications Subcommittee. It is anticipated that these four student reps will attend the next meetings in April (PQSC) and May (Education Committee).

In addition, we are recruiting two student members (Further Education and Higher Education routes) to join the VN Education Committee.

Work is also underway to identify extra-mural studies (EMS) opportunities for students within Belgravia House, in recognition of the importance of encouraging students to think broadly about their future veterinary careers. A pilot week will run during March.

Meanwhile to ensure RCVS staff have a better understanding of life at vet school, a group of team members are heading to Bristol vet school for a visit on 28 March.

Plans are underway to create a 'My Account' area for VN students, allowing them to manage the details that we hold for them, and provide the opportunity to increase our engagement with them from an earlier stage. We are also reviewing the opportunity to extend "My Account" functionality to our Higher Education partners, enabling them to have an RCVS home / portal online which would provide a communication channel we can use to interact with each other concerning all aspects of our relationships with them and their students.

## **B – Leadership and innovation**

### **B1. Continue to support the Vet Futures and VN Futures initiatives, working collaboratively across professions to ensure actions are met**

The key Vet Futures activities form part of the ongoing Strategic Plan and are being taken forward accordingly. We are also supporting the delivery of the Vet Futures Europe plan, where appropriate (see D10). The Vet Futures Project Board (RCVS/British Veterinary Association/Veterinary Schools Council) meets regularly to assess progress, and evaluation of the impact of priority activities will be considered this year.

Delivery of the VN Futures Action Plan is being supported by VN Council and is overseen by the VN Futures Project Board (RCVS/British Veterinary Nursing Association). Work is underway to improve the presence of VN Futures online, to help raise the profile of the work of the Project Board and its working groups.



**B2. Through completion of our governance review, ensure that we are an effective and efficient organisation, better able to lead the profession and serve the needs of the public, including the carrying out of training and the provision of coaching for RCVS Council members who take, or are considering taking, leadership roles**

The LRO completed its passage through Parliament with a debate in the House of Lords on 1 May. The Order was subsequently signed by the Defra Minister, Lord Gardiner, on 2 May and came into force on 1 July 2018.

An independent selection committee was appointed for recruiting and interviewing candidates for the six new lay positions on Council and Council approved their appointment at its June 2018 meeting. The new lay recruits came onto Council at RCVS Day 2018 and have subsequently attended a new-style induction day at the College and have been paired up with existing Council members to support their transition onto Council.

Further training and development opportunities for Council members were discussed at the July 2018 meeting of the Operational Board and the development and introduction of these will be prioritised in 2019.

All new and existing Council members will be asked to complete the Skills Matrix in May in order to support appropriate deployment of skills in committees and working groups. They will also be asked to consider training requirements (as relevant to their Council roles).

**B3. Define the role of the new Fellowship to advise and support the RCVS and act as ambassadors for the profession within society at large**

Council approved the future direction of the Fellowship following a presentation from the Chair of the Fellowship Board, Professor Nick Bacon, at its September 2018 meeting. Going forward, the activities of the Fellowship will be overseen by the Advancement of the Professions Committee (APC). Discussions are currently ongoing around the process for selection of future chair for the Fellowship Board.

**B4. Identify and support the next generation of veterinary leaders and develop leadership opportunities across the veterinary and veterinary nursing professions, within all branches of the professions, at all levels - locally, nationally and internationally (VF ambition six, recommendations 12, 17, 31, 32 and 34, action Q)**

A three-year plan to address this objective was submitted to the Operational Board at its March meeting, it included three key streams of activity: leadership for everyone; leading the profession; and, veterinary leadership development opportunities.

As part of the 'leadership for everyone' stream, we have been working closely with the NHS Leadership Academy to develop a massive open online course (MOOC) to provide a gateway programme for veterinary professionals wishing to improve their leadership skills.

The concept was launched at British Small Animal Veterinary Association (BSAVA) Congress in April and a pilot comprising 550 vets, vet nurses, students and practice managers was launched. The pilot group has now completed the second of three courses in the programme. Meanwhile, the first course

opened to all in November 2018 and around 1,800 people registered to join. Feedback on the programme has so far been overwhelmingly positive. Initial evaluation of the impact of the first course in the open programme has also demonstrated improvement in participants perceptions of all measured transformative leadership traits. Specifically, significant changes were found for: communicating values clearly; doing what I say I'm going to do; and instilling a sense of pride and respect in the working environment

**B5. Develop a biennial Innovation Symposium, to showcase new technologies, educational and business models etc. from within veterinary and related fields, and encourage a culture of innovation (VF ambition five, recommendation 24, action R)**

The initial event took place in September 2017 and a further Symposium will be held on 1 October 2019 at the Lowry in Manchester. Although the original Strategic Plan requirement was for a biennial event, in order to maintain momentum in this important area of work, there have been additional events, such as a series of workshops to help support veterinary professionals to develop and launch innovative products and services. The first workshops were held in Cambridge in January and February. Online resources based on the content delivered in these workshops will be made available shortly.

**B6. Encourage diversity in our Council, our staff and other groups allied to the RCVS**

This activity is being considered as part of the review of governance and Council / committee structure and operation, and ensuring that any proposed changes do not limit diversity is a key objective.

Training for Council members and staff around unconscious bias is under consideration.

The veterinary careers materials we are developing will have a particular focus on encouraging broader diversity within the next generation of veterinary students.

A meeting was held with a representative from the British Veterinary Ethnicity and Diversity Society to see how the College can further support diversity within the profession. The conversation focused on two areas – encouraging diversity and discouraging unhelpful behaviour towards those from minorities from within the profession. A blog by the President – 'We need to talk about veterinary diversity' – was published in September and included in *RCVS News* that month:

[www.rcvs.org.uk/blogs](http://www.rcvs.org.uk/blogs)

The President also took part in a panel discussion around gender diversity within the profession at the Society of Practising Veterinary Surgeons/Veterinary Management Group Congress in January.

At its 31 October 2018 meeting, the Operational Board agreed to the setting up of a Working Group to take these issues forward, which will report through the APC. We now have representatives in place from all the organisations that will form the Working Group and a first meeting is likely in April.

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## **C- Continuing to be a First Rate Regulator**

**C1. Review Schedule 3 to the Veterinary Surgeons Act, and the relevant parts of the RCVS Code of Professional Conduct, to clarify and bolster the role of the veterinary nurse (VNF ambition six, actions 29-31)**

This work is now being fed into the broader review of veterinary legislation which, although it does not feature as a specific line item in the Strategic Plan, is bringing together several strands of work, many of which have been thrown into sharp relief by Brexit.

We published the outcomes of the 2017 consultation towards the end of that year. One of the key findings that could be tackled quickly was the perceived lack of clarity around delegation, which led to a lack of confidence in both delegating veterinary surgeons and veterinary nurses being delegated to. Guidance. To address this, in June 2018 we published a series of case studies for vets and VNs illustrating examples of how Schedule 3 should be used in practice. These were publicised in the first edition of our new-style online *RCVS News*, and were subsequently covered in the *Veterinary Record* as well as *Veterinary Times* and *VN Times*. A further series of case studies has been drafted and a handy reference chart for use in practice is in production.

**C2. Develop a strategy for regulating allied professionals, either via Associate status or updated Exemption Orders (VF ambition six, recommendations four and six, action U)**

Following the decisions of RCVS Council in January 2019, the final Report of the Review of Minor Procedures Regime (RMPPR) has been submitted to Defra; this included the suggested reforms to Schedule 3 of the Veterinary Surgeons Act 1966, as approved by Council in terms of a potential route for the regulation of paraprofessional groups in the future. Defra has been asked to consider the Report and recommendations and we have requested a meeting to discuss the matters raised further. In the meantime we are continuing our discussions with the Association of Meat Inspectors (AMI) and the Animal Behaviour and Training Council (ABTC) with a view to progressing towards invitations to these groups to become Associates / Accredited respectively, and we are currently putting in place the appropriate internal resources to develop the necessary structures and documentation.

**C3. Review our concerns-handling and disciplinary processes, including the impact of the Legislative Reform Order (LRO) that separated the membership of the Preliminary Investigation and Disciplinary Committees from Council, the standard of proof that we set and our sanctions**

The Secretary of State was required to produce a report reviewing the objectives and impact of the LRO by the end of July 2018. To assist in this process, and working within a framework supplied by Defra, we submitted a report to Defra at the end of April. The RCVS continued to assist Defra in completion of the report, which has now occurred. Defra has recently confirmed that the report has been published and is now available on the UK government website.

An outline plan for a review of our First-Rate Regulator Initiative was considered by the Operational Board in September 2018. A Research Officer has been hired on a six-month part-time contract to take this work forward, among other projects.

Meanwhile, it is anticipated that, later in 2019, Council will be asked to consider proposals to consult in relation to the Standard of Proof for Disciplinary Cases.

**C4. Review the regulatory framework surrounding new technologies, to ensure it is proportionate and encourages innovation, while maintaining high standards of animal health and welfare (VF ambitions five, recommendations four and 23, action S)**

After 18 months of detailed discussion, Standards Committee presented recommendations to Council in November 2018 as to how to progress with the issue of the regulation of veterinary telemedicine. Council sent the proposals back to Standards Committee for further work and consultation with stakeholders.

**C5. Explore compulsory practice inspection (VF ambition five, recommendation 26, action T)**

This has been included within the workstream of the Legislation Working Party.

**C6. Review outcomes for graduates, with consideration of the likely requirements from the profession and the public of the vets of tomorrow (including the structure and provision of extra-mural studies) (VF actions I and J)**

The Graduate Outcomes consultation closed on 18 January and received 1,963 full responses and 3,825 partial responses. The project is now in phase two of information gathering, involving several focus groups and 30 individual interviews with key stakeholders. An interim report is expected in March/April. A final report will be made to Council in June, or potentially September, 2019.

## **D – Global reach**

**D1. Develop a strategy to make sure that the profession is in charge of its future by maximising the opportunities and minimising the risks of Brexit**

Work continues with the joint Defra/RCVS/BVA Veterinary Capacity and Capability Project (VCCP), which aims to ensure that workforce needs continue to be met, regardless of which Brexit scenario becomes reality.

We have also held discussions with the Department for Business, Energy & Industrial Strategy concerning changes to the Veterinary Surgeons Act 1966 necessitated by Brexit, namely references to the Mutual Recognition of Professional Qualifications Directive (MPRQ) and the Services Directive. A further meeting is due on 10 January 2019.

The RCVS continues to hold meetings with the Animal and Plant Health Agency (APHA) on the risks that Brexit holds to the veterinary profession's capacity to meet certification requirements for the export of animal products, including discussion around the APHA proposal for the new role of Certification Support Officers (CSOs). We have also recently been invited by the Defra Stakeholders Team to attend a fortnightly veterinary communications forum to hear the latest from Defra about EU Exit-related communications, policies and priority issues.

On 27 June, the College hosted a successful Lords' Dinner at Belgravia House, where our concerns about Brexit were raised with the attending peers. This was followed by an informal event for parliamentarians held in the Commons Pavilion on 19 December, which was attended by around a dozen peers and MPs who were given individual briefings on the risks of a no-deal Brexit and the importance of ensuring that veterinary surgeons are placed on the Shortage Occupation List. Several peers have requested follow-up meetings in 2019.

We are also received the results of the second survey of non-UK EU veterinary graduates working in the UK to find out about changes to their plans and how they have been treated since the Brexit vote, following the initial survey last summer. The results, which show a considerable increase in satisfaction with the RCVS's Brexit measures, will be published imminently.

On 27 September we issued a position statement regarding the potential impact of a 'no-deal' scenario on the UK veterinary profession, particularly regarding the risks to animal welfare and public health due to the potential impact on the veterinary workforce.

On behalf of the RCVS, Professor Stuart Reid presented on Brexit at the Federation of Veterinarians of Europe's General Assembly, on 10 November in Rome.

A Statutory Instrument (the Veterinary Surgeons and Animal Welfare (Amendment) (EU Exit) Regulations 2019) was passed by the House of Lords on 6 February 2019, allowing the College to continue to register veterinary surgeons from the European Economic Area without a degree that is recognised by us, by means of them passing our Statutory Membership Examination. We would directly register with from EAEVE-accredited degrees.

The Education Department has identified ways to scale up the RCVS Statutory Membership Exam, to allow up to 45 candidates to sit the practical exam (OSCE) in one sitting if required.

**D2. Collaborate with other competent authorities, associations, educational bodies and the commercial sector to establish a framework for the management of the impact of new technologies, such that animal health and welfare remains centre stage, regardless of from where veterinary services are being delivered into the UK and beyond (VF ambition five, recommendations four and 23, action S) [see also B5 and C4]**

This work is on hold until we have a clear steer regarding telehealth in the UK.

**D3. Improve our support for, and communication with, overseas graduates working in the UK and those considering working in the UK (VF ambition three, recommendation 13, action K)**

As mentioned above, we conducted a follow-up survey of the more than 6,100 non-UK EU graduates working in the UK, to re-establish their views on living and working in the UK post Brexit. Just over 50% responded, and the results will be published shortly.

The RCVS/Veterinary Defence Society (VDS) continuing professional development (CPD) course for overseas vets and VNs was held on 20 November in London and was well received by the 50 or so delegates who attended. Further courses are planned for June and October 2019.

**D4. Clarify our offer for overseas members and consider expanding the number of members in this category, revising the Registration Regulations, if required**

Research among our overseas members better to understand their motivations for retaining that membership category and what they would like to see from the College will be carried out in 2019.

**D5. Investigate the global market for RCVS qualifications and Advanced Practitioner and Specialist status**

Action to be started, but we are continuing to strengthen our global relationships by attending the 7th Pan Commonwealth Veterinary Conference of the Commonwealth Veterinary Association on 3-7 March 2019, in Bangalore.

**D6. Consider the global market for the RCVS accreditation of undergraduate veterinary education, particularly in the light of Brexit**

Given the more pressing need to understand how we will work with European veterinary schools in the event of a no-deal, the global market for RCVS accreditation is not currently a high priority.

**D7. Investigate the global market for the RCVS accreditation of veterinary practices**

This work is to be started, meanwhile it is worth noting that four more overseas practices have been approved for the purposes of VN training, in Singapore, Sweden and Finland (two).

**D8. Share knowledge with developing world countries to help raise standards around regulation and also animal health and welfare**

Work to be started, meanwhile we aim to better understand the global networks of our Council members to facilitate this.

**D9. Stimulate and communicate global career opportunities for UK graduates, including around One Health (VF ambitions two and four, recommendations seven, eight, 17-22, action G)**

Work to be started, likely to be in conjunction with the Vet Futures 'My Vet Future' careers hub, which is being led by BVA/Vet Record.

**D10. Support the Federation of Veterinarians of Europe's Vet Futures Europe initiative (VF ambition six, recommendation 33, action W)**

The Vet Futures Europe Report has been published. We offered to support some particular streams of work but these are not those that appear on the FVE priority list for 2019 so there is no immediate need for resources.

The RCVS and BVA will host the FVE General Assembly in the UK in summer 2020, an important signal to our European colleagues that the UK veterinary professions intend to remain fully engaged in Europe and beyond.

## **E – Our service agenda**

**E1. Recognising that staff who are highly engaged will deliver the best service for our stakeholders, we will continue to review the way we work, with particular emphasis on cross-departmental working, involving Council members where appropriate**

A new approach to staff appraisals was launched in January 2018, with a greater focus on personal and career development. The new approach has been positively received by staff, but line managers need support with the conversations they are having with their team members. Another great output has been a significant increase in training requests directly related to the development of the staff member in their role.

Work continues around mapping of our roles using a job evaluation system, to give us an opportunity to understand the common skills required by seemingly different roles. This will feed into career development and succession planning, helping us to retain and progress talented individuals. The whole organisation has now been mapped and communicated to staff, we are now committed to using the insights from this mapping to review where our structures might not be the most effective and where we can improve career opportunities for staff.

New pay structures have been created, and will be launched for used by department heads in making salary decisions from the annual review cycle in 2019, to support this, a pay decision tool is also being created to enable greater consistency of decision making across the teams. Ultimately, we aim to be as transparent with staff as possible on pay and pay progression. The new structures were discussed at the December 2018 Operational Board meeting and will be implemented effective 1 April 2019.

The Great Place to Work survey was completed by staff in August with a response rate of 89%. Early results are available and suggest there have been increases in areas we have focused on, such as corporate social responsibility, and reward and communication, and some decreases in other areas. Great Place to Work will present to staff in the latter part of the year and results will be used to identify opportunities for further progress.

The new HR information system 'Cascade' is on track for launch in early January. The HR team is currently being trained on the system and team members are working with Cascade to ensure the system is tailored correctly for the College. Go-live will mean the launch of a new self-service element for staff, giving them the opportunity to manage sickness, book leave and see all their data in one place. It means internally we can offer a more accurate and secure service to employees and rely less on manual intervention, which can result in errors.

We have now completed the tender process for our new online Council and Committee Collaboration System, with our panel of staff and Council/committee members selecting eShare BoardPacks as our platform of choice. Pricing has been negotiated, contracts signed and we are now in the process of planning the implementation and training for our administrators ready for launch to all Council and Committee members over the next few months.

Our HR Director, Kim Cleland, relocated last year and although she continued to work with us since then on a part-time basis, she will be leaving the organisation on 28 February 2019. Her introduction of some innovative new approaches and her support of a positive culture within the organisation has been much appreciated, and she will be missed. A recruitment exercise is underway.

## **E2. Continue to review our Estates Strategy so that we have appropriate spaces in which to work effectively and creatively, and a building that reflects the status of a Royal College**

A meeting of the Estate Strategy Group and our advisors is being held in March to look at the next steps, with a view to coming back to Council in June Council.

## **E3. Embrace the opportunities of technology to fully engage with 'generation mobile' and make interactions with the College as accessible and easy as possible, including the development of innovative ways for us to share our knowledge and communicate our services with all of our key audiences**



We have moved one of our long standing team members from Support Engineer to Junior Developer. This move has been a long held ambition of theirs and we will be doing everything we can to help them realise this important career move. In light of this we are now recruiting for a replacement Support Engineer, internally initially, but then externally if necessary. Once this post is filled then we will have the initial Digital Team size as approved as part of the Digital Plan last year.

Our new Software Development function continues working apace on numerous fronts. Creating the first draft specification for our new 'Universal CPD' system, with the help of Education and Veterinary Nursing Teams, and extending the usefulness of the 'RCVS Evidence' tool built to enable secure and easy to use evidentiary video sharing capability for all Preliminary Investigation Committee stakeholders.

Significant work has also been completed to improve the renewal process for all members, with a more streamlined, and clearer, process guiding individuals through the steps required to achieve renewal whilst ensuring the College can operate with the required consents and data quality.

With the new Council and Committee Collaboration System now setup and committee secretaries trained in its use we will be launching it to committee members from March onwards, whilst April will see the arrival of our new set of imagers/printers which will completely replace all the existing outdated devices with a resilient, consistent, secure and more cost effective solution for all staff.

#### **E4. Develop and improve the advice we offer to animal owners and others to ensure they get the best out of their interaction with veterinary professionals**

We plan to continue our attendance at animal owner events in 2019, with applications lodged to exhibit at the Royal Highland Show near Edinburgh and the new BBC Countryfile Live event in Yorkshire.

Work is underway with an external agency to develop a digital marketing campaign to promote the RCVS Practice Standards Scheme to animal owners, and explain how it can benefit them and their animals.

The vet-client relationship poster, previously agreed by Standards Committee, is being mailed to all veterinary practices at the end of February/beginning of March, and will be supported with promotional activities across press and social media.

#### **E5. Review our Service Charter and associated Service Standards, making changes to our core services to ensure these promises are met, including reviewing resources and funding, where appropriate**

We are still collecting feedback from our 'customers' and monitoring compliance with our service standards. This will provide evidence for changes to the Service Charter and Service Standards. This feeds into the broader First Rate Regulator Review.

#### **E6. Develop a mechanism via which members of the veterinary and veterinary nursing professions can proactively engage with the College so that their issues and concerns are fed into discussions at an early enough stage to influence our agenda, where appropriate**



Senior Team has discussed potential options for a mechanism. The Director of Communications drew up a paper for Operational Board to discuss at its February meeting. A range of suggestions was considered, and a number of activities recommended for further development.

**E7. Carry out a stakeholder mapping exercise to measure perceptions of the College and see what progress has been made since the research carried out as part of the First -rate Regulator exercise (2013); make appropriate recommendations for change**

A paper on this was considered by the Operational Board in September and a Research Manager contracted on a six-month part-time basis. This work will be closely integrated with E5 (Service review) and C3 (review of professional conduct mechanism).

<b>Meeting</b>	Veterinary Nurses Council
<b>Date</b>	8 May 2019
<b>Title</b>	Veterinary Nurse Education Committee
<b>Classification</b>	Unclassified
<b>Summary</b>	Minutes of the meeting of the VN Education Committee held on 27 March 2019
<b>Decisions required</b>	To approve
<b>Attachments</b>	None
<b>Author</b>	<p>Annette Amato</p> <p>Deputy Head of Veterinary Nursing</p> <p>0207 202 0713</p> <p><a href="mailto:a.amato@rcvs.org.uk">a.amato@rcvs.org.uk</a></p>

## Veterinary Nurse Education Committee

### Minutes of the meeting held on 27 March 2019

<b>Members:</b>	Mrs Donna Cotton	-	Employer representative
	Miss Julia Cox	-	Employer representative
	Miss Hannah Durling	-	HE student representative
	Mrs Susan Howarth	-	VN Council veterinary nurse (Chair)
	Professor Elizabeth Mossop	-	Independent educationalist
*	Mrs Sarah Parkhouse	-	FE veterinary nursing provider
	Mrs Jill Partiss		FE veterinary nursing provider
	Professor Susan Proctor	-	VN Council lay member
	Mrs Nicola Ruedisueli	-	HE veterinary nursing provider
*absent			
<b>In attendance:</b>	Mrs Annette Amato	-	Committee Secretary
	Mrs Julie Dugmore	-	Director of Veterinary Nursing
	Mrs Victoria Hedges	-	Examinations Manager
	Miss Sian Tanner	-	VN Education Officer

#### Apologies for absence

1. Apologies for absence were received from Sarah Parkhouse. The Chair welcomed Hannah Durling to her first meeting of the Committee.

#### Declarations of interest

2. There were no new declarations of interest.

#### Minutes of the meeting of the Education Committee (VNEC) held on 10 December 2018

3. The Committee noted the minutes of the meeting held on 10 December 2018 which had been circulated and approved, prior to submission to VN Council at its meeting in February.

#### Minutes of the meeting of the Education Committee (VNEC) held on 6 February 2019

4. The Committee approved the Minutes of the meeting held on 6 February 2019.

#### Matters arising on the Minutes

5.	<b>City &amp; Guilds.</b> In response to a query on points raised at the previous meeting on the City & Guilds report, the Director of Veterinary Nursing confirmed that the issues had been raised and were in hand, and that an update report was due from City & Guilds in April.
6.	<b>Student visitor applications.</b> The Chair confirmed that following the previous meeting, the details of the two student representatives approved by the Committee had been reviewed, and it had been agreed to appoint Hannah Durling as the HE student representative to the Committee, and Ashleigh Burkitt to the accreditation visitor panel.
<b>Operational update</b>	
5.	The Director of Veterinary Nursing updated the Committee on recent developments and activities.
6.	<b>VN Department Staff.</b> Since the previous meeting Lily Lipman had moved from the position of Qualifications Manager in the Veterinary Nursing team to the role of Senior Manager of the Practice Standards team. Shirley Gibbins RVN had been appointed as the Qualifications Manager, to start in mid-April. Jill Macdonald RVN had commenced her role as VN project co-ordinator in January, with her main focus being the management of VN Futures.
7.	<b>Potential new providers.</b> Communication had been received from a number of potential new training providers.
8.	<b>Student enrolments.</b> Student enrolments continue to be processed well within the stated timeframes, with a total of 1,880 enrolments from 1 August 2018 to the present date. There will be further enrolments during the current academic year, as some courses have spring start dates. The Director of Veterinary Nursing expressed thanks to the staff members who had dealt with the enrolments so efficiently, and added that further positive emails had been received from a number of colleges. It was reiterated that a temporary member of staff would again be recruited for the busy three-month period at the end of the year to ensure that enrolments are processed within the stated timeframe.
9.	In response to a query, it was confirmed that enrolments are slowly increasing year on year. It was agreed that figures would be provided for the next meeting, and would include a breakdown of enrolments by the FE and HE routes.
10.	<b>Accreditation and Re-accreditation visits.</b> A number of accreditation and re-accreditation visits were scheduled to take place in the next few months. These included Royal Agricultural University (Plumpton College) and Chester University (University Centre Reaseheath) in April, University of Portsmouth (University Centre Sparsholt) and City & Guilds in May, and the Royal Veterinary College in July.
11.	<b>Website.</b> A page had been created on the RCVS website listing the names of the VNEC members together with their position on the Committee, and the terms of reference.

12.	<b>RCVS Accreditation Standards.</b> A Working Group appointed by VN Council had been reviewing the accreditation standards, as agreed in the 2018 Strategy Plan. It was commented that it might be helpful to have a member of the VNEC on the Working Group.
<b>Post-registration qualification framework</b>	
13.	The Committee received and discussed the paper setting out the proposed detailed rules for the administration of the RCVS Certificate in Veterinary Nursing. This had been developed as part of the VN Futures project, and the proposals had undergone a number of changes in response to feedback from the profession and potential providers. The framework had been designed to ensure that registered veterinary nurses from any academic background have the opportunity to gain a post professional award from the RCVS.
14.	It was noted that the minimum number of credits required to achieve the Certificate would be 60; 40 of which must be at FHEQ (the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies) level 6 or SCQF (Scottish Credit and Qualifications Framework) Level 9. The focussed field of study within the qualifications must amount to a minimum of 40 credits of subject specific content, at level 6. In response to a query, it was confirmed that credits acquired in top-up degrees could be used by universities towards the Certificate, using the APL (Accreditation of Prior Learning) mechanisms. It would not be possible, however, to use credits from a licence to practise qualification.
15.	In response to a query as to whether there would be a requirement for minimum placement times, it was confirmed that it had been decided that the length should not be prescriptive, and should be outcomes dependant and based on professional judgement.
16.	The Committee agreed that the working group had done an excellent job and that the proposals should satisfy all groups and entry levels. The framework was clear, concise and user friendly. It was also commented that it was likely that it would be suitable for online delivery.
17.	It was agreed that it was important to ensure that suitable promotional information should be ready and available for providers and potential applicants, as soon as this was launched. It was also suggested that examples of different pathways would be useful. The Chair was due to present the details at the forthcoming BSAVA congress and would try to incorporate these suggestions into her presentation. The next edition of <i>VN Education</i> would also incorporate further information. It was added that information on the likely costs and funding mechanisms would also be useful.
18.	The Director of Veterinary Nursing added that there had been some general discussion as to whether apprenticeship standards could be developed, and she undertook to take this up with the Institute for Apprenticeships.
19.	The next stage of the discussions would include development of the RCVS status level, and the correct post-nominals.

