

Veterinary Nurses Council

Wednesday 15 September 2021 at 10.00am to be held remotely by Microsoft Teams

Agenda		Classification¹	Rationale²
1.	Welcome to new member	Oral report Unclassified	n/a
2.	Apologies for absence	Oral report Unclassified	n/a
3.	Declarations of interest	Oral report Unclassified	n/a
4.	Obituaries	Oral report Unclassified	n/a
5.	Minutes of meeting held on 12 May 2021		
	i. Unclassified minutes	Unclassified	n/a
	ii. Classified appendix	Confidential	1,2,3,4
6.	Matters arising	Oral report	n/a
7.	CEO update	Unclassified	n/a
Matters for decision by VN Council and reports from Committees (unclassified items)			
8.	VN Education Committee		
	8.01 Minutes of meeting held on 25 June 2021	Unclassified	n/a
	8.02 Minutes of meeting held on 4 August 2021	Unclassified	n/a
9.	E-Certificate for newly registered Veterinary Nurses	Unclassified	n/a
10.	Continuing Professional Development (CPD)		
	10.01 Update from CPD Compliance Panel	Unclassified	
	10.02 Update from CPD Policy Working Party	Unclassified	

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| 11. | Reports from RCVS Committees | | |
| | 11.01 VN Preliminary Investigation Committee | Unclassified | n/a |
| | 11.02 Standards Committee | Oral report
Unclassified | n/a |
| 12. | Policy and Public Affairs update | Oral report
Unclassified | n/a |
| 13. | Communications report | Oral report
Unclassified | n/a |
| 14. | Any other business (unclassified) | Unclassified | |
| 15. | Date of next meeting
Wednesday 17 November 2021 at 10.30am | | |

Confidential and private items (closed session)

- | | | | |
|-----|--|---------------------|------------|
| 16. | CPD Compliance Panel | Confidential | 1 |
| 17. | Draft budget for 2022 | Confidential | 1,4 |
| 18. | VN Education Committee confidential items | | |
| | 18.01 Confidential items from meeting of 25 June 2021 | Confidential | 2,3 |
| | 18.02 Confidential items from meeting of 4 August 2021 | Confidential | 2,3 |
| 19. | Risk Register | Oral report | |
| 20. | Items for RCVS Committees | Oral report | |
| 21. | Any other business (confidential items) | Oral report | |

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¹Classifications explained

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

²Classification rationales

Confidential	<ol style="list-style-type: none">1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others2. To maintain the confidence of another organisation3. To protect commercially sensitive information4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS
Private	<ol style="list-style-type: none">5. To protect information which may contain personal data, special category data, and/or criminal offence data, as listed under the General Data Protection Regulation

Summary	
Meeting	Veterinary Nurses Council
Date	15 September 2021
Title	Minutes of meeting of Veterinary Nurses Council (VNC) held on 12 May 2021
Summary	Minutes of meeting of Veterinary Nurses Council (VNC) held on 12 May 2021
Decisions required	None
Attachments	Classified appendix
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	n/a
Classified appendix	Confidential	2,3,4

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Veterinary Nurses Council

Minutes of the meeting held remotely via Microsoft Teams on Wednesday 12 May 2021

Members:	Mrs Belinda Andrews-Jones	-	Vice-Chair
	Miss Alison Carr		
	Ms Elizabeth Cox		
	Miss Jane Davidson		
	Mr Dominic Dyer		
	Dr Joanna Dyer		
	Ms Sarah Fox		
	Mrs Susan Howarth		
	Dr Andrea Jeffery		
	* Mrs Katherine Kissick		
	Mr Matthew Rendle	-	Chair
	Dr Katherine Richards		
	Ms Stephanie Richardson		
	Mrs Claire Roberts		
	*absent		
In attendance:	Mrs Annette Amato	-	Committee Secretary
	Mr Luke Bishop	-	Media and Publications Manager
	Mrs Julie Dugmore	-	Director of Veterinary Nursing
	Ms Eleanor Ferguson	-	Registrar
	Miss Shirley Gibbins	-	Qualifications Manager
	Mrs Victoria Hedges	-	Examinations Manager
	Ms Lizzie Lockett	-	Chief Executive
	Mr Ben Myring	-	Policy and Public Affairs Manager
Guests:	Clara Ashcroft	-	Vision Media
	Racheal Buzzel	-	VN Times
	Dr Susan Macaldowie	-	Vice-Chair, Registered Veterinary Nurse Preliminary Investigation Committee

Apologies for absence

1. Apologies for absence were received from Katherine Kissick.

Declarations of interest

2. A new declaration of interest was made by Andrea Jeffery, who had been appointed as External Examiner for the Royal Veterinary College's Post-registration Certificate in Veterinary Nursing.

Obituaries

3. Council noted the written obituary received for Susan Flagg RVN which had been circulated with the agenda. Council was encouraged to have a moment of reflection after the meeting, for all members of the professions who had passed since the last meeting, and for the on-going difficulties resulting from the current pandemic.

Minutes of the meeting held on 10 February 2021

4. The Minutes of the meeting held on 10 February 2021 were accepted as a correct record.

Matters arising

5. It was noted that the Terms of Reference for the new CPD group would be provided at the next meeting of Council.
6. Andrea Jeffery reported that a meeting would take place in June or July with the Chair and the Director of Veterinary Nursing to look at using the data from her research on the surveys of the veterinary nursing profession.

CEO update

7. The CEO presented an oral update on a number of operational matters.
8. The College headquarters at Belgravia House would be re-opened from the week beginning 7 June, initially for three days a week and for a minimum of five maximum of 25 staff members a day.
9. A paper had been submitted to RCVS Council at its last meeting outlining all the decisions which had been made over the past year by the Covid Taskforce, and recommending that these should now revert to the relevant parent committees for decisions on temporary or permanent changes to be taken as necessary.
10. Belgravia House had now been sold and the College was leasing this back while new premises were being sought. A reassessment of the needs and the type of spaces required had been carried out as a result of the pandemic. The policy on working from home was currently being reviewed taking account of responses to the most recent staff survey. A proposal would be put to RCVS Council in June on the future arrangements for meetings, and it would be useful to have the views of VN Council on the balance between remote and in person meetings, bearing in mind the need for flexibility and inclusivity, and considering the overall carbon footprint.

11. The College was working on items related to the review of Council Culture including the development of a new induction process. There would be a session at June RCVS Council with an independent facilitator covering how Council worked, and VN Council may wish to consider a similar session in the future. Going forward there would be a review of the Code of Conduct for Council members, and consideration of the introduction of appraisals for committee members. The Chair added that he and the Vice-Chair would participate in the review, as members of RCVS Council.
12. The College was looking to conduct a survey during June of vets and veterinary nurses to assist in understanding the impact of the Covid pandemic on them as individuals, to gather data and for use in future planning. A suggestion was made that the survey might cover the impact of Covid on role changes in practice and how this may have affected veterinary nurses' views of the future.
13. Initial comments from members regarding the future arrangements for meetings were that a balance of online and in-person meetings would be ideal. It was appreciated that online meetings are well run and cost-effective, although remote day-long meetings could be difficult. Meetings in person were particularly important to allow new members to meet and integrate with the group.
14. Comments were made on the large number of candidates coming forward for the second VN Council election, following the lack of applicants by the initial deadline. There was speculation as to the reasons for the difference, including the communications and messaging, although it was difficult to find a specific explanation. It was commented that the introduction of a dedicated email address for the Chair had been helpful.

VN Education Committee (VNEC)

15. Susan Howarth, Chair of the VNEC, presented the report of the meeting held on 13 April 2021, and highlighted the following points:
16. There had been considerable quality monitoring activity and action plan monitoring for both licence to practise and post-registration qualifications.
17. The Committee had agreed an accreditation extension of one year to the University of Bristol. The re-accreditation of this programme would now be due in the academic year 2021/22.
18. The Committee had agreed to review the criteria for external examiners for both the licence to practise and the post-registration qualifications at its next meeting. Separate lists were now provided for the external examiners in these two areas.

Report on registrations and enrolments from overseas

19. **Annual update report.** The Examinations Manager presented the annual report summarising the applications for registration from nurses educated outside the UK, covering the period between 1 April 2020 and 31 March 2021. During the year, there had been a change to the way in which applications were processed, following the exit of the UK from the EU. As of 1 January 2021, the

- RCVS now had powers to reject applications from veterinary nurses educated in the EU where it was considered that there were large gaps between the RCVS Day One Skills and Day One Competences, and the qualification achieved by the applicant. All other EU applicants would now be required to sit the pre-registration examination, with the exception of those holding an ACOVENE (Accreditation Committee for Veterinary Nurse Education) accredited qualification, who would continue to have direct access to the Register.
20. The number of applications received during the year covered by the report had been lower than in the previous year. The reporting period started at the beginning of the first Covid 19 Lockdown, which had probably contributed to the reduction in applications. However, there had been an increase in applications from nurses educated in the Republic of Ireland, South Africa and the USA.
 21. The web page providing information for applicants had been completely revised to provide a better signposting of relevant information, and a webinar had been recorded which would form part of the Introductions to the UK Veterinary Professions course being run by the RCVS and the Veterinary Defence Society (VDS). The Examinations Manager would also be attending the live question and answer sessions being held alongside the course throughout the year.
 22. This year it was hoped to streamline the application process to enable applicants to upload documents electronically through the My Account area of the website at an earlier stage of their application.
 23. In response to a query, it was confirmed that overseas-educated veterinary nurses accepted on to the Veterinary Council of Ireland (VCI) Register with a qualification not accredited by the VCI were not able to bypass the full RCVS application process if wishing to register and work in the UK.
 24. It was confirmed that the question of assessment of English Language skills for applicants would be brought back to VN Council for consideration in the next year or so, when the new system being used for veterinary applicants had settled in. It was noted that the majority of applicants were from English speaking countries, and the pre-registration examination was conducted in English. All applicants were met individually and had a conversation with the Examinations Manager. There was also the opportunity for examiners to flag any concerns during the examination, which could be discussed with the Registrar if necessary before admission to the Register was permitted.
 25. With regard to the future, it was noted that there had been a record number of entrants to the pre-registration examination to be held in June. It was anticipated that there was likely be a drop in the number of EU applicants due to the new regulations.
 26. **Report on temporary student enrolments.** Council noted a paper setting out information on the number of temporary enrolments from student nurses educated outside the UK, working or on placement for a short period in the UK as part of their training, for a maximum of twelve weeks. The numbers applying during the current year had been affected by the pandemic and were lower than in previous years.

Reports from RCVS Committees

Registered Veterinary Nurse Preliminary Investigation Committee (RVN PIC)

27. The Chair welcomed Vice-Chair of the VN PIC, Dr Susan Macaldowie, who presented the annual report of the Committee, which had been circulated with the agenda. This showed a yearly tally of the number of concerns raised against RVNs, and it was noted that there was a steady and relatively low caseload of concerns.
28. It was commented that it was encouraging to note the low number of concerns raised. In response to a query about whether there was a particular theme arising from the concerns, which VN educators may be able to address, it seemed that there were no specific themes. In joint training days for the RVN PIC with the veterinary PIC, discussions took place as to how information could be put out to help vets and nurses to avoid the pitfalls and the causes of concerns.
29. The Registrar pointed out that, overall, the number of concerns raised against RVNs was very low. The cases that were submitted to the PIC (eight new cases in the previous year) tended to be more related to dishonesty and serious convictions than to animal care issues.

RVN Disciplinary Committee

30. The report of two disciplinary hearings that had taken place since the previous meeting of Council was noted.

Standards Committee

31. Claire Roberts provided a brief update on unclassified items from the Standards Committee meeting held on 8 May.
32. Locked storage of all Schedule 3 Controlled Drugs would be included in future as a Practice Standards Scheme (PSS) Core Standards requirement.
33. In November 2019 and February 2020, Standards Committee had agreed changes to PSS standards for the small animal module at core level, relating to additional staff members being present at some surgical procedures. It had now been agreed a second suitably-trained person other than the surgeon must be in attendance for the specific purpose of monitoring the patient and maintaining anaesthesia, except in emergency or during very short procedures, with evidence being provided that the individual assisting had received suitable training.
34. Council welcomed the introduction of this change, as a first step to introducing a requirement in the future for the additional member to be an RVN.

Policy and Public Affairs update

35. The Policy and Public Affairs Manager provided a brief update.

36. The Legislation Working Party consultation, which had closed on 23 April, had received 1,330 responses of which 25% (335) were from veterinary nurses. The analysis was currently being carried out and would be reported to RCVS Council in June. Positive comments were made by Council members on the layout of the survey, which had been very workable and user-friendly. Some concern was expressed at the level of engagement from the profession. It was commented, however, that the responses from major employer groups and organisations would be likely to have included the collective views of a larger number of individuals.
37. The Environment and Sustainability Working Party was looking at both internal and external policy in this area, including accreditation schemes.
38. The Vet Tech Working Party continued to work on the scope of the role and the legislative underpinning, as well as the encouragement of the formation of an association to support the identity of that role.

Communications report

39. The Media and Publications Manager provided an overview of recent activities in the Comms Department.
40. The VN Futures website had recently been updated, working with the VN Futures Coordinator. New content included blogs and careers case studies, including a suite of case studies from veterinary nurses from overseas who had joined the Register. The *VN Futures Newsletter* was in the final stages of preparation and would be sent out very shortly.
41. Preparation was taking place for the Veterinary Nurses evening on 27 May.
42. A number of VN careers leaflets for school age children in different age groups were being prepared with the Veterinary Nursing Department.
43. The RCVS would have an online stand at the forthcoming Society of Practising Veterinary Surgeons/Veterinary Management Group (SPVS/VMG) Congress, with information on VN project work being available on the stand.
44. It was confirmed that the communications output for the VN Council elections had been greater than in previous years, both before the original deadline and during the election period.

VN Council membership

44. It was noted that Donna Lewis had been elected for a three-year term with effect from the AGM in July, following the extended election deadline. Alison Carr, Kathy Kissick and Belinda Andrews-Jones had each been re-appointed for a further three-year term.
42. The Chair made a speech of thanks to Andrea Jeffery, this being her last VN Council meeting, saying that Andrea had been a real rock for VN Council, attending its first meeting in 2002 as an elected member and serving for 19 years in total.

43. Andrea had been the first veterinary nurse to Chair VN Council, from 2005 to 2009, and, during her tenure, she had personally welcomed many new veterinary nurses to the profession as well as launching the first formal Register of Veterinary Nurses, a huge step for the recognition of the profession.
44. Andrea had also served on a number of different education subcommittees as well as the latest Veterinary Nurse Education Committee, which she chaired for many years. In addition to this she had also represented VN Council on the RCVS Advisory Committee (now Standards Committee) and on the Practice Standards Group. As a member of the Advisory Committee, she led the working group that developed the *Code of Professional Conduct for Veterinary Nurses*, the standards to which all veterinary nurses now worked, as members of a fully-recognised and regulated profession.
45. Andrea had always had a passion for and focus on veterinary nursing education and training and she was instrumental in developing the new accreditation standards for veterinary nurse educators, with their greater focus on flexibility, innovation and student empowerment.
46. Council joined the Chair in applauding and thanking Andrea for all she had done over the past 19 years on VN Council and her invaluable contribution to the profession.
47. In responding, Andrea urged Council members to always challenge and to question in a positive way, to achieve its goals.

Any other business (unclassified)

48. The was no other business raised.

Date of next meeting

49. Wednesday, 15 September 2021 at 10.30am.

Summary	
Meeting	RCVS Council Veterinary Nurses Council
Date	9 September 2021 15 September 2021
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 l.lockett@rcvs.org.uk

Classifications		
Document	Classification	Rationales
Paper	Unclassified	n/a

Background

1. The RCVS Strategic Plan 2020-2024 was approved at the RCVS Council meeting in January 2020 and came into immediate effect. The full report, including all of the narrative, together with case studies from the previous plan's successes, can be found here:
<https://www.rcvs.org.uk/news-and-views/publications/rcvs-strategic-plan-2020-2024/>
2. For each action, progress to date, responsibilities and next steps have been identified in the following table. It is to be noted that this is a five-year plan, so in some areas activity remains to be started. At its meeting in July 2020, the Officer Team felt it appropriate that an update be given to Council three times a year – in September, January and June – but information about a specific action can be made available to any Council member on request in between times.
3. Outside of those changes noted in the Strategic Plan table to follow, the following items are for note since the June Council meeting:
 - a. Hosted our AGM as a virtual event, welcoming new members of RCVS and VN Councils, thanking retiring members, and introducing the new Officer team
 - b. Awarding the Mind Matters Initiative Sarah Brown research grant to a team aiming to identify and address workplace stressors for vets with autism
 - c. Launching a survey into mental health issues among VN students, and a series of webinars for the whole veterinary team
 - d. Announcing a series of innovation workshops under our ViVet project
 - e. Opening a consultation on the RCVS undergraduate veterinary degree assessment standards and methodology
 - f. Publishing updated standards for how VNs are educated and trained
 - g. Carrying out a survey on the impact of Covid on vets and VNs
 - h. Launching a series of events to celebrate the VN Diamond Jubilee
 - i. Launching the VetGDP
 - j. Welcoming 38 new Fellows to the RCVS Fellowship
 - k. Issuing a joint statement, with the British Veterinary Association and the British Veterinary Nursing Association, to encourage government to put Afghan veterinarians and veterinary paraprofessionals associated with UK-affiliated charities on the emergency evacuation list
4. Meetings of the Covid Taskforce have been less frequent since the June Council meeting, and decisions are now moving back to the parent committees, as agreed by Council. The only decision made since the last meeting of Council has been with regards to extra-mural studies.

A: Clarity

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

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Continue, via the work of the Veterinary Legislation Working Party (LWP) and other groups, to review the regulatory landscape to ensure we develop world-leading, robust standards and approaches that are grounded in evidence and risk-based, in order to safeguard animal health and welfare, and public health, and maintain trust in the veterinary professions.	LWP/ Council	<ul style="list-style-type: none"> LWP reported to Council in June 2020; Council agreed to consult on proposals, consultation opened 5 November 2020 and closed on 23 April 2021 A review of the published evidence on effective accreditation methodology has been carried out, and shared with the working party and committees to inform the development of the new approach (available on request) A new set of veterinary education accreditation standards has been agreed, which accommodate different models of curricula and delivery and enable flexibility whilst driving quality improvement. A new accreditation methodology has been agreed, which is more outcomes-focused and adopts a risk-based approach 	<ul style="list-style-type: none"> Responses to consultation were considered by Council at its 10 June 2021 meeting and recommendations will go to Defra w/c 30 August Following introduction of new VN accreditation standards in January 2020, we carried out a small-scale review to ensure they were outcomes-focused and to remove any duplication. Completed and approved by VNC 10 February. Updated Standards Framework available on the website. New veterinary education accreditation standards, methodology and rubric went to Council on 10 June 21 and were approved for wider consultation – went live 16/7 and closes 2/9, to be considered by EC in Sept. Day-One Competences and skills for veterinary nursing (to include the professional behaviours) being reviewed, with the consultation planned for autumn and a view to going to VNC in February 2022.
2. Ensure that we are addressing what matters to our stakeholders and that we horizon-scan for issues that are beyond the scope of our immediate view. For example, regulation of new technologies, regulation of practices, review of our concerns and disciplinary process, and	APC/ LWP/ PICDCL EC?	<ul style="list-style-type: none"> Ongoing work with ViVet, including events around creativity and reflecting on the impact of Covid-19 and the professions' response to it Regulation of practices falls part of A1 above Review of concerns/disciplinary processes consultation alongside LWP – see A1 above 	<ul style="list-style-type: none"> A stakeholder event on workforce issues with sessions run by ViVet will take place in the autumn Regulation of wider vet team ongoing especially ref vet techs (working group reporting to Registration Committee)

regulation of the wider veterinary team and the environment in which they work.		<ul style="list-style-type: none"> • A lot of focus on ‘what matters to our stakeholders’ has been carried out during pandemic work • Stakeholder event took place online on 23 October 2020 to discuss current consultations and impact of Brexit • Updates to PSS published May 2021 • Review of mental health impact of concerns process has been published, alongside updated action plan, with launch of ProfCon Investigation Support – 9/6/21 	<ul style="list-style-type: none"> • Horizon-scanning process to take place for Vet Futures #2 and VN Futures #2– inc impact of Covid-19 • Under care review ongoing, with practitioner survey now completed and data gathering with SavsNet approved – all data to come to Standards in due course • Increasing challenges with the availability and implementation of EMS requirements in future recognised, and planning underway for an initial stakeholder event to look at the longer term solutions
Action (numbering as per full plan)	Who?	Status	Next step/due date
3. Review whether we can take a more proactive role around breaches of the Veterinary Surgeons Act involving unqualified individuals, or courses that purport to lead to registration but do not, both through education to end-users of veterinary services, and working more actively to support those wishing to raise concerns with the relevant authorities.		<ul style="list-style-type: none"> • Some work on this had started pre-Covid and will be revisited once resources allow 	<ul style="list-style-type: none"> • Review resources post-LWP consultation decisions/Under care/out of hours (UCOOH) review
4. Work with our partners overseas to ensure that the UK remains relevant in the veterinary world post-EU exit, including sharing knowledge, marketing our standards and services, and building an engaged diaspora of members of the Royal College of Veterinary Surgeons (MsRCVS) and registered veterinary nurses (RVNs). Ensure there is a global element to all that we do, and that our international members feel engaged and included.	APC/ FVE/ Brexit T/F EC?	<ul style="list-style-type: none"> • Ongoing work via Advancement of the Professions Committee to consider global offering • Building relationships via MMI International, with first international roundtable on mental health hosted (March 2021), second planned (September 2021) and new organisations signed up to the joint statement on mental health with the American Veterinary Medical Association (AVMA) • Continuing to play a role in the International Veterinary Regulators Network and hosted a session on mental health as part of the June 2021 series of educational events • Continuing to play a role in the Global Veterinary Innovation Network, with key role in 	<ul style="list-style-type: none"> • Develop actions from o/s member research • Work ongoing to develop more permanent solution to loss of mutual recognition of professional qualifications – also engagement with government around the Professional Qualifications Bill and its likely impact • Run third EU graduates survey ref impact of Brexit (delayed til autumn due to UCOOH and Covid impact surveys – to avoid survey fatigue) • Continue to play strong role at the Federation of Veterinarians of Europe (FVE) – reschedule London GA for summer 2022 • Planning a further virtual IAWG for autumn 2021

		<p>2021 educational programme (chairing and facilitating sessions)</p> <ul style="list-style-type: none"> Presented on Mind Matters at World Small Animal Veterinary Association Congress (March) Continuing to work with International Accreditation Working Group (IAWG) to harmonise standards – have agreed protocols for virtual joint accreditations Signed up to World Veterinary Association statement on global climate crisis Protocols for joint virtual visitations agreed with IAWG members 	<ul style="list-style-type: none"> Pick up work with OIE on twinning once pandemic resolving New RCVS accreditation proposals presented to IAWG and follow up discussion around future approaches to joint visitations planned for Sept. Ongoing conversations with Defra around workforce issues
Action (numbering as per full plan)	Who?	Status	Next step/due date
<p>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.</p>	<p>APC/ Comms</p>	<ul style="list-style-type: none"> Stakeholder research published January 2020 Feedback from practices sought as part of regular Covid-19 surveys Much of our face-to-face public outreach on hold again in 2021 due to Covid Stakeholder event held in October 2020 New role established in Communications team to support student and new graduate engagement and planning work underway with Education and VN teams. New role of Head of Insight and Engagement established to support this work and also A6 below Scoping meeting held and four broad areas identified for consideration and development: 'customer' service, policy formulation and consultation, two-way communication and evaluation, reputation of and public trust in profession. Contacted other regulators, regulators, member associations, Royal Colleges, to discuss challenges and best practice in membership and stakeholder engagement. 	<ul style="list-style-type: none"> Review information and advice gained from third parties and decide on best approach to formation of engagement groups and seeking/incorporating animal owner input. Project underway to review and improve public engagement at all levels

		<ul style="list-style-type: none"> • Planning and production of content for new student-focused area of the website underway, along with review/update of <i>RCVS Guide for New Members</i> • New welcome videos produced for this year's freshers to explain role of College and help establish positive early relationships. 	
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"> • Prototype of sharing mechanism for core data ready for review • FAQ on Covid have been well received, along with those for CPD, LWP, Practice Standards and VetGDP • Paper on data-sharing went to November 2020 meeting of Finance and Resources Committee (FRC) – policy needs further refining • New role of Head of Insight and Engagement established to support this work • New Research Officer hired to support this work and a broad range of other research across the organisation • FAQ around avoiding medicines pitfalls published spring 2021 	<ul style="list-style-type: none"> • Refine and agree data-sharing policy and return to FRC September 2021 • Review data-sharing prototype and launch • Develop dashboard on key metrics – process of identifying key areas underway • Develop approach for mining concerns and complaints data for content for Academy
Action (numbering as per full plan)	Who?	Status	Next step/due date
7. Plan and implement a cycle of review and improvement for our educational standards and processes, to ensure we continue to take a leadership role with our international partners.	Ed Cttee	<ul style="list-style-type: none"> • Launched Day-One Competences 2/7/20 • VN Standards reviewed and published and CertAVN developed with four Higher Education Institutions now delivering in a diverse range of areas • Working party, Primary Qualifications Subcommittee (PQSC) and Education Committee have agreed new accreditation standards and methodology. Council approved these for professional consultation in June 2021 • Advanced Practitioner (AP) and CertAVP surveys completed. The AP Focus groups were 	<ul style="list-style-type: none"> • AP and CertAVP survey reports received by Education Committee CertAVP focus groups will take place in the autumn. • Arranging a further virtual IAWG for September 2021 • New Standards and methodology went to consultation with the wider profession in July 2021, closing 2/9. Findings to Education Cttee in September; accreditation panel training and further detailed guidance to be developed thereafter • See A1 for VN DOC/DOS details

		<p>held in June and results will be discussed by EC in September.</p> <ul style="list-style-type: none"> • Hosted virtual International Accreditors Working Group (IAWG) in June 2020. • Presented new standards and methodology to IAWG in July 2021. Initial impressions were positive. Will include in the consultation. • The VN Qualifications Team is in regular contact with HEIs and Colleges to provide support and understand Covid-related challenges and changes to provision • Education Team in regular contact with Veterinary Schools Council to mitigate impact of Covid on veterinary undergraduate education – many temporary amends made to policy to support schools and students during this time, being kept under review 	
<p>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.</p>	<p>Legal services</p>	<ul style="list-style-type: none"> • Fellowship Board has reviewed Fellowship appeals process and some changes have been made 	<ul style="list-style-type: none"> • Audit current processes; review best practice – process underway

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"> New Head of Insight and Engagement will help ensure consistency across the organisation in terms of how we communicate with members of the professions and the public All RCVS websites were compliant with key requirements of new Accessibility Regulations by September 2020 deadline Review of communications around registration renewal has taken place Good positioning of all external vacancies, providing insights into our role and key values 	<ul style="list-style-type: none"> Review data/identify training priorities Review public- and profession-facing documentation for 'Plain English' Publish regular data on meeting our KPIs Develop online version of Regional Question Times to take questions from members Tie-in with stakeholder mapping (A5, above) Review of key web content ongoing, including conversion of all PDF documents to web pages where possible, or provision PDF and web versions of key publications, eg <i>Diversity & Inclusion Strategy</i>. to ensure improved accessibility Taking forward work of DIG to review all our process to ensure they are fair and do not discriminate, eg work underway with Fellowship regarding application process
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"> Data from Survey of Professions Peakon staff engagement tool gives 'real time' view on how staff are feeling Launched e-cards to celebrate staff members who meet our values Created 'Opportunities Group' of mid-career staff to help understand where support may be needed, particularly for new managers Have rolled out Diversity & Inclusion training for all staff MH for Managers training taken place 	<ul style="list-style-type: none"> Review data and identify priorities for staff training and review of materials – ongoing process Reviewing options for online learning system for staff – process coming to conclusion Review discussions data from Peakon and other staff meetings for training gaps Encourage and support managers in acting on findings/comments from Peakon tool Supervision / support for those taking stressful calls – process under development

		<ul style="list-style-type: none"> • Support sessions ref virtual working for staff have taken place • Training for staff dealing with people in difficult situations completed • Update for staff taken place on resources available via our Employee Assistance Programme • ProfCon Investigation Support service launched in June 2021 • Staff invited to attend all appropriate Mind Matters sessions, for example, campfire chats, resilience training • Pronoun policy written and staff training underway • Stress management workshops completed to support staff back into BH 	<ul style="list-style-type: none"> • Virtual staff away day postponed from 2020 and will take place in autumn in person if possible • Revisit values ecards to promote recognition of being compassionate
Action (numbering as per full plan)	Who?	Status	Next step/due date
3. Review our concerns process through the eyes of each of our stakeholder and service-user groups to ensure that it is fair, forward-thinking and compassionate, and set out a programme of quality improvement.	ProfCon MMI	<ul style="list-style-type: none"> • ProfCon Investigation Support Service launched June 2021 – keep under review 	<ul style="list-style-type: none"> • Set up client group – see A5 above • Package of modernising proposals is due for consultation – see A2 above • Review how we gather data, moving to a 'live' feedback model – consult with consumer organisations
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"> • Idea well supported, with many groups asking for content - key will be getting the right structure in place and prioritising • Ideas for content have been listed • VetGDP Adviser Training now launched on RCVS Knowledge Moodle platform • VetGDP Adviser e-learning modules actively being used – 1,602 people have registered on it, and 386 have completed all modules 	<ul style="list-style-type: none"> • RCVS Academy Manager has now started and learning needs analysis underway, with focus groups amongst members of the veterinary team being planned and Academy Champions being recruited among internal teams • Review transfer of video content for 'Introduction to the UK Veterinary Professions' course for overseas-qualified vets/VNs to the new Academy.

Action (numbering as per full plan)	Who?	Status	Next step/due date
<p>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 www.vetmindmatters.org), and also help veterinary professionals to take account of the mental health of those with whom they come into contact.</p>	MMI/ APC	<ul style="list-style-type: none"> • MMI has been adapting to the Covid world with online tools and Covid-specific advice and guidance • See vetmindmatters.org for specific activities under Mind Matters • Mind Matters International work ongoing and visibility of RCVS leadership role in this area is strong within the global veterinary community • Sarah Brown Grants winner announced (Autism in the professions) • MH focus at International Veterinary Regulators Network in June 	<ul style="list-style-type: none"> • Link up with Diversity and Inclusion agenda both internally and externally • Student VN mental health survey launched in June, roundtable November, update at BVNA Congress, presentation of findings at MMI Symposium • MMI Symposium November 2021 • MMI wellbeing App to be launched September 2021 (attending BEVA Congress to showcase) • MMI international event September 2021 • Tender process for MMI training underway
<p>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.</p>	APC/ Ed Cttee	<ul style="list-style-type: none"> • Launch of 1CPD app January 2020 (with further updates) to enable reflective learning – recent webinars (winter 2020-1) supported this • Support of RCVSK QI work ongoing • Addressed via Edward Jenner Leadership MOOC modules • Speech to World Small Animal Veterinary Association Congress (March 2021) on learning culture and the role of the regulator • VetGDP will help promote and develop a learning culture for new graduates, implemented via the VetGDP Advisers and evaluated via our QA process – campaign to recruit advisers launched in November 2020 and currently 1,810 registrations; virtual meetings carried out with students from each vet school and live webinars for the profession and employers delivered • VetGDP Adviser e-learning specifically covers how to develop a positive learning culture, guide reflection and coaching techniques and support for new graduates – over 1,600 vets have already started the e-learning modules 	<ul style="list-style-type: none"> • Continue to deliver communications campaign and support members of the profession in completing 1CPD. Use of 1CPD becomes mandatory Jan 22 • Evaluation data collection for VetGDP to explore impact – to be considered by EC and Council early 2022 • New VetGDP Subcommittee has been established to oversee programme delivery and monitor quality. First meeting planned Oct

		<ul style="list-style-type: none">• Campaign regarding reflective approach ongoing, running from launch of 1CPD to direct email communications campaigns, including suite of videos, social media campaigns, media coverage and recent well-attended webinars. Current stage includes direct email campaign to target those who have not yet engaged with 1CPD and offer 1-2-1 support to encourage them to do so.	
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C: Courage

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

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

Action (numbering as per full plan)	Who?	Status	Next step/due date
3. Work with other stakeholders to retain skills and talent within the professions, by developing return-to-work options that build confidence in those who have had a career break, for whatever reason.		<ul style="list-style-type: none"> 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 Initial conversations with MMI ref a return-to-work network founded on issue of insurance, needs picking up VetGDP is available for those returning to the profession, upon request (not mandatory) 	<ul style="list-style-type: none"> Research regarding workforce and recruitment/retention underway and summit on workforce issues planned for autumn, with sessions led by ViVet innovation team Re-recruitment fair? Materials for the Academy Review our policies to ensure return to work is as accessible as possible Will be reviewing Period of Supervised Practice for RVNs during 2021
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"> Review has started ref AP and CertAVP for vets - surveys completed and findings reported to Education Committee. The AP focus groups took place in June and results and next steps will be discussed by Education Committee in September Advanced qualifications framework for VNs published and we now have four HEIs accredited with a further two accreditations booked. A range of focused qualifications are now available (for example, anaesthesia, oncology, emergency and critical care, dentistry, coaching and mentoring and evidence-based nursing) 	<ul style="list-style-type: none"> