

## Veterinary Nurses Council

Wednesday 9 September 2020 at 10.30am to be held remotely by Microsoft Teams

<b>Agenda</b>		<b>Classification<sup>1</sup></b>	<b>Rationale<sup>2</sup></b>
1.	<b>Welcome to new members</b>	Oral report Unclassified	n/a
2.	<b>Apologies for absence</b>	Oral report Unclassified	n/a
3.	<b>Declarations of interest</b>	Oral report Unclassified	n/a
4.	<b>Obituaries</b>	Oral report Unclassified	n/a
5.	<b>Minutes of meeting held on 6 May 2020:</b>		
	i. <b>Unclassified minutes</b>	Unclassified	n/a
	ii. <b>Classified appendix</b>	<b>Confidential</b>	<b>1,2,3,4</b>
6.	<b>Minutes of meeting held on 17 June 2020</b>	Unclassified	n/a
7.	<b>Matters arising</b>	Oral report	n/a
8.	<b>CEO update</b>	Unclassified	n/a
<b>Matters for decision by VN Council and reports from Committees (unclassified items)</b>			
9.	<b>VN Education Committee</b>		
	i. Minutes of meeting held on 29 July 2020	Unclassified	n/a
10.	<b>CPD Referral Group</b>	Unclassified	n/a
11.	<b>Report on overseas entrants</b>		
	11.01 Report on registration of VNs educated outside the UK	Unclassified	n/a

11.02	Overseas registration application change	Unclassified	n.a
11.03	Report on temporary student enrolments	Unclassified	n/a
12.	<b>Reports from RCVS Committees</b>		
12.01	VN Preliminary Investigation Committee Annual report	Unclassified	n/a
12.02	Standards Committee	Oral report Unclassified	n/a
13.	<b>Communications report</b>	Oral report Unclassified	n/a
14.	<b>Any other business</b>		
15.	<b>Date of next meeting</b> Wednesday 13 November 2020 at 10.30am		

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

16.	<b>Policy and Public Affairs update</b>	Oral report	
17.	<b>CPD Referral Group</b>	<b>Confidential</b>	<b>1</b>
18.	<b>Draft budget for 2021</b>	<b>Confidential</b>	<b>1</b>
19.	<b>VN Education Committee confidential items</b>		
	i. Confidential items from meeting of 29 July 2020	<b>Confidential</b>	<b>2,3</b>
20.	<b>Risk Register</b>	Oral report	
21.	<b>VN Council election 2021</b>	Oral report	
22.	<b>Items for RCVS Committees</b>	Oral report	

Annette Amato

Secretary, VN Council

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

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Private	<ol style="list-style-type: none"><li>5. To protect information which may contain personal data, special category data, and/or criminal offence data, as listed under the General Data Protection Regulation</li></ol>

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 September 2020
Title	Minutes of meeting of VN Council held on 6 May 2020
Summary	Minutes of the meeting of Veterinary Nurses Council (VNC) held on 6 May 2020
Decisions required	None
Attachments	Classified appendix
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

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

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**Veterinary Nurses Council**  
**Minutes of the meeting held on 6 May 2020**

<b>Members:</b>	Mrs Belinda Andrews-Jones	
	Miss Alison Carr	
	Ms Elizabeth Cox	
	Miss Jane Davidson	
	Mr Dominic Dyer	
	Dr Joanna Dyer	
	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
	Ms Eleanor Ferguson	- Registrar
	Mrs Victoria Hedges	- Examinations Manager
	Ms Lizzie Lockett	- Chief Executive
	Mrs Jill Macdonald	- VN Futures Manager
	Mr Ben Myring	- Policy and Public Affairs Manager
	Mrs Jenny Soreskog Turp	- Senior Education Officer

**Apologies for absence**

1. Apologies were received from Andrea Jeffery and Katherine Kissick. Both members had submitted comments which would be fed in to the relevant sections of the meeting, Jane Davidson joined the meeting at item 8.

**Declarations of interest**

2. There were no new declarations of interest.

**Items discussed in closed session**

### **RVN Disciplinary Committee recruitment**

3. See Confidential Appendix paragraphs 1 - 4

### **CPD Referral Group**

4. See Confidential Appendix paragraphs 5 - 8.

### **Policy and Public Affairs Update**

5. See Confidential Appendix paragraphs 9 – 10.

### **Risk Register**

6. See Confidential Appendix paragraph 11.

### **Examination proposals**

7. See Confidential Appendix paragraphs 12 - 15

### **Obituaries**

8. There had been no written obituaries received. The Chair encouraged Council members to have a moment of quiet reflection after the meeting, on members who have passed since the last meeting, and for all members of the veterinary, medical, and other professions, who are facing untold difficulties during the current pandemic.

### **Minutes of the meeting held on 12 February 2020**

9. The Minutes of the meeting held on 12 February 2020 were accepted as a correct record.

### **Matters arising**

10. The Chair reported that discussion on the selection procedure for the Veterinary Nurse Education Committee had been delayed due to the Covid-19 situation, and proposals would be brought to a future meeting.

### **CEO update**

11. The CEO reported on the various activities which had taken place since the last meeting, particularly in relation to the Covid-19 pandemic.
12. The RCVS offices closed on 19 March and all staff had been in a good position to work from home, due to IT changes which had been gradually introduced since the end of 2019. All teams are working at home including the reception team, and are pulling together and working well.

13. Since March, the focus has been on unpicking some of the work that had been carried out so far this year, which had particularly affected the events team, and revising and reviewing policies and procedures. The aim has been to continue to carry out the College's core regulatory responsibilities and make robust decisions while remaining compassionate to the needs of the professions and the public.
14. Work is now being carried out to develop virtual versions of some of our regulatory functions and Royal College activities, and on other areas of support that can be provided to the veterinary team.
15. A Covid-19 Taskforce was set up in March, as a sub-set of RCVS Council, comprising Chairs of all non-statutory committees including the Chair of VN Council, a veterinary RCVS Council member and a lay RCVS Council member. The aim of the group is to approve temporary changes to policies in light of Covid-19. This has met once or twice a week, and the Officer team has been meeting between one and three times a week, to work through a Covid-19 action table. There have also been very regular and frequent meetings of the Senior Team, and with many other external organisations such as BVNA, BVA, Defra, Veterinary Schools Council and other key stakeholders and employers.
16. A survey was put out in April to look at the economic impact of Covid-19 and a second survey has just been issued, to look at the impact of the change in RCVS guidance to professionals which was issued over Easter. The guidance took the form of a flowchart, and aim was to make the flowchart as future-proof as possible, so that it remained relevant whatever government guidance is in place at the time. The veterinary professions have come up with many innovative ways of managing business and dealing with urgent cases.
17. The Strategic Plan for the next five years has now gone live and is on the website. One of the key points in the plan was the focus on our key values, and workstreams were organised around compassion, clarity, courage and confidence. The values and behaviours have been applied during the current crisis by the staff, teams and Councils. We will be starting to look at some of the actions in the plan, probably in the second half of the year.
18. The Chair added that it has been very obvious from attendance at the Covid-19 Taskforce meetings how hard everyone has been working, and passed on thanks from the professions to the College.

### **Reports from RCVS Committees**

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

19. Council noted the report on the work of the RVN Preliminary Investigation Committee since the last meeting of VN Council. The annual report of the RVN PIC would be presented at the September meeting of Council.

#### **Standards Committee**

20. Belinda Andrews-Jones provided a brief update on the meeting of the Standards Committee held on 27 April 2020.
21. The Committee had been provided with an oral update on the volume of Covid-19 enquiries received by the College and the measures implemented in order to address the increased number of telephone calls and emails. The thanks of the Committee had been passed on to the office team for the amazing support they have provided and the way the enquiries have been dealt with.
22. The Committee had approved amendments to Chapter 17 of the supporting guidance to the Code of Professional Conduct to clarify the provisions relating to professional indemnity insurance (PII). The amendments explicitly state the purpose of the requirement for PII is to ensure cover in the event of claims for negligence, and veterinary professionals may wish to take out cover for concerns raised with the RCVS.
23. At its previous meeting the Committee had approved changes to the guidance to advise the professions of their responsibility in relation to comments on social media platforms, and to provide additional guidance on discriminatory comments. Two case studies to support this additional guidance had been approved, and the Committee had requested a further case study highlighting the positive use of social media. The Committee had now approved this additional case study, with two minor amendments, including the inclusion of an RVN.

### **Communications report**

24. The Senior Communications Officer reported on a number of recent and forthcoming activities.
25. The key recent focus had been to communicate the major decisions made by Council, VN Council and the Officer Team with regard to the pandemic, including the information on student veterinary nurses and the OSCE Taskforce. There has also been monitoring of social media to keep abreast of comments and provide appropriate responses.
26. Social media resources and graphics have been developed to communicate key messages to the professions, and a series of materials which can also be used by practices to communicate with clients. The website has been regularly updated, in particular the FAQ sections in light of the changes to guidance. There have also been regular email updates to the professions.
27. The events team has been busy finding alternative ways to deliver the key events planned for this year. Veterinary Nurses Days, which were due to take place this month, have been postponed to 20 and 21 October, and are being kept under review. Most nurses have so far chosen to transfer their bookings to October rather than have a refund.
28. The elections for VN and RCVS Councils were carried out during March and April, with a record turnout of 17.1% for VN Council. This represents a doubling of the turnout four to five

years ago.

29. Upcoming and ongoing activity will include a number of Mind Matters Initiative-related news pieces and resources, including a competition around innovation with regards to practice wellbeing.
30. A major piece of work has been the development of the VN Futures website, which should be launched later in the month, following a final audit and contents check. The edition of *VN Education* planned for the spring has been put on hold, but will reviewed in due course.

### **VN Futures (VNF)**

31. The VN Futures Manager provided an update on activity since the last meeting.
32. A Board meeting took place in February, to review the actions which had been completed, partially completed, no longer relevant or still to carry out.
33. The next phase of the project will begin in July 2021, five years after the project first started. Prior to that there are plans to hold a series of events, depending on the situation with regards to social distancing, including fringe events at the British Veterinary Nursing Association (BVNA) Congress in October 2020 and the British Small Animal Veterinary Association (BSAVA) Congress in 2021, to update on achievements so far and to consult on the future.
34. A report is being compiled to highlight the work of VNF over its initial five-year period. Arrangements are being made for the lectures which were due to be delivered at BSAVA Congress in April to be recorded and delivered online. There have been two webinars so far this year arising from the Career Progression Working Group, and one is planned for June. Topics covered were maximising the potential of the veterinary nurse, and the ethos of why and how VN time should be charged. The third webinar will be in June on the devolution of the Head VN role and the creation of multiple lead VN roles in practice.
35. The One Health Group has focused on community nursing and common themes in education within the human nurse training field.
36. The School Ambassadors pilot is still ongoing, with eight ambassadors in the group. The planned visits to schools have been put on hold, but resources for the pilot to support the ambassadors are still being created, covering three key themes – a day in the life of a VN, a road map of VN careers, and clinical scenarios from practice demonstrating the role and input of VNs. Other careers resources being created include a word cloud on vet nursing and a leaflet for children and parents.
37. The new website is nearly complete, and has used images sourced through a VNF initiative to obtain more diverse imagery in vet nursing. It was hoped that the website would be launched during May to tie in with VN Awareness Month. There is content on the website

covering the Edward Jenner Leadership course. A further aim is to develop an e-newsletter for VNF.

38. The VNF manager thanked the Chair for her work on the VN Futures board over the past two years.
39. It was noted that the veterinary Education Committee had been informed of a plan to create a Massive Open Online Course (MOOC) aimed at educating potential veterinary students on what it is like to work in a veterinary practice, as they are likely to have difficulty in gaining work experience in the near future, due to Covid-19. It had been suggested by the Chair of VN Education Committee who attended the meeting that the role of the RVN should be included in the content, and possibly to widen the audience to include potential VN students, who would also be finding it difficult to gain work experience. Details would be passed on to the VN Futures Manager in case some of the VN futures work could be used.

### **VN Council membership**

40. The results of the VN Council elections have now been published and the Chair commented that it was pleasing to note the record turnout and the record number of candidates standing. Matthew Rendle had been re-elected for a further three years.
41. The Chair noted that this will be the last meeting of Council for Sue Proctor, who has been a lay member of VN Council since July 2013 and has represented VN Council as a member of the VN Education Committee since July 2014. This is also the last public meeting for Lucie Goodwin, who has served on VN Council as a veterinary surgeon representative from RCVS Council for two years.
42. The Chair thanked Sue and Lucie for their work and their contribution to VN Council over the past years. A scroll to commemorate their time on Council would be forwarded to them on the re-opening of the RCVS premises.
43. The CEO added that this would also be the last public meeting of Racheal Marshall, who had not been re-elected to VN Council. Racheal had been a member of VN Council since 2016 and Chair since July 2018, and during her time as Chair, VNC had approved the new Certificate in Advanced Veterinary Nursing (CertAVN) framework and the new Standards Framework for Veterinary Nurse Education and Training and the introduction of the 1CPD App. Additionally, Racheal had been one of the two first official veterinary nurse members to sit on RCVS Council since July 2018.
44. Racheal was also currently a member of the Advancement of the Professions Committee, the Finance and Resources Committee, the Operational Board and more recently had spent a huge amount of time supporting the Covid-19 Taskforce and the OSCE Taskforce, ensuring that the voice of veterinary nurses had been heard on all those groups. Racheal was a member of the VN Futures board, and had carried out much work for the Board, including a number of presentations. The CEO praised Racheal's support for the VN Department and her thoughtful contributions on many levels.

45. Council expressed its thanks to Racheal for her key contributions and hard work.

**Date of next meeting**

46. **Wednesday 17 June 2020** – at 10.30am (closed meeting)  
**Wednesday 9 September 2020** at 10.30am

**Any other business**

47. The Director of Veterinary Nursing reminded Council that since being commissioned, the OSCE Taskforce had met twice and was currently working up proposals for consideration by VNC in June. RCVS was also working with Awarding Organisations and universities around the unseen examination element and alternative delivery methods.

<b>Summary</b>	
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Date	9 September 2020
Title	Minutes of meeting of VN Council held on 17 June 2020
Summary	Minutes of the meeting of Veterinary Nurses Council (VNC) held on 17 June 2020
Decisions required	None
Attachments	None
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

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

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**Veterinary Nurses Council**  
**Minutes of the meeting held on 17 June 2020**

<b>Members:</b>	Mrs Belinda Andrews-Jones	
	Miss Alison Carr	
	Ms Elizabeth Cox	
	Miss Jane Davidson	
	Mr Dominic Dyer	
	Dr Joanna Dyer	
	* 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
	Mrs Julie Dugmore	- Director of Veterinary Nursing
	Miss Shirley Gibbins	- Qualifications Manager
	Mrs Victoria Hedges	- Examinations Manager
	Ms Lizzie Lockett	- Chief Executive

**Apologies for absence**

1. Apologies were received from Lucie Goodwin and Susan Proctor.

**Declarations of interest**

2. There were no new declarations of interest.

**Election of Chair and Vice-Chair for 2020 - 2021**

3. Council had been provided with the details of the nominations for the Chair and Vice-Chair for 2020-2021, in accordance with the election procedures, and agreed unanimously that Mr Matthew Rendle should be elected as Chair, and Mrs Belinda Andrews-Jones as Vice-Chair, for the coming year.

**Adapted Assessment proposal**

4. The Chair introduced the papers containing the proposal by the RCVS OSCE Taskforce to address the assessment requirements during the COVID-19 pandemic, where Awarding Organisations (AOs) and Higher Education Institutions (HEIs) feel they may be unable to deliver the summative Objective Structured Clinical Examination (OSCE) using traditional delivery methods.
5. The OSCE Taskforce included the Chair of VNC, an assessment specialist, an independent educationalist, an HEI representative with medical and dentistry knowledge and expertise, an AO representative, a clinical coach, a student veterinary nurse and a member of the Institute for Apprenticeships and Technical Education (IFATE), the Director of Veterinary Nursing, Examinations Manager and Qualifications Manager. The Taskforce had met four times, and further meetings had taken place with the Awarding Organisations to discuss procedures.
6. The Director of Veterinary Nursing presented the proposals and rationale in further detail. Council was provided with the discussion notes from the taskforce meetings, together with the following detailed documentation for the proposed Veterinary Nurse Case Based Assessment (VN-CBA):
  - VN-CBA Procedure document
  - VN-CBA Examiner Handbook Part 1
  - VN-CBA Examiner Handbook Part 2
  - VN-CBA Student Handbook
  - VN-CBA Centre Handbook
  - Examiner training procedure
7. A number of queries were raised and addressed during the discussion.
8. It was noted that one Awarding Organisation had indicated that it would be delivering its OSCE, as were some universities, within appropriate government guidance measures. It was not known how many AOs and HEIS would be likely to deliver the proposed assessment.
9. It was confirmed that in the cases where OSCEs would be delivered, the AOs and HEIs would be expected to notify the RCVS of any differences from their usual OSCE. Any specific changes to the blueprint would be put to the VN Education Committee for approval.
10. It was confirmed that unless adopted by IFATE and delivered by an Approved End Point Assessment Organisation (EPAO), this examination would not be suitable for apprenticeship students. The handbooks also stressed this point. If the proposals were accepted, the Director of Veterinary Nursing would clarify the situation with the IFATE.
11. It was confirmed that students would not choose which assessment they would sit. This would be a matter for the Awarding Organisation or university. It was difficult to estimate the number of students that had been affected at this stage.

12. There was some discussion on whether students would be notified in advance which of their submitted cases would be covered in the examination, and how much warning would be given. It was agreed that it would be fairer for all students that advance warning should not be given, as is the case with OSCEs, and bearing in mind that students have different family and work circumstances and that some would be able to prepare further whereas others may not. This would maintain as much parity as possible with the system used for OSCEs.
13. It was suggested that reference should be included to the fact that the proposals were based on a similar system used in assessments for human medicine, perhaps to include some links or references.
14. The question of the suggested word count for each case was raised. It was confirmed that it would be made clear to students that they are not being assessed on their written work or grammar, nor would they be penalised for typographical errors. A suggested word count had been included for guidance only, but students would not be penalised for going over, or failing to reach this amount. It was also noted that the guidance would be included in the training sessions to the centres so that they knew how to deal with these queries.
15. Some other suggestions regarding clarification of the terminology used in the handbooks and strengthening of the guidance were noted and would be incorporated into the relevant guidance and handbooks.
16. It was agreed that the title of the assessment should be changed to VN Patient Based Assessment, which would be more appropriate for a veterinary nursing patient-based perspective.
17. In response to a query on whether an attempt at the new format would be counted as an examination attempt in the same way as the OSCE, it was confirmed that the number of attempts is set by the AO not the RCVS. This had not been discussed in detail by the taskforce.
18. It was confirmed that a draft timeline had been put together, and details were included in the handbooks. The intention was that the assessment could start to be delivered by the end of July, although this was of course dependent on the AOs. It was intended that the AOs would identify which of their examiners would be put forward for the RCVS training, and that the RCVS would confirm when this had been achieved.
19. It was suggested that the warning in the student handbook to students not to include details of the assessments or to discuss these on social media should be strengthened.
20. It was commented that regardless of the uptake of the proposals by AOs and HEIs, the work carried out formed an excellent basis for future detailed discussions.
21. In response to a query regarding the budget, the Director of Veterinary Nursing confirmed that she would be discussing the financial commitments and implications with the Director of Operations. It was noted that the training for this year would be delivered at no cost, in order

that students would not be disadvantaged, but for the future a budget would be put together. It was not intended that an increase in VN retention fees would take place as a result of this work.