20.	At the conclusion of the discussion, the Committee fully endorsed the proposals and agreed they should be put to VN Council for ratification.
<b>Diploma in Advanced Veterinary Nursing (DipAVN) monitoring</b>	
21.	The Committee noted a report from the DipAVN External Quality Assurer on a visit undertaken to observe the viva voce for the integrative projects for the DipAVN at Harper Adams University.
22.	It was confirmed that both the existing DipAVN providers would continue to be quality assured by the RCVS until the current students had completed. Harper Adams University would not be recruiting any new students on to their existing DipAVN programme, now that the new Certificate in Advanced Veterinary Nursing proposals were underway.
<b>Standards for training and education</b>	
23.	<b>Fitness to practise.</b> The Director of Veterinary Nursing reported that it had become apparent that the recruitment process at some universities does not include questions on criminal convictions and other items which may affect fitness to practise as well as admission to the register when qualified. These questions are not included in the UCAS application, and are not included by all universities in their application process.
24.	The issue had been raised in connection with the placement of students in practices as part of their training requirements, and the Committee agreed that clarification was required as to what guidance should be given to universities on the checks which should be made before placing students. It was agreed that guidance should be sought from the Professional Conduct department.
25.	<b>Accreditation visitor approval.</b> The Committee considered and accepted an application from a potential student member of the visitor panel. It was confirmed that student visitors were able to fill this role for one year pre-qualification and 2 years post-qualification.
<b>VN Licence to practise qualifications</b>	
<b>Further Education</b>	
26.	<b>Accreditation and Reaccreditation.</b> There were no accreditation or re-accreditation reports to be considered by the Committee. It was noted that the City & Guilds reaccreditation visit was booked for May, and would take place over several days. A full report would be provided to the next meeting.
27.	Vetskill Awarding Organisation had recently provided an update on progress in the development of their examinations, and the appointment of affiliated centres. Vetskill hoped to enrol in the region of 200 students in September 2019, and their programme award had been launched at the recent clinical coach congress.

28.	<b>Quality monitoring.</b> The Committee noted the summary report of the auditing activity undertaken for four of the City & Guilds centres since the previous meeting. The Committee discussed in general the format of the auditing reports, and the need to ensure that sufficient detail was provided for consideration, without unnecessary repetitive information. It was agreed that future reports should include the action plans and it was requested that priority actions, and any non-compliances, should be flagged.
29.	The Director of Veterinary Nursing confirmed that she would be carrying out a review of the costs of quality monitoring and the fees charged, as indicated in the previous meeting. It was suggested that as part of the review, it might be helpful to check whether there is a correlation between poor performance and low student numbers.
<b>Higher Education</b>	
30.	<b>Royal Agricultural University (Askham Bryan College).</b> The Committee considered the report of the reaccreditation visit to the Royal Agricultural University (Askham Bryan College) together with the action plan. The Committee was in agreement that the full accreditation status should continue.
31.	<b>Royal Agricultural University (Plumpton College).</b> The Director of Veterinary Nursing reported that a team of visitors would be carrying out an accreditation visit to Plumpton College for a new degree provision validated by the RAU. The report would be considered at the next meeting.
32.	<b>University of Brighton (Plumpton College).</b> The Committee noted a letter from the University of Brighton indicating their intention to cease delivery of the RCVS-accredited Foundation degree in Veterinary Nursing at Plumpton College. The University would continue to provide quality assurance support for the programme until the end of the 2021 – 22 academic year, to enable all current students to complete. The Director of Veterinary Nursing added the RCVS would continue to quality assure the programme until all students had completed.
<b>Training practice numbers</b>	
33.	The Committee noted a paper showing the number of approved training practices (TPs) offering clinical training and work experience to student veterinary nurses, including the number of new approvals and removals for the previous twelve months. These demonstrated a steady increase in the numbers.
34.	It was noted that it was not possible to provide a breakdown of practices taking HE and FE students, and that some practices take students from both training routes.
<b>Items for publication</b>	

	The main item for inclusion in the next issue of <i>VN Education</i> would be promotion of the Certificate in Advanced Veterinary Nursing.
<b>Meeting dates for 2019</b>	
35.	<p>The dates for forthcoming meetings were noted as follows:</p> <ul style="list-style-type: none"> <li>• Wednesday 24 July 2019</li> <li>• Monday 14 October 2019</li> </ul>
36.	The first meeting in 2020 would be held on Wednesday 8 January.



<b>Meeting</b>	Veterinary Nurses Council
<b>Date</b>	08 May 2019
<b>Title</b>	RCVS Certificate in Advanced Veterinary Nursing
<b>Classification</b>	Unclassified
<b>Summary</b>	The post registration framework for Veterinary Nursing sets out the detailed rules for the administration of the RCVS Certificate in Advanced Veterinary Nursing. This was reviewed by the VN Education Committee (VNEC) in March 2019. The VNEC fully endorsed the proposals.
<b>Decisions required</b>	VN Council is invited to approve the framework
<b>Attachments</b>	Annex A: RCVS Post Registration Framework for Veterinary Nurses
<b>Author</b>	Julie Dugmore RVN Director of Veterinary Nursing 0207 2020775  <a href="mailto:j.dugmore@rcvs.org.uk">j.dugmore@rcvs.org.uk</a>

# **Post Registration Framework for Veterinary Nursing**

## Award Framework

### Background

1. This document sets out the detailed rules for the administration of the RCVS Post Registration framework for the RCVS Certificate in Advanced Veterinary Nursing.
2. It has been written for the guidance of universities, awarding organisations and students.
3. The purpose of the framework is to provide accessible, flexible and professionally recordable post-registration awards for veterinary nurses from any level of study in order to inform an enhanced level of veterinary nursing practice.

### Introduction

4. The post registration veterinary nursing framework incorporates the requirements set out by the Quality Assurance Agency for Higher Education (QAA). It permits the RCVS to maintain a level of post registration professional standards for veterinary nurses, whilst allowing universities across the four nations of the UK to meet the required academic standards set by QAA.
5. The framework is designed so that registered veterinary nurses from any academic background have the opportunity to gain a post professional award from the RCVS.
6. The framework sets out the minimum academic requirements that is acceptable to the RCVS in order to gain an award. However, universities and other organisations are free to develop courses above this minimum level, in order to provide veterinary nurses with an opportunity for academic progression alongside professional development.
7. The level descriptors in Table 1 and 2 are adapted from the QAA definition of qualifications (FHEQ levels 6 and 7 and SCQF levels 9, 10 and 11). They should be used as an indicator of the required level for the respective qualifications.
8. Additionally, qualifications set at the minimum level (FHEQ level 6 and SCQF level 9 & 10) are required to meet the QAA Veterinary Nursing Subject Benchmark Statement.

**Table 1 – Qualification level descriptors Level 6****Candidates will need to demonstrate:**

- a thorough understanding of key aspects of their field of practise, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of their area of professional practise.
- an ability to deploy accurately established techniques of analysis and enquiry within their field of practise
- conceptual understanding that enables them to:
  - devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of their area of professional practise
  - to describe and comment upon particular aspects in their professional area, or equivalent advanced scholarship, in the discipline
- an appreciation of the uncertainty, ambiguity and limits of knowledge  
the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to their area of professional practise).

**Typically, holders of the qualification will be able to:**

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects.
- critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
- communicate information, ideas, problems and solutions to both veterinary colleagues and non-veterinary audiences, including clients.

**And will have the qualities and transferable skills necessary for professional veterinary nursing work requiring:**

- the exercise of initiative and personal responsibility;
- decision-making in complex and unpredictable contexts.
- the learning ability needed to undertake appropriate further training of a professional or equivalent nature.

**Table 2 – Qualification level descriptors level 7****Candidates will need to demonstrate:**

- a thorough understanding of the knowledge base and a critical awareness of developments at the forefront of their area of professional practise;
- a comprehensive understanding of techniques applicable to their own area of practise;
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in their professional area;
- conceptual understanding that enables them to:
  - evaluate critically current literature and research in their professional area and
  - evaluate clinical methodologies and techniques, and develop critiques of them and, where appropriate to propose new approaches to professional practise.

**Typically, holders of the qualification will be able to:**

- deal with complex issues in an organised and creative manner, make sound judgements in the absence of complete data, and communicate their conclusions clearly to veterinary colleagues and non-veterinary audiences, including clients;
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks in their professional area of work;
- continue to advance their knowledge and understanding, and to develop new skills to a high level;

**And will have the qualities and transferable skills necessary for professional veterinary nursing work requiring:**

- the exercise of initiative and personal responsibility;
- decision-making in complex and unpredictable contexts, and
- the independent learning ability required for continuing professional development.

### Qualification structure

9. Annex 1 demonstrates how the Certificate in Advanced Veterinary Nursing accommodates higher education qualifications allowing access to nurses from all registerable backgrounds. It is based on a credit accumulation system, where one credit equates to approximately 10 hours of activity by the candidate, and a minimum of 60 credits are required for the full award.
10. The 'notional' 10 hours per credit includes time spent on courses, private study and research as well as time spent putting together assignments, and other assessment related work. This is not a rigid time limit but should be used as a guide when modules are being designed. Some candidates may need to spend more or less time on modules depending on their experience.
11. To achieve the RCVS Certificate in Advanced Veterinary Nursing (Cert AVN), candidates must achieve a minimum of 60 credits; 40 of which must be at FHEQ level 6 or SCQF Level 9. Although qualifications at higher academic levels can also be undertaken.
12. The focussed field of study within these qualifications must amount to a minimum of 40 credits of subject specific content, at level 6.

### Information for candidates

13. RCVS will hold a database of all universities and awarding organisations accredited to offer the RCVS CertAVN. Outline information is provided on the RCVS website for all potential candidates.
14. Details of current RCVS enrolment and award fees for the Certificate in Advanced Veterinary Nursing are available on the RCVS website.

### Eligibility rules for candidates

15. Candidates must demonstrate the following prior to registration for the RCVS CertAVN

Qualification	Potential candidates must be an RVN.
Experience	Candidates must have evidence of sufficient CPD from the point of entry onto the RCVS Register for Veterinary Nurses (in line with RCVS requirements) prior to registration for the RCVS CertAVN.
Access to placement	During studies, candidates must be employed in, or have agreed access to placement in, a suitable professional environment, tailored to their area of focussed study

### Candidate enrolment

16. Before commencing studies, candidates must enrol with the RCVS specifying the accredited university or awarding organisation where they plan to undertake their studies and the title of the qualification.
17. Candidates transferring university or awarding organisation must notify the RCVS of changes to their studies, at the time of transfer.
18. Registration for the RCVS CertAVN will be valid for up to five years

### Accreditation of prior learning (APL)

19. The RCVS will permit accredited universities and awarding organisations to take into consideration prior certificated learning (via an APL process) in relation to the RCVS Certificate in Advanced Veterinary Nursing. Such APL must be formally awarded through the APL mechanisms in place with the university or awarding organisation concerned.
20. APL will be allowed only against accredited learning which:
  - a. can be directly and substantially matched against the outcomes of the accredited CertAVN i.e. specific credit rather than general credit;
  - b. demonstrates currency i.e. achieved within the last five years
  - c. has not already formed part of a pre-qualifying academic award in veterinary nursing i.e. a degree, foundation degree or HND which has contributed towards initial registration as a veterinary nurse.

### Awarding the RCVS Certificate in Advanced Veterinary Nursing

21. The candidate will need to:
  - hold a registerable veterinary nursing qualification; and be on the Register of Veterinary Nurses;
  - have previously enrolled for the CertAVN with RCVS;
  - have achieved a total of 60 credits with at least 40 credits (at a minimum of Level 6), in a focussed field of study through an RCVS accredited university or awarding organisation.
22. The RCVS Certificate in Advanced Veterinary Nursing will be awarded to candidates on achieving an RCVS accredited programme of study of not less than 60 credits, of which 40 credits in a focussed field of study must be at level 6
23. Candidates will need to pay a fee to RCVS when they claim their RCVS CertAVN

24. Candidates achieving the RCVS Certificate in Advanced Veterinary Nursing will be eligible to use the post nominal CertAVN
25. RCVS CertAVN badges will be issued to successful candidates

## Accreditation of Universities

### General principles

26. Universities and awarding organisations are able to apply for accreditation from the RCVS, in order to deliver and assess qualifications accommodated by the RCVS framework. Successful students will then be eligible to gain the RCVS Certificate in Advanced Veterinary Nursing.
27. Accreditation is the process by which prospective universities and awarding organisations are evaluated by the RCVS for quality, based on given standards. This process is additional to the accreditation and quality monitoring processes undertaken by the national regulatory authorities (QAA, OFQUAL, SQA etc).

### The assessment of candidates

28. The RCVS will not itself undertake the assessment of individual modules but will instead devolve responsibility for this to accredited universities. The aim is for the RCVS framework to become integrated with other university and awarding organisation courses and qualifications, which will both improve the coherence of CPD provision nationally, and also give candidates a greater range of academic progression pathways than has previously existed.
29. Candidates who successfully complete 60 credits of study; with a minimum of 40 credits being at level 6, in a focussed field of nursing, through accredited universities and awarding organisations will be entitled to apply for the RCVS Certificate in Advanced Veterinary Nursing.

### Standards of accreditation

30. Standards for accreditation are set under the following:
  - i. Curricula and assessment
  - ii. Educators and assessors
  - iii. Sustainability



## Curricula and assessment

Curricula and assessments are designed, developed, delivered and evaluated to ensure candidates achieve the RCVS Certificate in Advanced Veterinary Nursing

Requirements:

- Curricula to remain relevant in respect of veterinary nursing
- Curricula and assessment weigh theory and practice learning appropriately to the programme
- Curricula are developed and evaluated by suitably experienced and qualified educators and/or practitioners who are accountable for ensuring the curriculum incorporates relevant programme outcomes
- Curricula are structured and sequenced to enable students to manage their theory and practice learning experience effectively
- Moderation processes are in place
- Assessment and moderation is fair, reliable and valid
- Adjustments are provided in accordance with relevant equalities and human rights legislation for all assessments

## Educators and assessors

Theory and practice learning and assessment are facilitated effectively and objectively by appropriately qualified and experienced professionals with necessary expertise for their educational and assessor roles.

Requirements:

- Receive relevant induction, ongoing support, education and training
- Have supported time and resources to enable them to fulfil their roles in addition to other professional responsibilities
- Receive and act up on constructive feedback from students and the people they engage with to enhance the effectiveness of their teaching, supervision and assessment
- Appropriately share and use evidence to make decisions on student assessment and progression

## Sustainability

Provide strong evidence of an adequate and sustainable market for the proposed qualification backed up by sound research based evidence.

Requirements:

- Clearly report finances and budget specific to the qualification leading to award of the RCVS Certificate in Advanced Veterinary Nursing
- Proactively identify and act on areas for improvement, regularly measuring programme performance and outcomes

31. RCVS must be kept informed of proposed changes affecting the course provider's ability to meet the standards of accreditation. RCVS will retain the right to withdraw accreditation if it considers that such changes might jeopardise the integrity or standard of the qualifications.

### The accreditation process

32. The accreditation process and sequence of events is summarised in the following table:

Stage 1	Submission of Notification of Intent to RCVS
Stage 2	RCVS considers application and either <ul style="list-style-type: none"> <li>• Requests further information</li> </ul> or/and <ul style="list-style-type: none"> <li>• Arranges consultation site visit and confirms date of accreditation event</li> </ul>
Stage 3	Full course approval application submitted to RCVS a minimum of six weeks prior to the planned accreditation event
Stage 4	Accreditation event
Stage 5	Accreditation report and status
Stage 6	Ongoing annual quality monitoring

### Notification of Intent

33. Notification of Intent is the first stage in gaining RCVS accreditation. It alerts RCVS to your proposed provision and enables your full accreditation application and visit to be appropriately timed.
34. It is important that you complete and return the Notification of Intent as soon as you begin the development process of a new course, or the substantial review of an existing provision.

**You should note that the Notification of Intent must be received by the RCVS at least twelve calendar months in advance of the proposed course development date.**

35. On receipt of your Notification of Intent, RCVS will contact you in order to request any further supporting information, to offer a consultation visit and confirm the accreditation event date.

### Accreditation application

36. A full application for accreditation, along with all supporting documentation, must be received by RCVS at least six weeks prior to the planned accreditation event. Delay in submitting this documentation may jeopardise the accreditation process and lead to cancellation of the visit.
37. Once a full application for accreditation has been received, RCVS may contact you for further information prior to the accreditation visit. Please ensure that such information is provided promptly in order to fully inform the RCVS visiting team.

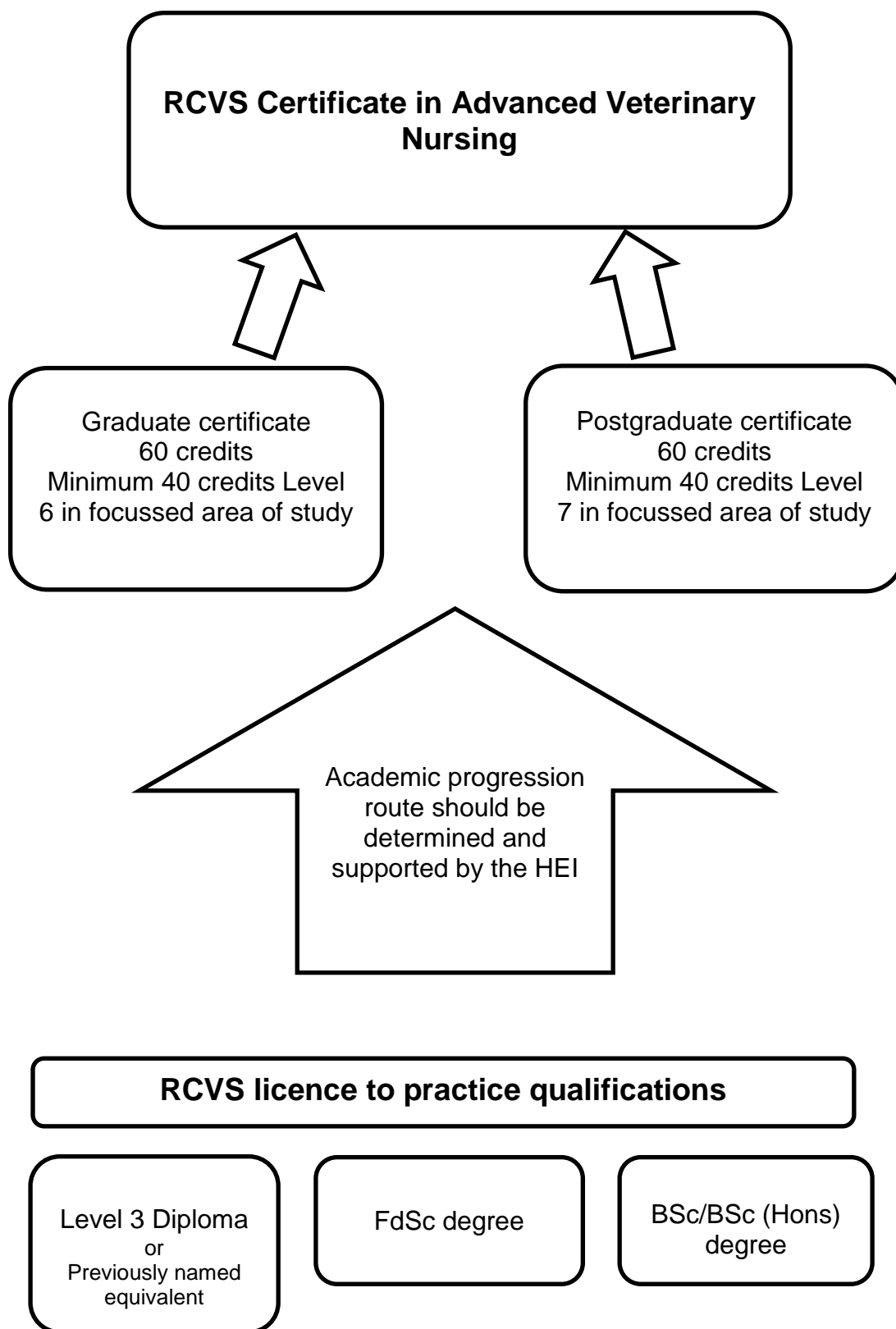
### Accreditation status

38. Following the accreditation visit, any issues to be addressed will be discussed with you and a suitable action plan drawn up. Accreditation will depend upon the satisfactory resolution of any major issues for concern. If all of the appropriate modules, assessments, facilities, resources and support systems for the proposed programme(s) are in place, accreditation will be offered as set out below:
  - **Full accreditation for 5 years** is given to programmes that meet, or exceed, all criteria for accreditation;
  - **Full accreditation for a shorter period** if significant deficiencies are identified accreditation will be subject to the deficiencies being addressed within a specific time period. RCVS will normally undertake a full programme review before the end of the accreditation;
  - **Accreditation denied** where RCVS considers that deficiencies are so serious that they are unlikely to be rectifiable within a reasonable period of time;
  - **Terminal approval** may apply where the university or awarding organisation is unable to meet RCVS accreditation standards, or if they voluntarily close. The procedures for terminal accreditation must be followed.

### Ongoing monitoring and annual reporting

39. RCVS requires a self-monitoring report to be provided annually. This must list all non-compliances identified in the last RCVS visit report and any areas of weakness against the accreditation standards which you currently perceive. It must also provide detailed information about the recruitment, retention and outcomes of students both currently and in comparison with previous years. A format for the report will be provided.
40. RCVS will conduct quality monitoring site visits in relation to post-qualification courses as deemed necessary.

## Annex 1



## Appendix 1

### **Notification of Intent Veterinary Nursing Accreditation for the Delivery of RCVS Post-registration qualifications**

## Completing the Notification of Intent

### Section 1 Organisational overview

Please provide details of your university or awarding organisation. The course leader should be the individual to be contacted by the RCVS concerning your course development or the approval process.

### Section 2 Qualification overview

- Q1. Please provide the title of the proposed qualification
- Q2. Provide details of the nature of the qualification:
- Further or higher education
  - Duration of course
  - Titles of units or modules to be delivered along with credit rating
- Q3. Provide details of the proposed delivery pattern and method of delivery:
- Full or part-time
  - Delivery method (day release, block release open/distance learning etc.)
- Q4. State the number of intakes per year planned and the number of students per intake to be supported

### Section 3 Funding and resources

- Q1. Please provide details of the sources of funding for the proposed qualification and of the estimated fees to be levied on students.
- Q2. Please provide the names and qualifications of all staff to be directly involved in qualification delivery. Do not include education managers not directly involved with teaching the course. Please also include details of non-staff lecturers and indicate which unit(s) or module(s) they will support.
- Q4. Please provide details of any supporting resources which are planned but not yet in place. These may include staff, equipment, building work etc. You should indicate when these resources will be in place.

### Section 4 Market information

- Q1. Give details of the market for the proposed course i.e. probable student numbers, sustainability and catchment area.

- Q2. Please provide details of the market research you have undertaken to substantiate the above information.

**Section 5      Development and accreditation plan**

- Q1. Please give a detailed plan, with proposed dates for key stages, of the qualification development process. Include the proposed date of university validation (if appropriate) and a suggested date for RCVS site approval visit. Please also give the proposed course commencement date.

## Veterinary nurse education notification of intent

Please complete this form in block capitals or type. Complete a separate form for each proposed course

### Section 1 Organisation contact details

1.1	Name of organisation:	
1.2	Address:	
1.3	Telephone and fax numbers:	
1.4	Email address:	
1.5	Address at which qualification is to be delivered:	
1.6	Name and qualifications of course organiser:	
1.7	Name of accrediting university (if different from above institution)	

### Section 2 Organisation overview

2.1	Proposed qualification title:	
2.2	Nature of proposed qualification:	
2.3	Proposed pattern of course delivery:	



2.4	Planned intakes and student numbers:

### Section 3      Funding and resources

3.1	Funding arrangements for this course:
3.2	Staff resources:
3.3	Facilities:
3.4	Planned additional resources:

## Section 4 Market information

4.1	Perceived market:
4.2	Evidence of need:

## Section 5 Development and accreditation plan

5.1	Proposed timescale of development and accreditation:

## Section 6 Notification of Intent

On behalf of the organisation(s) set out in sections 1.1 and 1.7, I seek to inform you of our intent to deliver a course of study leading to a RCVS recordable qualification in veterinary nursing.	
Signature of Principal:	
Print name and official title:	
Date:	

## Appendix 2

### Application

### **Veterinary Nursing Accreditation for the Delivery of RCVS Post-registration qualifications**

### Introductory Notes

1. The RCVS Certificate in Advanced Veterinary Nursing is a post-qualification professional award for veterinary nurses. They are awarded under the Royal Charter of the Royal College of Veterinary Surgeons and achievement is recordable on the RCVS Register of Veterinary Nurses.
2. The awards must be accredited as part of an education framework within the National Qualifications Framework or the Scottish, Welsh or Northern Ireland's equivalents.
3. This application form sets out the criteria necessary for the provision of a qualification in support of the RCVS post-registration qualifications in Advanced Veterinary Nursing. These criteria consist of:
4. Standards for accreditation are set under the following:
  - iv. Curricula and assessment
  - v. Educators and assessors
  - vi. Sustainability

### The Accreditation Process

5. Once your completed application has been received, RCVS will contact you in order to arrange a convenient time to conduct an accreditation visit.
6. Following the visit, any issues to be addressed will be discussed with you and a suitable action plan drawn up. Approval will depend upon the satisfactory resolution of any major issues for concern. If all of the necessary modules, assessments, facilities, resources and support systems for the proposed course(s) are in place, approval will be offered
7. Course approval is usually for a period of five years, although in some cases a shorter period of approval will be agreed with extension subject to a formal review of the provision.

### Completing the Form

8. These guidance notes will assist with the completion of each section of the form. If you have any queries or difficulties with a section, please contact the RCVS Veterinary Nursing Department for clarification.
9. The sections of this form require additional information or evidence of systems to be appended. Please ensure that such information is provided and clearly indexed. Please also indicate where additional information will be provided for scrutiny at the approval visit.

## Section 1 Organisation address and course overview

1.a. Details of the location at which qualification delivery is to take place must be provided.

1.b. The qualification must be accredited by a UK university or awarding organisation

1.c. The application must be made by the principal or chief executive of the college.

1.a Please enter the name address and contact details of the university or awarding organisation seeking approval. Indicate the address at which the qualification is to be delivered if different from the above.

1.b Please provide the name of the accrediting university or awarding organisation if this is different to the qualification provider named in 1a.

1.d Please provide the name of the College Principal. In the case of a university, the names of the Vice Chancellor and the Dean of Faculty concerned with this qualification provision

1.e Please provide details of the proposed qualification title. The title should be that used in all promotional and student literature.

1.f Please indicate the nature of the intended provision and the discipline (small animal and/or equine and/or education and/or management) to be supported, and the nature of any linked higher education award i.e. if the modules are to be offered as part of a post-qualification degree or HND, please indicate this.

1.g Please indicate the delivery pattern of the proposed qualification. If more than one delivery pattern is to be provided please make this clear.

1.f Please indicate the intended student numbers for each planned qualification.  
If you are planning to commence with low student numbers and increase this over time, please indicate the minimum and maximum numbers of students to be supported in each intake.

**Change of accreditation details** It is the responsibility of the Organiser to ensure that the RCVS is notified in writing of any proposed change in facilities, resources or in the curriculum and/or course design as provided in this application form. **A change of premises or any change in the course provision must be notified immediately.**

## Section 2 Sustainability

- 2.a Provide strong evidence of an adequate and sustainable market for the proposed qualification backed up by sound research based evidence.

### Requirements

- 2.1 Clearly report finances and budget specific to the qualification leading to award of the RCVS Certificate in Advanced Veterinary Nursing
- 2.2 Proactively identify and act on areas for improvement, regularly measuring programme performance and outcomes

## Section 3 Curricula and assessment

- 3.a Curricula and assessments are designed, developed, delivered and evaluated to ensure candidates achieve the RCVS Certificate in Advanced Veterinary Nursing

### Requirements

- 3..1 Curricula to remain relevant in respect of veterinary nursing
- 3.2 Curricula and assessment weigh theory and practice learning appropriately to the programme
- 3.3 Curricula are developed and evaluated by suitably experienced and qualified educators and/or practitioners who are accountable for ensuring the curriculum incorporates relevant programme outcomes
- 3.4 Curricula are structured and sequenced to enable students to manage their theory and practice learning experience effectively
- 3.5 Moderation processes are in place
- 3.6 Assessment and moderation is fair, reliable and valid
- 3.7 Adjustments are provided in accordance with relevant equalities and human rights legislation for all assessments

## Section 4 Educators and assessors

- 4.a Theory and practice learning and assessment are facilitated effectively and objectively by appropriately qualified and experienced professionals with necessary expertise for their educational and assessor roles.

### Requirements

- 4.1 Receive relevant induction, ongoing support, education and training
- 4.2 Have supported time and resources to enable them to fulfil their roles in addition to other professional responsibilities
- 4.3 Receive and act up on constructive feedback from students and the people they engage with to enhance the effectiveness of their teaching, supervision and assessment
- 4.4 Appropriately share and use evidence to make decisions on student assessment and progression

## Application for accreditation or re-accreditation of Veterinary Nursing qualification provision leading to award of the RCVS Certificate in Advanced Veterinary Nursing

***Please complete this form electronically.***

### Section 1 Course provider address and course overview

- 1.a. Details of the location at which qualification delivery is to take place must be provided.
- 1.b. The course must be accredited by a UK university or awarding organisation
- 1.c. The application must be made by the principal or chief executive of the college.

1.a	Name of organisation for which this application is made:			
	Addresses where the qualification is to be delivered (if different from above)			
	Telephone number:			
	E-mail address:			
1.b	Provide the name of the accrediting university or awarding organisation (if different from above):			
1.c	Name and qualifications of course organiser			
	Name of official correspondent:		Position held	
1.d	Name of Organisation Principal:			



## Course overview

1.e	Please indicate the proposed qualification titles to be offered:							
1.f	Please indicate the pathway being delivered							
	Clinical		Small animal		Education		Management	
			Equine					
1.g	Proposed pattern of course delivery							
	Day-release		Distance learning					
	Block-release		Other					
1.h	Planned intakes and student numbers:							
	Intakes per year		Students per intake					

<b>I hereby apply for accreditation</b>			
<b>Accreditation fee enclosed</b>			
Signature of Principal or Chief Executive of the university/awarding organisation			
Print Name:		Date:	

Section 1 Required supporting information:	
Requirement	✓
Approval fee	

## Section 2 Sustainability

- 2.a Provide strong evidence of an adequate and sustainable market for the proposed qualification backed up by sound research based evidence.

### Requirements

- 2.1 Clearly report finances and budget specific to the qualification leading to award of the RCVS Certificate in Advanced Veterinary Nursing
- 2.2 Proactively identify and act on areas for improvement, regularly measuring programme performance and outcomes

## Section 3 Curricula and assessment

- 3.a Curricula and assessments are designed, developed, delivered and evaluated to ensure candidates achieve the RCVS Certificate in Advanced Veterinary Nursing

### Requirements

- 3.1 Curricula to remain relevant in respect of veterinary nursing
- 3.2 Curricula and assessment weigh theory and practice learning appropriately to the programme
- 3.3 Curricula are developed and evaluated by suitably experienced and qualified educators and/or practitioners who are accountable for ensuring the curriculum incorporates relevant programme outcomes
- 3.4 Curricula are structured and sequenced to enable students to manage their theory and practice learning experience effectively
- 3.5 Moderation processes are in place
- 3.6 Assessment and moderation is fair, reliable and valid
- 3.7 Adjustments are provided in accordance with relevant equalities and human rights legislation for all assessments

### ***Please list the qualification modules/units to be offered***

Core modules		No of credits	Taught hours

Option modules			

*Please list all staff responsible for developing the proposed qualification(s)*

	Names of staff:	Qualifications	Responsibilities/ Involvement	Number of hours involved in this qualification
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				
(i)				
(j)				

Section 3	Required supporting information:	
Requirement		✓
Provide a copy of your module/qualification specifications.		

Please provide a detailed plan of delivery for the qualifications provided.	
Please provide detailed Schemes of Work for all modules to be offered; these should be clearly cross-referenced to the module learning outcomes and must demonstrate coverage of the indicative content. Planned teaching methods and learning activities should be clearly identified.	
Please provide a copy of your mechanisms for effective monitoring of the qualification delivery and assessment	
Detail the systems in place to monitor the fairness and consistency of assessments	
(Re-accreditation only) Please provide your last programme review	

## Section 4 Educators and assessors

4.a Theory and practice learning and assessment are facilitated effectively and objectively by appropriately qualified and experienced professionals with necessary expertise for their educational and assessor roles.

### Requirements

- 4.1 Receive relevant induction, ongoing support, education and training
- 4.2 Have supported time and resources to enable them to fulfil their roles in addition to other professional responsibilities
- 4.3 Receive and act up on constructive feedback from students and the people they engage with to enhance the effectiveness of their teaching, supervision and assessment
- 4.4 Appropriately share and use evidence to make decisions on student assessment and progression

*Please list all staff responsible for delivery, assessment and quality assurance*

	Names of staff:	Qualifications	Responsibilities/ Involvement	Number of hours involved in this qualification
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				
(i)				
(j)				

<b>Section 4</b>	<b>Required supporting information:</b>	
Requirement		✓
	Append CVs and CPD records for all staff involved in the development and quality assurance and delivery of the proposed qualification.	
	Append a copy of your organisations CPD policy.	
	Provide details of mechanism for obtaining feedback from students, teaching staff and employers	
	Append details of how evaluation data is/will be: <ul style="list-style-type: none"> <li>Recorded</li> <li>Used to inform course review and development</li> <li>Used to inform other student services</li> </ul>	



<b>Meeting</b>	Veterinary Nurses Council
<b>Date</b>	8 May 2019
<b>Title</b>	Report on overseas applications to the register
<b>Classification</b>	Unclassified
<b>Summary</b>	This paper summarises the applications for registration from nurses trained outside the UK. It covers the period between 1 April 2018 and 31 March 2019.
<b>Decisions required</b>	<p>By the Veterinary Nurses Council:</p> <p>VNC is invited to consider the proposal to remove the requirement for veterinary nurses educated outside the UK to provide professional references during their application and replace this with a requirement to provide a letter of good professional standing from a regulatory authority or equivalent evidence of good professional standing.</p>
<b>Attachments</b>	None
<b>Author</b>	<p>Victoria Hedges Examinations Manager 020 7202 0782 v.hedges@rcvs.org.uk</p> <p>Michad Wildman VN Pre-Registration Assessment Officer 020 7202 0715 m.wildman@rcvs.org.uk</p>

## Overseas applications to register 2018/19

### Background

1. VN Council and VN Education Committee have both agreed on the criteria by which veterinary nurses who train outside the UK can apply to enter the RCVS Register of Veterinary Nurses. This is summarised below.

### Registration of veterinary nurses trained within the EU/EEA

2. The EU directive 2013/55/EU sets out the general system for the recognition of evidence of training/education for the purpose of establishment in the host country (in this case the UK). It outlines that where someone is seeking to work in a regulated profession they must register with the relevant competent authority (in this case the RCVS). The competent authority must check whether the professional is eligible for recognition. This includes checking the level of the qualification, the content of their education, post qualification experience and CPD that they have undertaken. If there is a difference between the home country and the host country requirements, the competent authority in the home country can put compensation measures in place to ensure that the applicant meets their minimum requirements.
3. Recognition must also be granted to migrants whose profession is not regulated/recognised in the country of origin but who have worked full-time in that profession for two years. Under certain restricted conditions, the host country may impose compensation measures, i.e. an adaptation period of up to three years or an aptitude test. If the host country requires applicants to comply with such compensation measures, it must consider their professional experience, and the applicant may in principle choose between the adaptation period or the aptitude test.
4. The RCVS currently accepts holders of ACOVENE (the European Accreditation Committee for Veterinary Nurse Education) accredited qualifications to enter the register directly regardless of the time they have spent working in a veterinary practice.
5. Where holders of an EU veterinary nursing qualification did not train in an ACOVENE accredited institution their qualification is assessed against the RCVS Day One Skills for Veterinary Nurses and RCVS Day One Competences for Veterinary Nurses and the equivalence is determined.
6. When receiving an application from an EU trained veterinary nurse we are obliged to work on the default assumption that their qualification will be recognised but where there are significant differences in the qualification we can request that they take an aptitude test and/or complete a period of supervised adaptation. The VN Equivalency Officer determines this in conjunction with the Examinations Manager.
7. Veterinary nursing qualifications are not normally accepted if they are below Level 3 on the Qualification and Curriculum framework (QCF). This is equivalent to the European Qualifications Framework (EQF) Level 4. They are also not accepted if there is little evidence that it is a veterinary nursing qualification.



8. All applications need to include attestations of competence or evidence of formal qualifications issued by a competent authority in a member state. The EU Directive is very clear that any requirement for tests/adaptations, or refusal to recognise the qualification, must be based on strong grounds which are both justifiable and proportionate. We document the decision and this information is provided to the applicant.

### **Registration of veterinary nurses trained outside of the EU/EEA**

9. Where a qualification has been achieved outside the EU/EEA the application is sent to the Equivalency Officer for consideration. Where a large number of applications are received from one country/awarding organisation, VNC is asked to consider applying the same assessment to all applicants from that country/awarding organisation. This was the case for applications received from Australia, New Zealand, South Africa, Hong Kong, Canada and the USA. Holders of certain qualifications from these countries do not have their qualification assessed but are required to pass the RCVS Pre-registration examination.
10. All other applications from individuals educated outside the EU/EEA are assessed on a case-by-case basis. Where the education is similar to that in the UK the applicant is permitted to enter the RCVS Pre-registration examination, regardless of where they trained. If their training time is significantly less than that required of UK nurses a period of adaptation equal to the deficient training time must also be completed.
11. Applicants are permitted to work in practice by completing an optional PSA while they prepare for the Pre-registration examination.
12. Holders of veterinary degrees who do not also hold a veterinary nursing or veterinary technician qualification are not permitted to enter the register in the UK.
13. We hold monthly registration events which new registrants are required to attend. They receive a talk covering the role of the RCVS and the legislation in place in the UK. This is compulsory for all new registrants. This is also delivered at examination venues.

### **2018/19 Applications**

14. The tables below show the data for complete applications received between 1 April 2018 and 31 March 2019. A completed application is one where all information including payment was received between 1 April 2018 and 31 March 2019.
15. We received 87 (97) completed applications during this time. This is a decrease on the previous year. Applications from veterinary nurses educated in the EU/EEA have decreased, especially applications from nurses educated in the Republic of Ireland. On the other hand there has been an increase in applications from Non-EU educated nurses, mainly from nurses educated in the USA and South Africa.

16. On 1 April 2019 there were 15 (20) partially completed applications. Reasons for non-completion relate to lack of references, no payment and insufficient evidence about the content of the qualification. Where applications are incomplete, we communicate with the applicant and offer assistance with obtaining the required information.
17. The number of applicants entering the register has decreased from 82 to 73. It should be noted that the Pre-Registration OSCE was held at the end of March rather than the end of February this year and therefore this figure does not take into account the thirteen nurses who passed this exam.
18. Just over 2.5 percent (448) of RVNs currently on the register were trained outside the UK.
19. All applicants are given the option to declare their first language and confirm any English qualifications they have. 45% of applicants trained in the EU declared English as their first language. 93% of applicants trained outside the EU declared that English was their first language.
20. Seven applicants included information on their application about employment/internships in the UK. These applicants included details of procedures which they were not legally permitted to undertake. These applicants were required to undertake an assignment covering the role of the veterinary team and UK legislation before entering the register. Where this occurs, we also write to the employer and remind them of the legislation around delegation to people who are neither students nor registered veterinary nurses.
21. Five applications were rejected for the following reasons:
  - The qualification was deemed to be at the level of an animal care assistant
  - The qualification was delivered via distance learning and there was concern about the validity of the qualification. One individual had completed the qualification while working in the UK and another while working in South Africa. It was agreed that because legislation in both countries means that any clinical skills undertaken would not have been completed legally that neither applicant could enter the register.
  - The content of the qualification and experience was insufficient to allow the applicant to be considered for entry on to the register.
22. RCVS also accept applications for temporary student enrolment of up to three months. Applicants need to be studying veterinary nursing and their application must be endorsed by their college and the training practice where they will complete their placement.

**Table 1**

**Applications for entry onto the register by nurses trained outside the UK between 1 April 2018 and 31 March 2019. Figures in brackets relate to 1 April 2017 and 31 March 2018.**

	Total Applications	Accepted	Adaptation	Rejected	Registered
EU applicants	42 (56)	28 (41)	14 (21)	2 (0)	44 (51)
Non-EU applicants	45 (41)	N/A	42 (40)	3 (2)	29 (31)
Total	87 (97)	28 (41)	56 (61)	5 (2)	73 (82)

**Table 2**

**Applications for entry onto the register by nurses trained within the EU/EEA between 1 April 2018 and 31 March 2019. Figures in brackets relate to 1 April 2017 and 31 March 2018.**

Country	Total Applications	Accepted	Adaptation	Rejected	Registered
Belgium	0 (3)	0 (1)	0 (2)	0 (0)	2 (1)
Finland	1 (1)	0 (0)	1 (0)	0 (0)	1 (0)
Germany	1 (0)	0 (0)	1 (1)	0 (0)	0 (1)
Italy	4 (1)	3 (0)	0 (3)	1 (0)	3 (3)
Lithuania	0 (2)	0 (0)	0 (2)	0 (0)	1 (1)
Netherlands	3 (5)	1 (1)	2 (4)	0 (0)	3 (2)
Poland	2 (3)	0 (0)	1 (2)	1 (0)	2 (2)
Portugal	12 (14)	7 (9)	8 (6)	0 (0)	11 (16)
Republic of Ireland	18 (27)	17 (30)	0 (0)	0 (0)	21 (24)
Romania	1 (0)	0 (0)	1 (0)	0 (0)	0 (0)

**Table 3**

**Applications for entry onto the register by nurses trained outside the EU/EEA between 1 April 2018 and 31 March 2019. Figures in brackets relate to 1 April 2017 and 31 March 2018.**

Country	Total Applications	Accepted	Adaptation	Rejected	Registered
Australia	23 (23)	N/A	20 (24)	3 (0)	18 (15)
Canada	3 (2)	N/A	3 (2)	0 (0)	1 (0)
Hong Kong	0 (1)	N/A	0 (1)	0 (0)	0 (3)
New Zealand	8 (11)	N/A	8 (7)	0 (2)	6 (7)
South Africa	5 (1)	N/A	5 (2)	0 (0)	2 (2)
USA	6 (3)	N/A	6 (4)	0 (0)	2 (4)

**Key:**

**Accepted** Application accepted without further assessment requirement. This is only applicable for nurses trained with the EU/EEA.

**Adaptation** Additional assessment required. This could take the form of a Period of Supervised Adaptation (PSA) in a UK veterinary practice and/or a passing the RCVS Pre-registration examinations. The Pre-registration examination is compulsory for nurses trained outside the EU/EEA.

**Rejected** Applicant does not meet the minimum RCVS requirement for entry onto the register of veterinary nurses. Applications from veterinary surgeons fall into this category.

**Table 4**

**Applications for temporary enrolments by nurses trained within the EU/EEA between 1 April 2019 and 31 March 2019. Figures in brackets relate to 1 April 2017 and 31 March 2018.**

Country	Number of Applications
Netherlands	15 (11)
Portugal	1 (3)
Republic of Ireland	7 (5)
Total	23 (19)

### **Current projects**

23. In 2018 a new process was introduced whereby nurses educated in the UK can complete their initial registration through the 'My Account' area online. We are currently working with the IT department to introduce similar processes for nurses educated overseas. In addition, it is hoped that payment for the Pre-registration examination will also be available online.
24. The use of the terms 'Temporary Student Enrolment' and 'Period of Supervised Adaptation (PSA)' have been added to the Legislation Working Party masterplan. Individuals enrolled as temporary students or for the PSA are treated like students by the College. This means that they are being directed to give medical treatment or carry out minor surgery as long as they are supervised by a veterinary surgeon or registered veterinary nurse. There is an issue that neither of these categories are described in the Veterinary Surgeons Act. In contrast the Veterinary Surgeons (Practice by Students) (Amendment) Regulations Order of Council 1993, recognises veterinary students enrolled outside the UK and veterinary surgeons preparing to sit the MRCVS examination. The Regulations provide that students may examine animals, carry out diagnostic tests under the direction of a registered veterinary surgeon, administer treatment under the supervision of a registered veterinary surgeon and perform surgical operations under the direct and continuous personal supervision of a registered veterinary surgeon. It is hoped that similar Regulations can be agreed for veterinary nurses and student veterinary nurses educated outside the UK.
25. We are currently working with the Communications Department to develop material, aimed at individuals educated outside the UK, promoting temporary student enrolment and registration in the UK. These will distributed at the forthcoming Vetnnet conference and to providers of veterinary nurse education around the world.
26. There continues to be concerns about veterinary nurse educators outside the UK developing and marketing distance learning programmes where the student can study anywhere in the world. We are currently investigating a change to our processes to ensure that we do not

inadvertently register someone where the educator does not have in place robust measures to ensure that there is no dishonest behaviour during an assessment / examination. We will feed back our findings with any proposed amendments to our processes at the next meeting of VNC.

## **Items for consideration by VNC**

### **Proposed changes to initial application requirement**

27. Veterinary nurses educated outside the UK, wishing to register in the UK, are required to provide a letter of good standing from their professional registration authority and a professional reference from a recent employer. Where the applicant is not on a professional register then they are required to provide two professional references.
28. When this policy was introduced it was similar to the requirement in place for veterinary surgeons educated overseas.
29. The professional references provided differ greatly in quality and often there is a delay in the application process whilst references are being sought and checked. It is also impossible to check the credentials of the person making the reference and their association with the applicant.
30. Veterinary surgeons educated outside the UK are no longer required to provide a reference. Where they have been registered with a professional regulatory authority they must provide a letter of good professional standing. If they have not been registered, they can provide alternative evidence.
31. Recent graduates who have not previously been registered are required to obtain a letter or certificate of good professional standing from the Dean or Principal of the University or College where they obtained their veterinary qualification.
32. Where someone has not been registered with a regulatory authority outside the UK for any other reasons they are required to provide evidence of good standing in the form of a declaration or affidavit. This must be made by the applicant on oath, or in solemn form, before a competent judicial or administrative authority or notary public. In the UK, this could be a Solicitor, Commissioner for Oaths, Notary Public, Legal Executive or Barrister. The declaration must be said aloud, on oath or in solemn form, in front of the official detailed above. It must be signed by the applicant and countersigned by this official and include their full name, profession and full address and it must be dated on the day the declaration is made.
33. It is proposed that the application process for veterinary nurses is amended to ensure that individuals educated outside the UK provide similar evidence of their good professional standing to that expected of veterinary surgeons.

## **Discussion / Decision**

34. VNC is invited to consider the proposal to remove the requirement for veterinary nurses educated outside the UK to provide professional references and replace this with the requirement to provide a letter of good professional standing from a regulatory authority.
35. Where the applicant is a recent graduate and they have not registered with a regulatory authority it is proposed that the letter of good professional standing is provided by the Dean or Principal of the University or College where they completed their veterinary nursing qualification.
36. Where the applicant is neither a recent graduate or been on a professional register they will be required to provide evidence of good standing via a declaration or affidavit.



<b>Meeting</b>	Veterinary Nurses Council & Council
<b>Date</b>	8 May 2019
<b>Title</b>	RVN PI Committee Chairperson's Report to Council
<b>Classification</b>	Unclassified
<b>Summary</b>	This report sets out the work of the Registered Veterinary Nurse (RVN) Preliminary Investigation (PI) Committee.
<b>Decisions required</b>	None
<b>Attachments</b>	None
<b>Authors</b>	<p>Michael Hepper  Barrister/Chief Investigator  020 7202 0755  <a href="mailto:m.hepper@rcvs.org.uk">m.hepper@rcvs.org.uk</a></p> <p>Velia Soames  Head of Professional Conduct  020 7202 0740  <a href="mailto:v.soames@rcvs.org.uk">v.soames@rcvs.org.uk</a></p>



## **Royal College of Veterinary Surgeons**

### **Registered Veterinary Nurses Preliminary Investigation Committee**

#### **Chairperson's report to Veterinary Nurses (VN) Council 8 May 2019**

##### **Introduction:**

There are currently 17179 Registered Veterinary Nurses (RVNs) and since the RVNs were subject to regulation there have been a total of two hundred & sixty-three concerns raised against RVNs. This equates to an average of thirty-three concerns received per annum. Of these two hundred & sixty-three concerns raised, thirty-five have been in regard to police cautions and criminal convictions. This equates to 13.3% of all concerns raised against RVNs.

The disciplinary procedures for RVNs came into effect on 1 April 2011 and since coming into effect of those two hundred & sixty-three concerns raised, 4.1% have ultimately resulted in referral to the RVN Disciplinary Committee for a public hearing. The VN Disciplinary Committee is the RCVS equivalent of a court where charges are heard against a registered veterinary nurse alleging that he or she is guilty of serious professional misconduct (the wording of the Veterinary Nurse Conduct and Discipline Rules 2014 is 'disgraceful conduct in a professional respect'), or that he or she is unfit to practise because of a criminal conviction. The VN Disciplinary Committee hears evidence on oath and witnesses are cross-examined. Of the cases referred by the RVN Preliminary Investigation Committee, two cases are still to be heard by the RVN Disciplinary Committee. These two cases will be referred to later in this report and which form the basis of the Committee's ongoing concerns regarding protracted police investigations and / or protracted criminal procedures.

The RCVS allegations against RVNs have ranged from failing to respond to the reasonable requests of the RCVS regarding CPD, welfare of animals, fraud, dishonesty, to criminal cautions and criminal convictions. Whilst the figures above show that the RCVS receive very few concerns against RVNs a noticeable proportion of those cases referred and considered by the RVN Preliminary Investigation Committee are related to police cautions and criminal convictions. These currently account for 60% of the cases referred to the RVN Disciplinary Committee for a public hearing. To date, the completed disciplinary proceedings have resulted in the RVN Disciplinary Committee directing the Registrar to remove five RVNs names from the Register (struck off) and directing four RVNs names to be suspended for periods between 2 months and 10 months.

The Committee has noted that some of the cases considered by the RVN PIC involving ongoing police investigations and / or criminal proceedings have been subjected to significant delay. In previous RVN

reports to VN Council the lay members have highlighted concern that the Committee's hands are tied during this period and because of this it is ineffective in reducing or controlling the possible ongoing risk to animal welfare and the public. The particular issue is that without the provision of interim suspension powers that during long police and / or criminal investigations and / or civil proceedings, the Respondent RVN is able to continue practising, particularly, in those cases when animal welfare or dishonesty is alleged. By way of example, there are currently two cases where there has or will be significant delay because of the criminal court process and police investigation.

In the first example the RVN was arrested for animal welfare offences in June 2013. The College acted very quickly and referred the matter to the RVN Preliminary Investigation Committee during December 2013. However, the Scottish Procurator Fiscal's Department subsequently became involved and following protracted legal argument and listing issues the RVN was convicted in 2017. The RVN lodged an appeal, then withdrew it, and it was finally safe to proceed with the case in October 2018, with the RVN Preliminary Investigation Committee making its decision to refer it to the RVN Disciplinary Committee in January 2019. This resulted in a timeline of almost six years. During this time the Respondent was able to work as an RVN.

In the second example in May 2018 the RVN received a simple police caution for theft of veterinary medicines. Again, the College acted very quickly and in June 2018 referred the matter to the RVN Preliminary Investigation Committee. The RVN PIC referred the case to the College's solicitors for witness statements to be obtained and subsequently referred the case to the RVN Disciplinary Committee for a public hearing. The case was listed to be heard in April 2019. However, the Complainant had submitted an appeal to the Crown Prosecution Service (CPS) under the 'Victims Right to Review Scheme'. In March 2019, the CPS subsequently sought to quash the simple police caution and order a new police investigation. In the circumstances, the disciplinary hearing that was listed for April was withdrawn pending the outcome of the new police investigation and any criminal proceedings that followed.

This case is ongoing and there is no indication when the police/criminal investigation will be concluded. Whilst the current timeline for this case is approximately eleven months it has now become (through no fault of the RCVS) open ended and again, during which time the Respondent can continue to work as an RVN.

In previous reports to VN Council the RVN PIC has expressed that it would welcome the opportunity to explore with the College how Interim Suspension Orders could be added to the Veterinary Surgeons Act 1966, either via statutory instrument / legislative reform order. This sentiment remains unchanged and the RVN PIC consider that the above-mentioned two cases support the Committee's concerns that when dealing with these types of case its hands are effectively tied.

The RVN PIC continues to work well and during the year it has had face-to-face meetings and when required, members join the meeting via Skype and telephone conference. As the Committee's Chairperson, I would like to take this opportunity to express my thanks to the members of the RVN Preliminary Investigation Committee. I am grateful to the Committee for the work they do and for their positive and supporting comments.

### RVN Concerns received / registered:

Since the last Report to Veterinary Nursing Council there has been one meeting of the RVN Preliminary Investigation Committee (26 February 2019). The next scheduled RVN PIC meeting is on 14 May 2019.

Between 18 January 2019 and 8 April 2019 there were ten new Concerns received against RVNs. Of these ten new Concerns, eight are currently under investigation by the Case Examiners Group (a veterinary and lay member on RVN PIC and a Case Manager). Two Concerns were closed by the Case Examiners Group as there was no arguable case.

### RVN Preliminary Investigation Committee:

There were five new cases considered by the RVN PIC between 18 January 2019 and 8 April 2019. Two cases were referred to the College's solicitors for statements (when this process is completed the case will be returned to the RVN PIC for consideration and will be included in a future report to VN Council); one case was adjourned pending the RVN submitting her CPD and two Concerns were closed on the basis that there was no realistic prospect for serious professional misconduct affecting fitness to practise. However, in closing one of these Concerns the RVN PIC decided it was appropriate to issue advice to the RVN in respect of responsibility under Part 6.4 of the Code of Professional Conduct for Veterinary Nurses:

*"6.4 Veterinary nurses must comply with legislation relevant to the provision of veterinary services."*

The purpose of issuing advice is to seek to minimise the chances of any similar issues occurring in the future. The RVN PIC advice remains on record at the College for five years and may be taken into account if concerns of a similar nature are brought to light during that period.

### Ongoing Investigations:

In a previous report to VN Council the RVN PI Committee Chairperson reported one case that the Committee had held open for two years to ensure continued monitoring or until the RVN is compliant

with the required minimum CPD hours for veterinary nurses (45 hours over a rolling three-year period). At its last meeting held on 26 February 2019, the Committee noted that this matter had been ongoing for two years during which time the Respondent had engaged with the Committee and had undertaken and provided appropriate CPD records. In these circumstances, the Committee decided to close this concern on its two year anniversary of the held open period with a final recommendation to the RVN that s/he see theatre practice.

#### Health Concerns:

There are currently two RVNs being managed in context of the RCVS Health Protocol.

#### Referral to Disciplinary Committee:

Since the last report to VN Council, the RVN PI Committee has not referred any cases to the RVN Disciplinary Committee.

MDH/08/04/2019

<b>Meeting</b>	Veterinary Nurses Council
<b>Date</b>	08 May 2019
<b>Title</b>	Practice Standards Scheme Update
<b>Classification</b>	Unclassified
<b>Summary</b>	Paper for note
<b>Author</b>	Lily Lipman Senior Manager, Practice Standards Scheme <a href="mailto:l.lipman@rcvs.org.uk">l.lipman@rcvs.org.uk</a>

## Update on the Practice Standards Scheme

### 1. Numbers

The Scheme is continuing to grow with 3,660 practice premises now part of the Scheme, representing 67% of all eligible practice premises.

Small animal continues to represent the biggest category of species type followed by Mixed species premises, Farm animal and then Equine. Accreditation type remains highest under GP Small Animal followed by Core accreditation.

### 2. Awards and Events

At present, 334 Awards are held by 206 practices. The most frequently achieved awards are Client Service; Emergency and Critical Care; In-patient service and Team and Professional Responsibility. Advisory/Consultation Service is one category of Award where a practice recently successfully achieved this for the very first time since the launch of the Awards part of the Scheme.

The next Awards ceremony will take place at BVNA Congress in October 2019.

### 3. Practice Standards Group meetings

PSG have been revising the standards for accreditation and the majority of the modules have now been reviewed for the small animal modules. Once PSG has accepted these changes at the May 2019 meeting, the equine and farm animal modules will be updated. It is anticipated that the changes will be ready to roll out in the first half of 2020.

### 4. Changes to the Rules

On the 10<sup>th</sup> April 2019 Standards Committee agreed to change the wording in the Rules to include clarification on the RCVS understanding of the term 'Branch' when referring to practice structures within a group. The Rules will now state:

*'A practice must nominate one Principal practice premises. It may then have one or more Main practice premises associated with the Principal practice premises and also have any number of Branch practice premises associated with either the Principal or Main practice premises. Where a practice has administration offices at a separate location to its other practice premises please notify the RCVS PSS Team. Categorisation of practice premises will ultimately be at the discretion of the RCVS. Reasonable distances, shared out of hours provision, shared staff and shared and local clinical governance will all be considered and taken into account.'*

In addition, Standards Committee have agreed to allow the awards to carry their own four yearly independent accreditation life cycle, outside the life cycle of the practice accreditation, which has been the method until now. The reason for this is that when practices elect to apply for their awards, they are not always in line with the accreditation due date, meaning that practices would be prematurely inspected for their awards in some cases, which carried obvious practical and financial implications.

Both of these decisions by Standards Committee are yet to be ratified by RCVS Council.

## **5. Staff changes**

Lily Lipman RVN has been appointed as the new permanent Senior Manager of the Scheme from 31<sup>st</sup> January.

One PSS Officer is leaving the department to work for the Institute of Chartered Accountants in April 2019, and recruitment has begun for the role. One PSS Officer has been promoted into a Senior PSS Officer role, and the PSS Administrator has now been promoted into a PSS Officer role.

These changes will take effect from 1<sup>st</sup> May 2019.

<b>Meeting</b>	Veterinary Nurses Council
<b>Date</b>	8 May 2019
<b>Title</b>	VN Futures Update
<b>Classification</b>	Unclassified
<b>Summary</b>	An update on activities with respect to the VN Futures project over the last quarter, and planned work over the coming weeks/months.
<b>Decisions required</b>	None
<b>Attachments</b>	Annex A - Example Terms of Reference for VNF Board Annex B - Example Terms of Reference for Working Groups Annex C - VN Futures update flyer 2019
<b>Author</b>	Jill Macdonald VN Futures Project Manager RCVS 07867 301 723 jill@vnfutures.org.uk



## Overview and update on the work of VN Futures for the past quarter

This update will provide a brief overview of the activities and planned activities of the VN Futures project over the past three months.

As the project manager I aim to attend a VNC meeting and offer updates and take any questions/comments in person, however I have to send my apologies for this meeting as already have a prior engagement.

1. Creation of a VN Futures Board in May 2018. The Board comprises the Chair and Vice-Chair of VN Council, and the President and Vice-President of BVNA. The Chair of the Board is currently the BVNA President, but this role will pass to the Chair of VNC in May. *Terms of Reference for Board attached.*
2. Appointment of Jill Macdonald as VN Futures Project Manager in January 2019.
3. Two VN Futures Board meetings held: December 2018 and April 2019. Next meeting scheduled for 19<sup>th</sup> June 2019.
4. Confirmation of Chairs and Group Members for two of the Working Groups. *The Terms of Reference (attached)* have been utilised to formalise the process of confirmation of Chairs and members.
5. Discussion with Chairs regarding direction of two currently dormant groups (VN Schools Council, Training Practices)
6. Appointment of new Chair for the One Health Group.
7. Attendance at events (Clinical Coach Congress and BSAVA) to assist with highlighting the ongoing and future work of VNF, and to enlist 'volunteers' to certain aspects of projects
8. Update of current website content, and proposals for new website.
9. Creation of update flyer to be used to promote the work of VNF (*attached*)
10. Two career case studies obtained (one already published on site) to help demonstrate the wide variety of VN career options available.
11. Obtained Training Practice case study/ies to help demonstrate the value to practices and staff of training student veterinary nurses. These will be published on the VNF website.

### 12. Planned activity over the coming months - general

- a. Working parties - review working party actions, prioritise agreed activities and allocate to members to complete. This will be performed at each of the first meetings for the three active working groups
- b. Board consideration of formalisation of decision-making process for inception of new Chairs and Group Members.

### 13. Career Progression Group

- a. Meeting organised (RCVS, 26<sup>th</sup> April)

The activities of this group are likely (but will be confirmed at meeting) to involve:

- b. Regional events to promote 'the Value of the Vet Nurse', and fully utilising RVN skills
- c. Facilitating practices charging for nurse time – for example, production of case studies, business models; arranging presentations on this topic
- d. Flexible working
- e. Gathering, addressing and publishing more schedule 3 case studies
- f. Creation of a delegation flow chart to assist delegation to VNs in practice

### 14. One Health Group

The activities of this group are likely to involve:

- a. First meeting will be arranged within the next few weeks
- b. Separate meeting to be held between Chair, JD and JM regarding first steps for exploring District Veterinary Nursing
- c. Development of online portal/hub where One-Health resources can be shared and accessed
- d. Creation of One Health Symposium to launch online hub (2020)
- e. Development of smoking cessation materials for practice
- f. Working on links with allied professions
- g. Creation of survey to research extent and diversity of District Vet Nursing roles currently being performed

### 15. Workforce Group

The activities of this group are likely to involve:

- a. Formal confirmation of Chair or appointment of new Chair for this group is still in progress
- b. First meeting aimed to be arranged within the next few weeks.
- c. Updating and developing careers materials to include more diversity in imagery and terminology
- d. Promoting diversity in general – eg talking to RCVS and other veterinary bodies/associations about this also
- e. Creation of 'role description and application' for school's ambassadors
- f. Inception of initial ambassadors for pilot (initial steps are underway)
- g. Communication with STEM and creation of ambassador pilot programme, including development of supporting materials
- h. Ambassador pilot to include training (provided by STEM)
- i. Production of a children's book promoting vet nursing as a career
- j. Developing VN Careers mentors
- k. Developing career pathway frameworks

## **16. Other activities planned**

- a. Marketing for the newly developed post registration qualifications framework
- b. Creating content for new website (including imagery and content to promote diversity in the profession) and input to design and layout
- c. Creating blog content for new website
- d. Developing an e-newsletter to highlight and promote the work of VNF
- e. Attending and presenting at Head Nurse Congress (May)
- f. Attending SVN Fest (July)
- g. Regular updates to the profession/public from the VNF Board and Working Groups

## **17. Collaboration with MMI**

- a. Discussion with Lisa Quigley arranged for 25<sup>th</sup> April, regarding a potential project to support VN Clinical Coaches in promoting wellbeing and supporting their students

## **VN Futures Board**

### **Principles and Terms of Reference – FINAL**

**(Adopted 13<sup>th</sup> October 2018)**

## **1 Statement**

- 1.1 VN Futures is a joint initiative of the BVNA and RCVS to coordinate and collaborate with other stakeholders on key projects for the development of the veterinary nursing profession. It is a parallel initiative to Vet Futures.

## **2 Aims**

- 2.1 To identify, define and deliver key projects that will advance the veterinary nursing profession.

## **3 Approach**

- 3.1 The BVNA and RCVS will:
- 3.1.1 Form a VN Futures Board to oversee and coordinate the work of the VN Futures initiative
  - 3.1.2 Respect the roles and balance the interests of their representative and regulatory functions
  - 3.1.3 Organise the work of the initiative into “task and finish” Working Groups
  - 3.1.4 Promote the appropriate involvement of other statutory, commercial, professional, charitable organisations and individuals within those Working Groups, to secure the aims of the initiative
  - 3.1.5 Agree reasonable and sustainable funding and staff support for the initiative
  - 3.1.6 Be held accountable through their respective governance structures
  - 3.1.7 Agree any communications and public statements on the work and progress of VN Futures

## **4 VN Futures Board**

- 4.1 The Board:
- 4.1.1 Is not a separate legal entity
  - 4.1.2 Is not a budget holding body
  - 4.1.3 Is not a committee of either BVNA or RCVS
  - 4.1.4 May hold its meetings in private, but will make its discussions and affairs public in a timely fashion
  - 4.1.5 Will comprise the President and JVP of the BVNA, the Chair and vice-chair of the RCVS VN Council

- 4.1.6 Will reach agreement by consensus, or where necessary a simple majority vote of the Officers present
- 4.1.7 Will appoint an alternating Chair between the BVNA/RCVS for a twelve month period to set Board agendas, facilitate meetings and where necessary act as spokesperson
- 4.1.8 Will meet at least twice a year

#### 4.2 The work of the Board will include:

- 4.2.1 Managing and maintenance of the VN Futures brand
- 4.2.2 Approving the Terms of Reference of each Working Group
- 4.2.3 Appointing the membership and Chair of each Working Group
- 4.2.4 Requesting reports on the activity, accomplishments and direction of the Working Groups
- 4.2.5 Convene an annual forum comprising the VN Futures Board and VN Futures Working Group Chairs to discuss progress
- 4.2.6 Setting up a parallel executive group comprising the Strategic Director (BVNA), Director of Veterinary Nursing (RCVS) and VN Futures Project Manager (RCVS) to coordinate matters of decision making and delivery of projects between the members of the VN Futures Board and Working Groups
- 4.2.7 Communicating regularly (and at least annually) with the veterinary nursing profession and wider veterinary sector to describe activity, accomplishments and direction of the initiative

## 5 Ambitions

- 5.1 The VN Futures initiative identified a range of ambitions and established six Working Groups to deliver and/or progress them:
  - 5.1.1 Workforce Group
  - 5.1.2 VN Schools Council Group
  - 5.1.3 Post Registration Group
  - 5.1.4 Career Progression Group
  - 5.1.5 One Health Group
  - 5.1.6 Training Practices Group

## 6 Working Groups

### 6.1 The Working Groups:

- 6.1.1 Are not separate legal entities
- 6.1.2 Are not budget holding bodies
- 6.1.3 Are not committees of either BVNA or RCVS
- 6.1.4 Are “task and finish” groups working to deliver objectives agreed with the VN Futures Board
- 6.1.5 Are accountable to the VN Futures Board
- 6.1.6 Have a voluntary membership and Chair, by invitation of the VN Futures Board
- 6.1.7 Will reach agreement by consensus, or where necessary a simple majority vote of those in the meeting
- 6.1.8 Will work through influence, empowerment and consensus
- 6.1.9 Will be guided by their Chair, supported by the Project Manager, including the setting of meeting agendas, meeting facilitation, ensuring a focus on delivery and where necessary acting as spokesperson for the Working Group
- 6.1.10 Will hold their meetings in private
- 6.1.11 Will meet at least four times a year
- 6.1.12 Will take account of the aims and other projects within the VN Futures initiative

### 6.2 The business of the Working Groups will include:

- 6.2.1 Developing and agreeing their own Terms of Reference, based on these guidelines
- 6.2.2 Developing and agreeing the scope of their work
- 6.2.3 Identifying deliverables, budgets and timelines (with guidance from the Project Manager)
- 6.2.4 Providing reports on the activity, accomplishments and direction of the Working Group to the VN Futures Board
- 6.2.5 Carrying out an annual review of their activity and accomplishments and reporting this to the VN Futures Board
- 6.2.6 Co-ordinating their decision making and delivery of projects between Working Group members

- 6.2.7 Seeking approval from the VN Futures Board on any changes to the Terms of Reference, scope of works, membership, public communications, requests for finance or staff support



# **VN Futures Working Groups**

## **Terms of Reference – DRAFT**

**December 2018**

### **1. Statement**

- 1.1. VN Futures is a joint initiative of the BVNA and RCVS to coordinate and collaborate with other stakeholders on key projects for the development of the veterinary nursing profession. It is a parallel initiative to Vet Futures.

### **2. Aims**

- 2.1. To identify, define and deliver key projects that will advance the veterinary nursing profession.

### **3. VN Futures Board**

- 3.1. The BVNA and RCVS have formed a VN Futures Board to oversee and coordinate the work of the VN Futures initiative.
- 3.2. The Board will continue to promote the appropriate involvement of other statutory, commercial, professional, charitable organisations and individuals within those Working Groups, to secure the aims of the initiative
- 3.3. The Board will agree reasonable and sustainable support for the initiative and will be accountable through their respective governance structures.
- 3.4. The Board is responsible for all communications for the VN Futures initiative and management of the VN Futures brand, including communicating with the veterinary nursing profession and wider veterinary sector on activity, accomplishments and direction
- 3.5. The work of the Board includes organising the “task and finish” Working Groups, appointing the membership and Chairs of the Working Groups and approving their Terms of Reference.
- 3.6. The six Working Groups set up to deliver the aspirations of the VN Futures initiative are:
  - 3.6.1. Workforce Group
  - 3.6.2. VN Schools Council Group
  - 3.6.3. Post Registration Group
  - 3.6.4. Career Progression Group
  - 3.6.5. One Health Group

### 3.6.6. Training Practices Group

#### 4. [NAME] Working Group

- 4.1. The aspirations of the VN Futures initiative driving the activity of the [NAME] Working Group are:

4.1.1. Aspiration quote

4.1.2. Aspiration quote

4.1.3. Aspiration quote

4.1.4. Etc.

- 4.2. These have been translated into the following SMART objectives for the [NAME] Working Group:

4.2.1. SMART objective

4.2.2. SMART objective

4.2.3. SMART objective

4.2.4. SMART objective

4.2.5. Etc.

- 4.3. The [NAME] Working Group:

4.3.1. Is not a separate legal entity

4.3.2. Is not a budget holding body

4.3.3. Is not a committee of the BVNA or RCVS

4.3.4. Is accountable to the VN Futures Board

4.3.5. Is a “task and finish” group working to deliver objectives agreed with the VN Futures Board

4.3.6. Has a voluntary membership and is Chaired by invitation of the VN Futures Board

4.3.7. Will be supported by the VN Futures Project Manager

4.3.8. Will reach agreement by consensus, or where necessary a simple majority vote of those in the meeting

4.3.9. Will work through influence, empowerment and consensus

4.3.10. Will hold their meetings in private

- 4.3.11. Will meet at least four times a year, with at least one meeting in person.
- 4.3.12. Will take account of the aims and other projects within the VN Futures initiative
- 4.4. The Chair, with the support of the VN Futures Project Manager, will have responsibility for:
  - 4.4.1. Organising the work of the Working Group through setting meeting agendas, facilitating meetings as appropriate and maintaining a focus on delivery
  - 4.4.2. Overseeing and balancing the membership of the Working Group, in conjunction with the VN Futures Board
  - 4.4.3. Providing and presenting reports on progress to the VN Futures Board from time to time
  - 4.4.4. Meeting with the VN Futures Board and Chairs of other Working Groups at least annually
  - 4.4.5. Where necessary acting as spokesperson for the Working Group
- 4.5. The business of the [NAME] Working Group will include:
  - 4.5.1. Populating the template Terms of Reference
  - 4.5.2. Developing and agreeing the scope of its work in the form of SMART objectives
  - 4.5.3. Developing a plan including deliverables, budgets and timelines for meeting these
  - 4.5.4. Providing progress reports on the activity, accomplishments and direction to the VN Futures Board
  - 4.5.5. Carrying out an annual review of their activity and accomplishments and reporting this to the VN Futures Board
  - 4.5.6. Co-ordinating its decision making and delivery of projects with other Working Groups
  - 4.5.7. Seeking approval from the VN Futures Board on any changes to the Terms of Reference, scope of works, membership, public communications, requests for finance or staff support



## Useful links & further resources

**VN Futures website:** [www.vnfutures.org.uk](http://www.vnfutures.org.uk)

- More information about VN Futures
- Career case studies

**Mind Matters Initiative (MMI):** [www.vetmindmatters.org](http://www.vetmindmatters.org)

**RCVS:** [www.rcvs.org.uk](http://www.rcvs.org.uk)

### Search for:

- Leadership initiative
- Schedule 3 case studies

### Contact VN Futures

If you want to be involved with VN Futures, have an idea, or would just like to offer some feedback; we would love to hear from you. Please contact the VN Futures Project Manager, Jill Macdonald.

**Email:** [jill@vnfutures.org.uk](mailto:jill@vnfutures.org.uk)

**Tel:** 07867 301 723

[www.vnfutures.org.uk](http://www.vnfutures.org.uk)







# An update on *VN Futures*

VN Futures, a joint project between the Royal College of Veterinary Surgeons and the British Veterinary Nursing Association, has been working on the overarching ambitions and key actions which address the challenges and identify opportunities for the profession. The VN Futures Working Groups have achieved many of their actions so far, with more exciting projects still to come over the next two years.

There are opportunities for involvement in VN Futures - if you are interested, please contact us. (*Contact details on the back of this leaflet*).



## Creation of a VN Futures Board

In May 2018, a VN Futures Board, comprising the Chair and Vice-Chair of RCVS VN Council; and the President and Junior Vice President of BVNA Council; was formed to help support and oversee the work of the VN Futures Initiative.

## Appointment of a VN Futures Project Manager

Veterinary Nurse Jill Macdonald was appointed as VN Futures Project Manager in January 2019, and will be working closely with the Working Groups to support them in working to meet their aims, and highlighting the work of the project to the profession and beyond.

## WORKING GROUPS

### CREATING A SUSTAINABLE WORKFORCE

#### Workforce Group

##### Progress and plans

A series of case studies have been developed to demonstrate differing career paths for veterinary nurses, with more case studies planned. Would you like to share your career story?

Working with STEM (science, technology, engineering and mathematics) the group aims to pilot an ambassador programme to demonstrate the value of veterinary nursing as a career through school and career events. Would you be interested in becoming a careers ambassador?

## Training Practice Group

### Progress and plans

We are planning to share case studies from successful TPs to help show the many benefits of training students – to the practice, to staff and to the profession. Maybe you'd like to write us a case study about your practice?

### STRUCTURED AND REWARDING CAREER PATHS

#### Post-registration Group

##### Work completed

Over the past two years, the Post Registration Qualifications Working Group has completed the development of a framework for advanced veterinary nursing qualifications, which will be considered by the VN Education Committee at its meeting in March 2019 and then RCVS VN Council, in May. Look out for the many exciting opportunities ahead.

### MAXIMISING NURSES' POTENTIAL

#### Career Progression and Leadership Group

##### Progress and plans

The group are aiming to provide further roadshow events, following the success on the events provided in 2017 and 2018. The theme will be 'the Value of the Veterinary Nurse', and will promote maximising the role of veterinary nurses in practice, and ensuring that veterinary nurses are empowered to create revenue for practice.

## Nurses and Leadership

Through work completed by the RCVS Leadership Initiative, which was inspired by the work of Vet Futures and VN Futures; two online, introductory Leadership courses were developed in November 2018 in conjunction with the NHS Leadership Academy.

The courses are free to access for both nurses and vets via 'Future Learn'. There is a link in the resources section of this leaflet to find out more about the Leadership Initiative and the courses.

### CONFIDENT, RESILIENT, HEALTHY AND WELL-SUPPORTED WORKFORCE

#### Mind Matters Initiative (MMI)

The MMI project, launched in 2015 and funded by the RCVS, aims to improve the mental health and wellbeing of the whole veterinary team through three streams of activity – Prevent, Protect and Support.

## Progress and plans

Events, training programmes and resources have been delivered to help promote and support wellbeing for veterinary staff, including the SPVS/ MMI Wellbeing Awards. The work of MMI is an ongoing project, so watch out for future events and activities that can help you and your team.

### PROACTIVE ROLE IN ONE HEALTH

#### One Health Group

##### Progress and plans

Since successful collaboration on the topic of

smoking cessation with the Royal College of Nursing; further activities are ongoing to help to create relationships between human and animal nursing.

The group aims to create an online portal where One Health resources will be hosted and shared; and a symposium to bring together veterinary and medical healthcare professionals to help address One Health opportunities.

They also plan to research the District Veterinary Nursing role, and work with the RCVS to consider how district nursing can be delivered and regulated.

### A CLARIFIED AND BOLSTERED VN ROLE VIA REFORMED SCHEDULE 3

Following the Schedule 3 survey, a series of case studies have been published which highlight common scenarios and help provide advice on appropriate delegation to ensure that nurse and student nurse skills are fully utilised, whilst adhering to the law and the Code of Professional Conduct.

Further cases studies, which cover more complex scenarios, are being created, and a simple 'guide to delegation to veterinary nurses' is also planned, which aims to provide a reference for vets and nurses.

The remit relating to legislative change has been incorporated into the work of the RCVS Legislation Working Party.