22. Throughout the discussion many Council members congratulated the Taskforce for the tremendous and impressive amount of work which had been put in to developing such clear, detailed and comprehensive proposals within the timeframe. The Chair reiterated her thanks in particular to the Director of Veterinary Nursing, the Examinations Manager and the Qualifications Manager for all their work.
23. Council agreed unanimously that the proposals as set out in the papers should be approved, subject to the minor changes in wording agreed during the meeting.

#### **Any other business**

24. The CEO confirmed that the Annual General Meeting would take place virtually, on 10 July, and would include speeches by the outgoing and incoming Chair of VN Council. The awards section of the AGM would take place later in the year, most likely also to be a virtual event. The Comms team was also looking at organising virtual versions of the Veterinary Nurses' Days.
25. Council expressed its thanks to the Chair for all her work during her time as Chair and additionally in particular in chairing the virtual meetings so well during the current crisis.

<b>Summary</b>	
Meeting	RCVS Council Veterinary Nurses Council
Date	3 September 2020 9 September 2020
Title	CEO update, including progress against Strategic Plan
Summary	This paper offers a summary of activity against the 2020-2024 Strategic Plan
Decisions required	To note
Attachments	None
Author	Lizzie Lockett CEO <a href="mailto:l.lockett@rcvs.org.uk">l.lockett@rcvs.org.uk</a>

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

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## Background

1. The RCVS Strategic Plan 2020-2024 was approved at the RCVS Council meeting in January 2020 and came into immediate effect. The full report, including all of the narrative, together with case studies from the previous plan's successes, can be found here: <https://www.rcvs.org.uk/news-and-views/publications/rcvs-strategic-plan-2020-2024/>
2. Progress has been somewhat slow thus far due to the pandemic, although the work carried out to establish our values and behaviours has been very important in informing decision-making during Covid-19, guiding Council and staff through uncharted areas.
3. For each action, progress to date, responsibilities and next steps have been identified in the following table. It is to be noted that this is a five-year plan, so in some areas activity remains to be started.
4. At its meeting in July, the Officer Team felt it appropriate that an update be given to Council three times a year – in September, January and June – but information about a specific action can be made available to any Council member on request in between times.
5. Outside of the Strategic Plan, the following items are for note since the June Council meeting:
  - a. A series of updates has been made to the 1CPD app, in response to feedback from users
  - b. A record number of new Fellows was admitted – 58 – and this will be marked at an online Fellowship Day on 1 October
  - c. The RCVS was listed as one of the top five places for women to work in the UK (medium—sized) by Great Place to Work
  - d. We published our new veterinary Day One Competences
  - e. We worked with the Veterinary Schools Council and British Veterinary Association to lobby for vet courses to gain the ability to apply for extra student places
  - f. We put in place a new internal Diversity and Inclusion activity programme in response to the Black Lives Matter movement
  - g. The RCVS AGM took place online on 10 July and was a successful and engaging event - RCVS Awards will follow on 10 September
  - h. The Mind Matters Initiative has given out two £20,000 awards – to consider the mental health impacts of racial discrimination and of moral injury
6. Meanwhile, the Covid-19 Taskforce continues to meet on a regular basis and decisions are summarised to Council. During this period, the following has been acted upon:
  - a. Continuing to extend the remote prescribing temporary guidance (twice) – next review date 30 September
  - b. A survey into the experience of vets and nurses around remote prescribing was commissioned and will be published shortly
  - c. Two joint letters with other veterinary and veterinary nursing organisations were sent to practices to encourage them to support students on extra-mural studies and placements respectively
  - d. The third survey of the economic impact of Covid on clinical practice was published and the fourth will be sent out shortly

- e. The Patient-based Assessment was developed by VN Council and approved as an alternative to the VN OSCE during the pandemic
- f. A reduction was made in the requirement for pre-clinical extra-mural studies (EMS) from 12 to six weeks, with online resources supplementing learning gaps
- g. A temporary amendment was made to the accreditation standard that requires core clinical teaching to only be carried out in practices that are approved under the RCVS Practice Standards Scheme, because assessments are currently on hold
- h. Practice Standards Scheme assessments were placed on hold until further notice but not beyond one year, and PSS Awards have been postponed for one year
- i. A temporary amendment was made to the requirement for students to have live experience in an abattoir, with use being made of virtual environments instead
- j. A temporary amendment was made to EMS requirements for third-year students, to use online resources to contribute to up to eight weeks of their 26-week clinical EMS requirement
- k. An agreement was made that the retention-fee window for veterinary nurses be extend by a month, so fees will fall due on 31 January 2021 instead of 31 December 2020
- l. A temporary suspension of requirements for student veterinary nurses was agreed, allowing them to register if they have met their Day-One Skills even if the full requirement for 1,800 of practice hours had not been met.
- m. A decision that Council and Committees will continue to meet remotely until at least November

## A: Clarity

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

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Continue, via the work of the Veterinary Legislation Working Party and other groups, to review the regulatory landscape to ensure we develop world-leading, robust standards and approaches that are grounded in evidence and risk-based, in order to safeguard animal health and welfare, and public health, and maintain trust in the veterinary professions.	LWP/ Council	<ul style="list-style-type: none"> <li>LWP reported to Council in June</li> <li>Council agreed to consult on proposals</li> </ul>	<ul style="list-style-type: none"> <li>Plans under development for consultation in autumn, draft consultation document to come to Council in October</li> </ul>
2. Ensure that we are addressing what matters to our stakeholders and that we horizon-scan for issues that are beyond the scope of our immediate view. For example, regulation of new technologies, regulation of practices, review of our concerns and disciplinary process, and regulation of the wider veterinary team and the environment in which they work.	APC/ LWP/ PICDCL	<ul style="list-style-type: none"> <li>Ongoing work with ViVet</li> <li>Regulation of practices falls part of A1 above</li> <li>Review of concerns/disciplinary – Council agreed to consult on proposals in June</li> <li>A lot of focus on ‘what matters to our stakeholders’ has been carried out during pandemic work</li> </ul>	<ul style="list-style-type: none"> <li>Review of ViVet project with new Director once in post</li> <li>Consultation on proposals for updated concerns/disciplinary process likely early autumn (see above)</li> <li>Regulation of wider vet team ongoing with discussion regarding governance structure ref registration at September Council meeting</li> <li>Horizon-scanning process to take place for Vet Futures #2 – inc impact of Covid-19</li> </ul>
3. Review whether we can take a more proactive role around breaches of the Veterinary Surgeons Act involving unqualified individuals, or courses that purport to lead to registration but do not, both through education to end-users of veterinary services, and working more actively to support those wishing to raise concerns with the relevant authorities.		<ul style="list-style-type: none"> <li>Some work on this had started pre-Covid and will be revisited once resources allow</li> </ul>	

Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Work with our partners overseas to ensure that the UK remains relevant in the veterinary world post-EU exit, including sharing knowledge, marketing our standards and services, and building an engaged diaspora of members of the Royal College of Veterinary Surgeons (MsRCVS) and registered veterinary nurses (RVNs). Ensure there is a global element to all that we do, and that our international members feel engaged and included.	APC/ FVE/ Brexit T/F	<ul style="list-style-type: none"> <li>Continuing to attend meetings of the Future Veterinary Capability and Capacity Project</li> <li>Ongoing work via Advancement of the Professions Committee to consider global offering</li> <li>Building relationships via MMI International</li> </ul>	<ul style="list-style-type: none"> <li>Update Global action plan</li> <li>Develop actions from o/s member research</li> <li>Fix meeting of Brexit T/F</li> <li>Continue to play part in International Veterinary Regulators Network</li> <li>Run third EU graduates survey</li> <li>Continue to play strong role at the Federation of Veterinarians of Europe (FVE) – reschedule London GA for summer 2021</li> </ul>
5. Build a closer relationship between the College, the professions and the public by continuing our outreach programme. Review how we gain input from stakeholders at all levels, including the development of an improved process for seeking input from members of the public.	APC/ Comms	<ul style="list-style-type: none"> <li>Stakeholder research published</li> <li>Feedback from practices sought as part of regular Covid-19 surveys</li> <li>Much of our face-to-face public outreach on hold due to Covid</li> </ul>	<ul style="list-style-type: none"> <li>Review stakeholder research for actions (stakeholder survey and comments in Surveys of the Professions)</li> <li>Revisit stakeholder research at end of year ref Covid activities</li> <li>Reflect on comments in economic surveys</li> <li>Set up client engagement group</li> <li>Host stakeholder day before end of the year</li> </ul>
6. Establish clarity around a data-sharing commitment, and ensure that our views, our data & our insights are shared regularly in an easy-to-search way, for example, easy-to-find FAQ on key issues, insights gained from concerns & complaints data, and self-service facts and figures about the professions. Make available accessible & anonymised versions of the data we hold to all stakeholders to enable them to generate value and insights for the sector.	FRC/ Digital/ Policy	<ul style="list-style-type: none"> <li>Prototype of sharing mechanism for core data ready for review</li> <li>FAQ on Covid have been well received</li> </ul>	<ul style="list-style-type: none"> <li>Review data-sharing prototype and launch</li> <li>Develop dashboard on key metrics</li> <li>Hire research executive</li> <li>Develop approach for mining concerns and complaints data for content for Academy</li> </ul>
7. Plan and implement a cycle of review and improvement for our educational standards and processes, to ensure we continue to take a leadership role with our international partners.	Ed Cttee	<ul style="list-style-type: none"> <li>Launched Day One Competences 2/7</li> <li>VN Standards reviewed and published</li> <li>WG looking at Accreditation Standards</li> <li>AP and CertAVP surveys launched</li> <li>Hosted International Accreditors Working Group (IAWG) in June 2020</li> </ul>	<ul style="list-style-type: none"> <li>Review results from AP and CertAVP surveys, with recommendations</li> <li>Publish findings of Accreditation WG</li> <li>Take forward work of IAWG</li> <li>Visitation team – training and structure to be reviewed</li> </ul>
8. Ensure clarity of appeal across all the areas where we make decisions, modernising where appropriate; where appeal is not available, clearly justify why not.	Legal services		<ul style="list-style-type: none"> <li>Audit current processes; review best practice</li> </ul>

## B: Compassion

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

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Endeavour to ensure that the College is seen as approachable, helpful, fair and accessible to all.	All	<ul style="list-style-type: none"> <li>Have gathered lots of data as part of Survey of the Professions, Stakeholder mapping etc – need to consolidate</li> </ul>	<ul style="list-style-type: none"> <li>Review data and identify priorities for training</li> <li>Review public- and profession-facing documentation for 'Plain English'</li> <li>Publish more regular data on how we are meeting our KPIs</li> <li>Develop online version of Regional Question Times to take questions from members</li> <li>Tie-in with stakeholder mapping (A5, above)</li> </ul>
2. Enable our teams to deliver compassionate regulation by providing structures, training and support to ensure they can help vets and nurses meet the standards required in a compassionate way, and take ownership and communicate clearly when things don't go to plan. Recognising that, in order to achieve this, our team members must also feel well supported and that they are compassionately treated.		<ul style="list-style-type: none"> <li>Data has been gathered as part of Survey of the Professions</li> <li>Have put in place Peakon staff engagement tool to get 'real time' views on how staff are feeling</li> <li>Launched e-cards to celebrate staff members who meet our values</li> <li>Created 'Opportunities Group' of mid-career staff to help understand where support may be needed, particularly for new managers</li> <li>Have rolled out Diversity &amp; Inclusion training for all staff</li> <li>MH for Managers training taken place</li> </ul>	<ul style="list-style-type: none"> <li>Open Minds report to be published once buddying scheme ready to launch</li> <li>Review data and identify priorities for staff training and review of materials</li> <li>Review discussions at Sept 2019 staff away day on values and see where gaps remain</li> <li>Encourage and support managers in acting on findings/comments from Peakon tool</li> <li>Consider supervision / support for those who may be taking a lot of stressful calls</li> <li>Virtual staff away day to focus on values and diversity (Sept/Oct)</li> </ul>
3. Review our concerns process through the eyes of each of our stakeholder and service-user groups to ensure that it is fair, forward-thinking and compassionate, and set out a programme of quality improvement.	ProfCon MMI	<ul style="list-style-type: none"> <li>Nearly ready to launch buddying scheme for those going through ProfCon process with external provider</li> </ul>	<ul style="list-style-type: none"> <li>Set up client group – see A5 above</li> <li>Package of modernising proposals is due for consultation – see A2 above</li> <li>Review how we gather data, moving to a 'live' feedback model – consult with consumer organisations</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Help our regulated professionals to meet the standards expected of them by their peers, the public and society at large by launching the RCVS Academy, which will house a range of online educational tools to help veterinary surgeons, veterinary nurses and other potential associates of the College understand what is expected of them in terms of meeting standards, and to support them acquiring relevant knowledge and staying up to date in a creative, accessible and inspiring way.	TBC	<ul style="list-style-type: none"> <li>Idea well supported, with many groups asking for content - key will be getting the right structure in place and prioritising</li> <li>Some ideas for content came from British Small Animal Veterinary Association (BSAVA) Summit, Dec 2019</li> </ul>	<ul style="list-style-type: none"> <li>This is a huge piece of work and needs planning in terms of delivery structure</li> <li>Team to support needs to be developed, will include: <ul style="list-style-type: none"> <li>IT/digital framework</li> <li>Overall project management</li> <li>Content leads</li> <li>Learning specialists</li> <li>Communications input</li> <li>User groups for trial and feedback</li> <li>Users for ongoing moderation and review</li> </ul> </li> <li>Develop initial list of modules</li> <li>How to link to 1 CPD?</li> <li>Developing a parallel (linked?) approach for staff training and development</li> </ul>
5. Continue to support the mental health and wellbeing of members of the veterinary team, and our College staff, through the Mind Matters Initiative under its workstreams of 'prevent, protect and support' (see <a href="http://www.vetmindmatters.org">www.vetmindmatters.org</a> ), and also help veterinary professionals to take account of the mental health of those with whom they come into contact.	MMI/ APC	<ul style="list-style-type: none"> <li>MMI has been adapting to the Covid world with online tools and Covid-specific advice and guidance</li> </ul>	<ul style="list-style-type: none"> <li>Continue to provide support during pandemic</li> <li>Organisation of MMI training into a more structured approach</li> <li>Completing loop between those supported and their upstream needs</li> <li>Development of app to support those who have not tipped into mental ill-health to stay well</li> <li>Publish fifth anniversary report</li> <li>Link up with Diversity and Inclusion agenda</li> </ul>
6. Continue to foster a reflective learning culture amongst members of the veterinary team, so that they can continue to grow and develop in a supportive, no-blame environment.	APC Ed Cttee	<ul style="list-style-type: none"> <li>Launch of 1CPD app in January (with further updates) to enable reflective learning</li> <li>Support of RCVSK QI work ongoing, including podcasts etc</li> <li>Addressed via Edward Jenner Leadership MOOC modules</li> </ul>	<ul style="list-style-type: none"> <li>Develop speaker opps on learning culture – eg World Small Animal Veterinary Association (delayed from Sept to April)</li> <li>Lots is happening but need to communicate better and join the dots – develop a narrative</li> <li>Metrics and evaluation? TBC</li> <li>Ensure this is foregrounded in LWP consultation</li> </ul>

## C: Courage

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

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Continue to seek culture change within the wider professions around help-seeking behaviour to support both mental and physical health, learning culture, leadership, innovation, sustainability and diversity.	DIG MMI APC	<ul style="list-style-type: none"> <li>DIG has met three times and due to publish action plan</li> <li>See B5 for MMI progress</li> <li>See B6 for learning culture</li> <li>Leadership – strategic plan in place</li> <li>Innovation – strategic plan in place</li> </ul>	<ul style="list-style-type: none"> <li>Restructure of Innovation and Learning dept to become Advancement of Professions to gain greater synergy from all of this work</li> <li>Sustainability – Council lead to be identified</li> <li>Continue with evaluation of Edward Jenner</li> <li>Develop Innovation Challenge Prize to aid post-Covid / post-Brexit recovery?</li> </ul>
2. Celebrate the art as well as the science of veterinary medicine and ensure that wider professional skills are properly and credibly supported.	APC/ RCVSK	<ul style="list-style-type: none"> <li>Non-clinical skills have been highlighted as part of the Graduate Outcomes review</li> <li>The benefits of an ‘all-round’ approach to work/life have been focused on via MMI</li> </ul>	<ul style="list-style-type: none"> <li>Focus on non-clinical skills of general practice (ie human factors) – initial APC-led project needs review in light of Covid</li> <li>Develop materials for Academy</li> <li>Wider cultural project to celebrate history and development of modern veterinary practice – tie in with new building?</li> </ul>
3. Work with other stakeholders to retain skills and talent within the professions, by developing return-to-work options that build confidence in those who have had a career break, for whatever reason.		<ul style="list-style-type: none"> <li>Initial conversations started with Defra, British Veterinary Association, Veterinary Management Group and others to better understand recruitment and retention needs but this has been impacted by Covid</li> <li>Initial conversations with MMI ref a return-to-work network founded on issue of insurance, needs picking up</li> </ul>	<ul style="list-style-type: none"> <li>Need research ref workforce gap</li> <li>Need research with leavers / returners</li> <li>Wider use of new graduate development programme (replacement for Professional Development Phase)</li> <li>Mentorship</li> <li>Re-recruitment fair</li> <li>Materials for the Academy</li> <li>Review our policies to ensure return to work is as accessible as possible</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Ensure a pathway for career progression for vets and nurses via postgraduate/post-qualification accreditations and qualifications – to meet the needs of vets and nurses at all stages of their careers.		<ul style="list-style-type: none"> <li>Review has started ref AP and CertAVP for vets</li> <li>Advanced VN qualifications framework for VNs published</li> </ul>	<ul style="list-style-type: none"> <li>Publish recommendations on vet quals/status</li> <li>VN career progression linked to LWP</li> <li>Review development routes for general practitioners</li> </ul>
5. Develop extra-mural studies (EMS) and work experience opportunities at the College, together with more opportunities for veterinary professionals and members of the public to become engaged with the work of the regulator at first hand and gain an understanding of its complexities.		<ul style="list-style-type: none"> <li>This was in train but on hold due to Covid</li> <li>Meet the RCVS Days, stakeholder days etc on hold due to Covid</li> </ul>	<ul style="list-style-type: none"> <li>Can we develop virtual experiences?</li> <li>Develop modules for Academy eg virtual hearing? Some kind of gamification of this?</li> <li>Lunch and learns with practices – remotely?</li> </ul>
6. Create an innovation funding pot to enable the professions to help solve regulation and professional standards issues that matter to them.		<ul style="list-style-type: none"> <li>We have approval of the small bursaries pot – for individuals' personal development that aligns to strategic plan – not yet launched due to Covid</li> </ul>	<ul style="list-style-type: none"> <li>How do we better understand the questions that are on professionals' minds?</li> <li>Need to do a risk analysis around this</li> <li>See C1 ref Challenge Prize</li> </ul>
7. Continue to develop the Fellowship into a learned society that reflects the varied achievements of the veterinary profession; encourages the advancement of standards; and, develops public awareness of veterinary medicine and science, for example, via the development of a Fellow on the Public Understanding of Veterinary Science.		<ul style="list-style-type: none"> <li>Started process of review of structure of support for Fellowship – engage more with RCVS Knowledge on this</li> </ul>	<ul style="list-style-type: none"> <li>To be considered as part of review of APC structure</li> </ul>
8. Review new ways of reaching consensus and driving change within our leadership and governance structure.		<ul style="list-style-type: none"> <li>Unconscious bias training planned for September Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>Need to look at how we make virtual meetings more effective – learn from others</li> <li>Review CPD needs for Council members</li> <li>Review impact of 2018 LRO on Governance (see also D1)</li> </ul>
9. Work with the BVA and the BVNA to evaluate the success of the first action plans for Vet Futures and VN Futures respectively, assess whether the ambitions remain relevant, and develop new action plans accordingly. Work with the FVE and our European colleagues to support the delivery of Vet Futures Europe.		<ul style="list-style-type: none"> <li>Conversations have started to take place, agreed that we need to review research and ambitions, then develop second action plans</li> <li>Evaluation of first action plans started but to be completed – interrupted by Covid</li> </ul>	<ul style="list-style-type: none"> <li>How do we capture what the professions have learned from Covid, and keep the good stuff?</li> </ul>

## D: Confidence

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

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Review the bedding-in of the 2018 Legislative Reform Order to ensure that our Council and committee structure is efficient, effective, and transparent, and provides the right level of strategic oversight coupled with skills-based input to allow the College to function to the best of its abilities.	Officers	<ul style="list-style-type: none"> <li>We are not mandated by govt to do a review (unlike for the 2013 LRO) but it is good practice</li> </ul>	<ul style="list-style-type: none"> <li>Suggest informal review in 2021 and more formal five-year review in 2023</li> </ul>
2. Review the structure of all of our groups operating below committee level, to ensure the right mix of skills are available to tackle the tasks at hand and that each group has clear membership, purpose, principles, time-frame and sense of what success will look like.	FRC/Ops	<ul style="list-style-type: none"> <li>Process has started, with more transparency over ToFR, membership and composition – all now online</li> <li>Delegation scheme (to committee level) updated annually</li> </ul>	<ul style="list-style-type: none"> <li>Bring together all groups into one document, with ToR, membership, quorum, etc</li> <li>Improve transparency around terms of office</li> <li>Parent committees to review all groups and sunset where appropriate</li> </ul>
3. Develop and embed a meaningful dashboard to help ensure that appetite for risk is clear, risk is managed and any early warning signs are addressed.	ARC/FRC/Ops	<ul style="list-style-type: none"> <li>Magique risk management tool now in place for all areas, clear ownership, regularly updated</li> </ul>	<ul style="list-style-type: none"> <li>Hold risk workshop with Council, including review of appetite for risk – October?</li> <li>Make 'any items for the risk register' agenda items more meaningful</li> <li>Priority: to learn from Covid experience</li> </ul>
4. Collate and review our member and service-user feedback on an ongoing basis, against key performance indicators, and work with RCVS Knowledge to employ a quality improvement and innovation methodology to ensure we are providing services that meet the needs of our audiences and society at large.	ALL	<ul style="list-style-type: none"> <li>We have gathered a list of sources of current feedback</li> </ul>	<ul style="list-style-type: none"> <li>Do gap analysis on data held</li> <li>Gather additional data</li> <li>Prioritise areas for improvement</li> <li>Develop QI process</li> </ul>
5. Ensure our financial systems are customer-focused, fraud-resistant and efficient, and improve communication and clarity over where money is spent and its impact.	FRC/Ops	<ul style="list-style-type: none"> <li>We have gathered data ref fraud prevention activities across the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Review data available and prioritise areas for improvement</li> <li>Focus groups of users of My Account?</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
6. Put in a place a people strategy that develops our talent, diversity, leadership and culture, across the staff team, Council and committee members, examiners, assessors and all others who work on behalf of the College.	Exec O/ HR	<ul style="list-style-type: none"> <li>HR Director has started process of mapping what this needs to include</li> <li>Black Lives Matters issues have taken recent priority</li> </ul>	<ul style="list-style-type: none"> <li>Strategy in draft</li> </ul>
7. Develop and implement a technology strategy that puts digital first, is collaborative, and focuses on simplification and convergence.	Exec O Digital/ FRC	<ul style="list-style-type: none"> <li>Current strategy is coming to an end, new one needs to be developed</li> <li>Covid-19 has meant work has been rather short-term of late, but the existing strategy put us in good shape to work remotely</li> </ul>	<ul style="list-style-type: none"> <li>New strategy needs to be developed</li> </ul>
8. Purchase a new property that aims to serve the needs of the College for the next twenty years, while not putting an undue future financial commitment on our members.	Estates/ Ops	<ul style="list-style-type: none"> <li>Estates Strategy Project Board continuing to work as per strategy</li> </ul>	<ul style="list-style-type: none"> <li>Future building needs under review to ensure appropriate for the 'new normal'</li> </ul>
9. Put in place a communications strategy that will focus on clarifying what we are, and what we are not, and be stronger about calling out those who seek to undermine the College; own our shortcomings and be clear about where and how we will change; and be bolder about celebrating our successes and our unique contribution to animal health and welfare, and public health. Empower our wider team to become communications ambassadors for the College.	Comms	<ul style="list-style-type: none"> <li>Pandemic has meant a lot of time spent on reactive rather than proactive activities</li> </ul>	<ul style="list-style-type: none"> <li>Strategy needs to be developed</li> </ul>
10. Develop and implement a corporate social responsibility strategy that befits an organisation that works in the public interest.	FRC/ Ops	<ul style="list-style-type: none"> <li>We do more than we talk about – need to bring together in a narrative</li> </ul>	<ul style="list-style-type: none"> <li>Investment policy requires review</li> <li>Environmental impact of any new building will be key</li> <li>Covid has been positive in terms of reducing impact of travel, both overseas and domestic</li> </ul>

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 September 2020
Title	Minutes of meeting of VN Education Committee held on 29 July 2020
Summary	Minutes of the meeting of Veterinary Nurse Education Committee held on 29 July 2020
Decisions required	To approve
Attachments	Classified appendix
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

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

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

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

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

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

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## Veterinary Nurse Education Committee

### Minutes of the meeting held on 29 July 2020

<b>Members:</b>	*	Mrs Donna Cotton	-	Employer representative
	*	Miss Julia Cox	-	Employer representative
	*	Miss Hannah Durling	-	HE student representative
		Ms Sarah Fox	-	VN Council lay member
		Mrs Sarah Holman	-	FE veterinary nursing provider
		Mrs Susan Howarth	-	VN Council veterinary nurse (Chair)
		Professor Elizabeth Mossop	-	Independent educationalist
		Mrs Sarah Parkhouse	-	FE veterinary nursing provider
		Mrs Sarah Reynolds-Golding	-	HE veterinary nursing provider
*absent				
<b>In attendance:</b>		Mrs Annette Amato	-	Committee Secretary
		Mrs Julie Dugmore	-	Director of Veterinary Nursing
		Miss Shirley Gibbins	-	Qualifications Manager
		Mrs Victoria Hedges	-	Examinations Manager

#### Apologies for absence and welcome to new member

1. Apologies for absence were received from Julia Cox, Hannah Durling and Donna Cotton. The Chair welcomed Sarah Fox, the new lay member of the Committee.

#### Declarations of interest

2. Susan Howarth confirmed that she is the external examiner for the graduate Diploma for the Royal Veterinary College. Sarah Reynolds-Golding confirmed that she is the external examiner for Coventry University.

#### Minutes of the meeting of the Education Committee (VNEC) held on 25 March 2020

3. The Committee approved the minutes of the meeting held on 25 March 2020.

#### Matters arising on the Minutes

4. There were no specific matters arising on the previous minutes.

#### Veterinary Nursing update

5.	The Director of Veterinary Nursing updated the Committee on recent developments and activities. Since the previous meeting, a new enrolments Officer, Jasmine Curtis RVN, had been appointed. An online process for centres to submit enrolment applications and spreadsheets has been developed, using a secure portal. The IT department is also working on a process to enable centres to access the My Account system and create student records directly online, in order to streamline and simplify the current enrolment procedures. Centres will be notified when this is in place.
6.	There have been 159 new enrolments since the previous meeting, all of whom have recently commenced their college programmes, with 23 applications currently awaiting further details before completion.
7.	The most recent RCVS survey to practices covering Covid-19 related issues had included some questions about student employment and placements. Although the number of responses had not been high, 196 in total, 39% had cancelled placements, the most frequently cited barrier being reduced staff numbers making it more difficult to support students. A small percentage of practices who had intended to take students in September had said that they would be unable to do so. It was difficult to know how representative this was of the situation in general, due to the low number of responses. The Chair confirmed that this was similar to the placement situation from her institution. Placement students were definitely being affected to some extent.
8.	The Migration Advisory Commission had opened up a second opportunity to look at putting professions such as veterinary nurses on the shortage occupation list. The policy department had contacted all 88 colleges delivering VN training, and received 35 responses. There had not been sufficient information to determine whether student numbers will be reduced in the 2020 cohorts. A proforma to be sent by the VN department to colleges, to be discussed later in the meeting, would include some questions on this issue. Committee members from both the FE and HE sectors reported that enrolment numbers for the coming year were likely to be reduced. It was noted by one member that apprenticeship numbers were increasing.
9.	The RCVS intends to put out a joint statement with the BVNA and other organisations, to encourage practices to take on placement students and veterinary students undertaking extramural experience, where it is safe to do so.
10.	In regard to a blended learning approach and guided learning hours, the Director of Veterinary Nursing reported that the colleges have notified the RCVS of changes in their approaches during the pandemic and all are doing well. This would be further covered later in the meeting and details would be monitored.
11.	The OSCE Taskforce had developed a Patient Based Assessment (PBA) which had been approved by VN Council, to be used by Awarding Organisations (AOs) and Higher Education Institutions (HEIs) in place of OSCEs, if required. City & Guilds have confirmed that they will be delivering the PBA and examiner training is currently taking place, conducted by the Examinations Manager and Qualifications Manager. An information

	event has also been held for centre staff, and the relevant staff also attended an educators' forum facilitated by the BVNA. Information on the PBA has also been offered to all AOs and HEIs who feel that they may be unable to undertake a Covid safe OSCE and meetings will take place with any who take this up.
12.	Following the acceptance of the PBA by VN Council the RCVS has had further discussions with the Institute for Apprenticeships and Technical Education (IFATE) to discuss the introduction of the PBA as an alternative to the OSCE.
13.	An general update was given on the current and potential Awarding Organisations.
<b>VN Licence to practise qualifications</b>	
<b>New accreditations</b>	
14.	There were no new accreditations to consider.
<b>Re-accreditations and action plan monitoring</b>	
15.	The Committee was updated on progress with action plans for the following programmes. There were no decisions required. <ul style="list-style-type: none"> <li>• VetSkill Equine</li> <li>• Royal Veterinary College</li> <li>• Wrexham Glyndwr University</li> </ul>
<b>Changes to accreditation status</b>	
16.	There were no changes to accreditation status.
<b>Programme changes</b>	
17.	Bristol University had recently submitted a request for module changes but these had not yet been reviewed. A report would be sent by email to the Committee when available.
18.	Oxford Brookes University had recently submitted a minor module change request which was awaiting further information. A report would be sent by email to the Committee for consideration.
19.	The required actions in respect of changes to the University of Plymouth programme have now been met.
<b>Quality Monitoring activities</b>	
20.	The following items were reported to the Committee:

21.	<b>University of Wales Trinity St.David.</b> A sample of the written assessments for the students was carried out by the Examinations Manager in May. The second sample is due to start soon. There were no issues or actions to report.
	<b>Covid-19 Changes.</b>
22.	During the Covid-19 pandemic and lockdown, all institutions have made significant changes to their delivery and student support mechanisms. There are also a number of ongoing challenges to be faced by institutions for the coming academic year. Whilst the RCVS has an ongoing requirement to ensure that all veterinary nursing programmes remain compliant with the accreditation standards framework, the agreed auditing format is putting additional pressure on institutions and may not be providing the information required during this time.
23.	Based on this, the Veterinary Nursing department have developed a pro-forma to be sent to all HEIs and delivery centres to complete which will indicate the changes and challenges they are facing. Once the pro-forma has been reviewed, the Veterinary Nursing department will then review the audit plan in order to support institutions which have highlighted specific concerns.
24.	The Committee approved the proforma, with a few suggested changes. It was agreed that it would be useful to have a timeframe and to be able to send out the document several times in the year, and in response to local lockdowns, to be updated as the situation changes. It was envisaged that the form would be sent to every delivery site.
25.	It was agreed that an example completed proforma would be helpful. Centres would be asked to sign a declaration to confirm that they are compliant with ongoing government guidance.
	<b>Self Assessment Reports and Risk Rating</b>
26.	The Veterinary Nursing Department has reviewed the self-assessment reports submitted by the Awarding Organisations, Higher Education Institutions and Delivery Centres. The data and content of the reports has been analysed and each report has been allocated a level of risk which has been incorporated into the overall risk rating. The Committee was provided with a chart showing the resultant risk rating for each AO and HEI. The rating would then inform the monitoring strategy.
27.	The Qualifications Manager added that the review has provided a better understanding of the concerns and areas which require further review. The Self Assessment Report (SAR) template currently in use is not fit for purpose and will be reviewed in August prior to being sent to all AOs, HEIs and delivery centres.

28.	The Chair commended the review and the new risk rating chart. There was some discussion about when the revised SAR form should be issued, and the submission deadlines.
29.	The Director of Veterinary Nursing confirmed that the costing and fees for quality monitoring and accreditation are being reviewed.
<b>Action plan monitoring quality assurance</b>	
30.	The Committee was updated on quality monitoring of action plans for the following HEIs and Centres.
	<ul style="list-style-type: none"> <li>• Anglia Ruskin University</li> <li>• North Highland College</li> <li>• Bath College</li> <li>• Nottingham Trent University</li> <li>• Oxford Brookes University</li> <li>• University of Central Lancashire (UCLAN)</li> </ul>
31.	A few concerns have been raised about students on placement programmes being required to source their own placements. These have been investigated and will be reviewed for all placement programmes, both FE and HE, to ensure that the requirements are being met.
<b>Accreditation visitor approval</b>	
32.	The Qualifications Manager reported that some new student visitors had been added to the panel. Going forward, only applications from industry experts would be submitted for the approval of the Committee. It was confirmed that there is currently a shortage of employer representatives for the accreditation visitor panels.
<b>External Examiner updates</b>	
33.	The Committee noted changes to external examiner appointments, together with the relevant CVs and CPD information. The Chair suggested that information on external examiners for the post-registration qualifications should be provided, perhaps as a separate list.
<b>Post-registration qualifications</b>	
34.	It was reported that all actions for the University of Glasgow Postgraduate Certificate Advanced Practice in Veterinary Nursing programme had now been met.
<b>Meeting dates</b>	

- |     |  |
|-----|--|
| 35. | <p>The next meeting of the Committee would take place on Wednesday 14 October 2020.</p> <p>Meeting dates for 2021 were confirmed as follows:</p> <ul style="list-style-type: none"><li>• Wednesday 13 January</li><li>• Tuesday 13 April</li><li>• Wednesday 4 August</li><li>• Wednesday 13 October</li></ul> |
|-----|--|

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 September 2020
Title	Update from CPD Referral Group
Summary	Minutes from the CPD Referral Group's meeting on the 5 August 2020
Decisions required	<p>VN Council is asked to agree the following recommendations:</p> <ul style="list-style-type: none"> <li>a) 1CPD exemption process</li> <li>b) Not to allow third party access to 1CPD (to be reviewed in 2022 again)</li> <li>c) Allow CPD Referral group the option of appointing a CPD coach for referred cases.</li> <li>d) Updated terms of reference</li> <li>e) Appoint a further veterinary nurse to join the group</li> <li>f) Change of name to 'CPD Compliance Panel'</li> </ul>
Attachments	<p>Annex 1 – Terms of Reference</p> <p>Annex B – <b>Confidential</b></p>
Author	<p>Jenny Soreskog-Turp</p> <p>Lead for Postgraduate Education</p> <p><a href="mailto:j.soreskog-turp@rcvs.org.uk">j.soreskog-turp@rcvs.org.uk</a> / 0207 202 0701</p>

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a
Annex A	Unclassified	n/a
Annex B	<b>Confidential</b>	1

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

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

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

Confidential	<ol style="list-style-type: none"><li>1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others</li><li>2. To maintain the confidence of another organisation</li><li>3. To protect commercially sensitive information</li><li>4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS</li></ol>
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## **CPD Referral group meeting Notes of the meeting held on 5 August 2020**

**Present:** Linda Ford Chair  
Alison Carr  
Susan Paterson

\* Apologies Elizabeth Cox

**In attendance:** Julie Dugmore Director of Veterinary Nursing  
Linda Prescott-Clements Director of Education  
Jenny Soreskog-Turp Lead for Postgraduate Education  
Rebecca Smith Education Assistant  
Joanne Stetzel Marketing Communications Manager

### **Welcome and Apologies**

1. The Chair welcomed everyone to the meeting and noted that Elizabeth Cox had sent her apologies. Ms Cox is replacing Ms Davidson as the Veterinary Nurses Council representative and the group thanked Ms Davidson for her hard work over the past year.

### **Declarations of interest**

2. Sue Paterson declared that she is now on the Specialist Advisory Board for Street vets.

### **Minutes of the meeting on the 17 April 2020**

3. The minutes of the meeting held on 17 April 2020 were received and approved as a true and accurate record.

### **Update from the Communication Department**

4. Following the pause of the communication plan due to the pandemic, RCVS have started to publish social media posts about CPD in lock-down, the RCVS leadership course and in the last few weeks posts about 1CPD and reflection. The response from the profession had been mainly positive although a bit divided between those who are or have been furloughed and others still in working in a busy practice.

5. The group thought that it would be useful to develop more videos to show examples of someone reflecting on a case, to highlight that it doesn't have to be an onerous task and can be done over a cup of coffee or as a discussion with a colleague. It would also be helpful to find people demonstrating 1CPD that are not as tech-savvy to show how easy 1CPD is to use.

**Action: Education Department will work with Communication Department to develop more informal 'how to videos' around 1CPD and reflection.**

6. The Education and Communication Department have a meeting planned in September to discuss ideas for improving engagement with CPD, including contacting any member not using the platform to find any barriers to engagement. The group suggested that we also explore if we can publicise an article in the Vet Times about 1CPD and reflection to reach anyone not receiving the RCVS newsletter. It was also suggested that we track number of 1CPD users before and after any comms correspondence to check of the impact of any action.

7. The group suggested to have the communication update as standing item on the agenda.

**Action: JST to add Communication update as standing agenda item**

### **CPD compliance procedures**

8. The group received the paper about CPD compliance procedures.
9. The RCVS CPD recording platform 1CPD becomes mandatory in 2022 and in order to enforce the CPD requirement it is essential that most members use 1CPD. There might be a small minority of the professions that have a valid reason for not using it and they will then be asked to fill in an exemption form for the referral group to review. Anyone who is exempted from using 1CPD will have to upload their records into My Account or send it to RCVS by 15 January each year.
10. Once the group have received a few applications, further comms can be created around what type of reasons for exemption are being received and the group's view on the most common issues so that we don't receive a large amount of applications regarding similar exemption reasons.
11. There have also been requests from corporations, CPD providers and Royal colleges to allow access to 1CPD so that their members/employees can record their CPD using their system and import it into 1CPD. The group discussed the benefits of members not having to duplicate their records but felt that with the significant resources needed to build the functionality and maintain it, it was not an option they wanted to explore at the moment but may review again once 1CPD is compulsory in 2022.
12. Members can still export record either by pdf or excel from 1CPD and it is important that RCVS keep making it as easy as possible for members to use it when applying for advanced practitioner/ specialist status or as part of the PSS process.
13. At the last meeting, the group discussed introducing a questionnaire to find out more information and to support any members who are non-compliant. After reviewing how the information would be used, the group agreed that they could get the relevant information from the CPD declaration that is part of the annual renewal. Any member that declare that they are non-compliant will be

presented with a drop down menu populated with reasons for non-compliance such as parental leave, illness etc but also an option to pick 'other' with an open text box for to submit further information. Suggested categories will be circulated to the group by email.

**Action: JST to email group with suggested non-compliance options.**

14. In accordance with the non-compliance procedures, once a case is referred to group, they can either monitor it or refer it the Professional Conduct Department. In some cases, the member might need additional support creating a development plan or identify learning opportunities so the group agreed that for those circumstances the group will also be able appoint a CPD coach to support the member and help them reach the requirement..
15. The process for recruiting CPD coaches will be reviewed but it was suggested that we could use members of professions that already training in supporting colleagues such as clinical coaches or the VetGDP advisors.

### **Terms of References**

16. The group suggested a few amended to the terms of references including narrowing the description for engaging with CPD and felt we could have minimum of three meetings a year to be held virtually except in any exceptional circumstances when a face to face meeting would be more beneficial.
17. The group suggested that it would be useful to expand the group to include two veterinary surgeons, two veterinary nurses and two lay members, so six members in total with a quorum of 50%. Changes to the Terms of references will be amended and send to members for final approval.

**Action: JST to send amended ToR to group with the minutes of the meeting.**

18. In line with the changes to the Terms of references it was suggested to change the name to 'CPD Compliance Panel' to clearly reflect the purpose of the group.
19. The group also discussed the overlap between CPD Referral Group and the CPD Policy Working Party and suggested to try to coordinate some meetings on the same day so that they could discuss 1CPD and communication plan together and then by next year explore if the two groups could be merged into one.

**Action: The Education Department to review the workload for the CPD Referral Group and the CPD Policy Working Party and explore how they could collaborate.**

### **Next steps**

20. The recommendations made by the group will be discussed at VN Council and RCVS Education Committee in May.

### **Any other business**

21. There was no other business

## Next Meeting

22. The next meeting is planned for the 9 October 2020 at 12.30

Jenny Soreskog-Turp

August 2020

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

## **CPD Compliance Panel**

### **Terms of Reference and meeting frequency**

1. The Group is responsible for the RCVS CPD non-compliance policy and procedures, overall engagement with CPD and 1CPD and to make decisions on whether or not to refer individual cases of non-compliance or non-response to the Professional Conduct Department. The group will:
  - a. Develop and keep under review the RCVS CPD non-compliance policy and procedures
  - b. Oversee any applications from veterinary surgeons or veterinary nurses to pause CPD.
  - c. Monitor and agree actions for CPD non-compliance cases
  - d. Decide when cases of CPD non-compliance should be referred to the Professional Conduct Department.
  - e. Monitor and review ways to improve engagement with CPD and the RCVS recording portal 1CPD.
2. The Group will report to Education Committee and Veterinary Nursing Council.
3. The Group will meet at least three times a year. Meeting will be held virtually except for any exceptional circumstances when face to face meetings will be more beneficial.

### **Membership**

4. The group will consist of two veterinary nurses and one lay member nominated by the Veterinary Nurses Council and two veterinary surgeons and one lay member nominated by Education Committee. The panel has six members in total with a with a quorum of 50%.
5. Membership of the group as of the 27 August 2020:
  - Linda Ford (Chair)
  - Sue Paterson
  - Alison Carr
  - Elizabeth Cox

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 September 2020
Title	Report on registration of VNs educated outside the UK
Summary	This paper summarises the applications for registration from nurses trained outside the UK. It covers the period between 1 April 2019 and 31 March 2020.
Decisions required	None
Attachments	Annex A – Registration process for VNs educated outside the UK
Authors	Victoria Hedges Examinations Manager <a href="mailto:v.hedges@rcvs.org.uk">v.hedges@rcvs.org.uk</a> / 020 7202 0782  Michad Wildman VN Pre-Registration Assessment Officer <a href="mailto:m.wildman@rcvs.org.uk">m.wildman@rcvs.org.uk</a> / 020 7202 0715

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

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## Registration for holders of qualifications achieved outside the UK (2019/2020)

### Background

1. RCVS considers applications from nurses educated outside the UK. Annex A provides an overview of the process followed to determine the suitability of applicant to join the register.
2. This paper provides details of the outcome of applications received between 1 April 2019 and 31 March 2020 from individuals intending to enter the register of veterinary nurses in the UK.

### Outcome of applications received between 1 April 2019 and 31 March 2020

3. The tables below show the data for complete applications received. A completed application is one where all information including payment is received within the reporting period. The figures in brackets relate to the previous reporting period (1 April 2018 and 31 March 2019) and have been provide for comparison.

**Table 1**

#### Applications for entry onto the register by nurses trained outside the UK

Applicants qualification origin	Total Applications	Accepted	Adaptation	Rejected	Registered
EU	41 (42)	30 (28)	9 (14)	2 (2)	37 (44)
Non-EU	34 (45)	N/A	33 (42)	1 (3)	25 (29)
Total	75 (87)	30 (28)	42 (56)	3 (5)	62 (73)

**Table 2****Applications for entry onto the register by nurses trained within the EU/EEA**

Applicants qualification origin	Total Applications	Accepted	Adaptation	Rejected	Registered
Belgium	2 (0)	2 (0)	0 (0)	0 (0)	1 (2)
Denmark	2 (0)	2 (0)	0 (0)	0 (0)	2 (2)
Finland	0 (1)	0 (0)	0 (1)	0 (0)	0 (1)
Germany	2 (1)	0 (0)	2 (1)	0 (0)	0 (0)
Italy	7 (4)	6 (3)	0 (0)	1 (1)	5 (3)
Lithuania	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)
Netherlands	0 (3)	0 (1)	0 (2)	0 (0)	0 (3)
Poland	2 (2)	0 (0)	1 (1)	1 (1)	0 (2)
Portugal	7 (12)	5 (7)	2 (8)	0 (0)	14 (11)
Republic of Ireland	18 (18)	15 (17)	3 (0)	0 (0)	15 (21)
Romania	1 (1)	0 (0)	1 (1)	0 (0)	0 (0)

**Table 3****Applications for entry onto the register by nurses trained outside the EU/EEA**

Applicants qualification origin	Total Applications	Accepted	Adaptation	Rejected	Registered
Australia	17 (23)	N/A	17 (20)	0 (3)	14 (18)
Canada	2 (3)	N/A	2 (3)	0 (0)	2 (1)
Hong Kong	2 (0)	N/A	2 (0)	0 (0)	0 (0)
New Zealand	7 (8)	N/A	7 (8)	0 (0)	5 (6)
Serbia	1 (0)	N/A	(0)	1 (0)	0 (0)
South Africa	5 (5)	N/A	5 (5)	0 (0)	1 (2)
USA	0 (6)	N/A	0 (6)	0 (0)	3 (2)

**Key:**

**Accepted** Application accepted without further assessment requirement. This is only applicable for individuals educated within 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.

4. We received 75 completed applications for the reporting period. This is a decrease on the previous year. Applications from veterinary nurses educated in the EU/EEA are stable. On the other hand, there has been a decrease in applications from Non-EU educated nurses, mainly from nurses educated in Australia.
5. As of 31 March 2020 there were 22 partially completed applications. Reasons for non-completion relate to lack of / or incorrect affidavits, no payment and insufficient evidence about the content of the qualification. Many of these omissions are likely to be caused by changes in the applicants circumstance due to the Covid 19 Pandemic. Where applications are incomplete, we communicate with the applicant and support them to obtain the required information.
6. The number of applicants entering the register has decreased from 73 to 62.
7. As of 31 March 2020 473 nurses educated outside the UK are active on the register. This equates to 2.6% of all RVNs on that date.
8. All applicants are given the option to declare their first language and confirm any English qualifications they have. 50% of applicants trained in the EU declared English as their first language. 82% of applicants trained outside the EU declared that English was their first language.
9. Seven applicants provided information about employment/internships they had previously completed in the UK without first obtaining a temporary student enrolment. These applicants included details of procedures which they were not legally permitted to undertake. They were therefore required to complete an assignment covering the role of the veterinary team and UK legislation before entering the register. Where this occurs, the employer is reminded of the legislation around delegation to people who are neither students nor registered veterinary nurses. Many of these were completing their qualifications in the Republic of Ireland.
10. Three 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.

- The content of the qualification and experience was insufficient to allow the applicant to be considered for entry on to the register.

## **Registration process for VNs educated outside the UK**

### **Background**

1. VN Council and VN Education Committee have both agreed on the criteria by which veterinary nurses educated 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 veterinary nurse educated in the EU, RCVS 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 the qualification leads the holder to work as a veterinary nurse in the country of issue.
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 considered by the VN Equivalency Officer. 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 delivered 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 Period of Supervised Adaptation 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.

## **Exiting the European Union**

14. The UK is currently in the transition period of exiting the EU. During this time, the EU directive 2013/55/EU legislation is still effective. VNC has previously agreed a paper proposing that if permitted after the transition period all applicants (with the exception of holders of ACOVENE accredited qualifications) will be required to pass the Pre-registration examination prior to registration.

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 September 2020
Title	Overseas registration application change
Summary	This paper proposes a change to the list of qualifications accepted without the need for scrutiny of the course content by the Equivalency Officer.
Decisions required	VNC is invited to consider the proposal that holders of the degree in veterinary nursing awarded by the Castelo Branco University of Applied Sciences in Portugal be exempt from submitting details of their course content when applying to register in the UK.
Attachments	None
Authors	<p>Victoria Hedges Examinations Manager <a href="mailto:v.hedges@rcvs.org.uk">v.hedges@rcvs.org.uk</a> / 020 7202 0782</p> <p>Michad Wildman VN Pre-Registration Assessment Officer <a href="mailto:m.wildman@rcvs.org.uk">m.wildman@rcvs.org.uk</a> / 020 7202 0715</p>

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

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

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## Overseas registration application change

### Background

1. Holders of veterinary nursing qualifications awarded outside the UK are required to provide evidence of the content of their qualification in the form of a syllabus as part of the process to apply to register in the UK.
2. The syllabus is mapped to the RCVS Day One Skills and RCVS Day One Competences for veterinary nurses by the applicant. This is considered by the Equivalency Officer when making their decision about the outcome of the application.
3. Where a number of applications are received from individuals who achieved their qualification in a particular awarding organisation and the outcome is either that the applicant can proceed to the VN Pre-registration Examination (non-EU applicants) or direct to the register (EU applicants), then VNC are asked to consider that this outcome be applied future applications with the Equivalency Officer scrutiny.
4. Currently the following are on the list of qualifications exempt from Equivalency Officer scrutiny.

#### **Australia**

- (i) Certificate IV in Veterinary Nursing (ACM40412, ACM4010, RUV40404)
- (ii) BSc Science with extended Major in Veterinary Technology – University of Queensland

**Canada:** CVMA-accredited college qualifications

**Hong Kong:** BSc (Hons) in veterinary nursing - Hong Kong Polytechnic University before 2014

#### **New Zealand:**

- (i) National Diploma in Veterinary Nursing NCF ref 0222
- (ii) Bachelor of Veterinary Technology – Massey University

**South Africa:** Diploma in Veterinary Nursing

**United States of America:** AVMA-accredited college qualifications

### Discussion

5. During the last three years we have received seven applications from veterinary nurses who have achieved a degree in veterinary nursing from the Castelo Branco University of Applied Sciences. The equivalency officer has agreed that all applications have met the required

standard and the applicants have been permitted to proceed to the register without further assessment.

6. VNC are asked to consider exempting applicants who achieve this qualification from the requirement to provide a copy of the course content / syllabus mapped to the RCVS Day One Skills and RCVS Day One Competences, and permit them to proceed directly to the register.
7. These applicants will continue to be required to provide evidence of their qualification and experience. Applications will continue to undergo scrutiny by the Examinations Manager.
8. If the proposed change is accepted, the qualification content will be reviewed if the RCVS become aware that the course content to be resubmitted.

## **Decision**

9. VNC are invited to discuss the proposed change to add the Degree in Veterinary Nursing awarded by Castelo Branco University of Applied Sciences to the list of qualifications accepted without submission of a syllabus.

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 September 2020
Title	Report on temporary student enrolment
Summary	This paper summarises the applications for temporary student enrolment completed between 1 April 2019 and 31 March 2020.
Decisions required	None
Attachments	None
Authors	<p>Victoria Hedges Examinations Manager <a href="mailto:v.hedges@rcvs.org.uk">v.hedges@rcvs.org.uk</a> / 020 7202 0782</p> <p>Michad Wildman VN Pre-Registration Assessment Officer <a href="mailto:m.wildman@rcvs.org.uk">m.wildman@rcvs.org.uk</a> / 020 7202 0715</p>

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## **Report on temporary student enrolments**

### **Background**

1. Student veterinary nurses studying outside the UK may apply for temporary student enrolment to allow them to complete a short period of work experience in the UK.
2. Applications are either made on behalf of large groups of students travelling as part of an organised exchange programme or individuals travelling on their own.
3. The length of temporary student enrolment is normally for a maximum period of 3 months. Only one period of temporary enrolment is permitted. The majority of the student's required practical experience must be completed outside the UK.
4. The application must be supported by the student's school / college and the training practice that they will be attending.
5. This paper provides details of the outcome of applications for temporary student enrolment commenced between 1 April 2019 and 31 March 2020.

### **Temporary enrolment between 1 April 2019 and 31 March 2020**

6. Table 1 shows details of application for temporary student enrolment for the reporting period. The figures in brackets relate to the previous reporting period (1 April 2018 and 31 March 2019) and have been provide for comparison.
7. The number of applicants from Republic of Ireland has increased. This is due to RCVS increasing awareness amongst the educators in the ROI that students may not work in a UK practice unless they are temporarily enrolled as student veterinary nurse.

**Table 1****Applications for temporary enrolments**

Applicants qualification origin	Number of Applications
Belgium	1 (0)
Netherlands	7 (15)
Portugal	3 (1)
Republic of Ireland	17 (7)
Total	28 (23)

<b>Summary</b>	
Meeting	Veterinary Nurses Council
Date	9 September 2020
Title	RVN Preliminary Investigation Committee Chair's Annual Report to VN Council
Summary	This report sets out the work of the Registered Veterinary Nurse (RVN) Preliminary Investigation Committee (PIC)
Decisions required	None
Attachments	None
Authors	<p>Sandra Neary Professional Conduct Officer <a href="mailto:s.neary@rcvs.org.uk">s.neary@rcvs.org.uk</a> / 020 7202 0730</p> <p>Gemma Crossley Head of Professional Conduct <a href="mailto:g.crossley@rcvs.org.uk">g.crossley@rcvs.org.uk</a> / 020 7202 0740</p>

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
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# Registered Veterinary Nurses Preliminary Investigation Committee

## Chair's Annual Report to VN Council

### Introduction

1. Since the last Report to Veterinary Nurses Council, there have been two meetings of the RVN Preliminary Investigation Committee, which took place on 19 May and 30 June 2020. The next meeting is scheduled to take place on 1 September 2020.

### RVN Concerns received / registered

2. Between 23 April 2020 and 4 August 2020 there were five new concerns received against RVNs. Of these five new concerns:
  - All are currently under investigation by the Case Examiner Group (a veterinary nurse and lay member on RVN PIC and a Case Manager);

### RVN Preliminary Investigation Committee

3. There has been one new concern considered by the RVN PIC between 23 April 2020 and 4 August 2020. The case was referred to external solicitors for formal statements.

### Ongoing Investigations

4. Four concerns are currently under investigation, including the one referred to above and these will be returned to the RVN PIC for a decision in due course. At the meeting on 30 June 2020, the Committee closed a case which had been held open for 12 months to monitor the RVN's CPD.

### Health Concerns

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

### Performance Concerns

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

### Referral to Disciplinary Committee

7. One case is currently awaiting listing. The case was listed for a Disciplinary hearing but was postponed due to the outbreak of the Coronavirus (COVID-19) pandemic.

### Professional Conduct Department

8. The table below shows the number, categories, stages and outcomes of the 23 total number of concerns received against RVNs in the last year (between 5 August 2019 and 4 August 2020).

**RVN concerns registered between 5 August 2019 and 4 August 2020**

Category	Number of Concerns	Currently under consideration by the Case Examiner Group (CEG)	Closed by the CEG	Referred to RVN PIC
2 – Veterinary Care	15	6	9	
3 – 24 hour emergency first aid and pain relief	1			1
4 – Veterinary Medicines	2	2		
19 – Treatment of animals by unqualified persons	1	1		
20 – Whistle-blowing	1		1	
23 – Advertising and Publicity	1		1	
27 – Miscellaneous	2	1		1
<b>Totals</b>	<b>23</b>	<b>10</b>	<b>11</b>	<b>2</b>

### Year overview

9. As a Committee the RVN PIC continues to work well and has adjusted to holding virtual meetings during the Coronavirus (COVID-19) pandemic.

There have been no DC hearings involving RVNs in the past twelve months.

RVN PIC members participated in a day of training in November 2019, alongside members of PIC, veterinary investigators and staff. The training was led by solicitors from Bates Wells LLP, the College's legal representatives in disciplinary cases. Among the topics covered were "public interest" and how it affects the PIC's consideration of cases and relevant recent case law. Further training that had been scheduled for May 2020 had to be postponed and will be held later in the year once arrangements can be made.

I would like to take this opportunity to express my thanks to the RVN Preliminary Investigation Committee. I am grateful to the Committee for the work they do and for their positive and supporting comments.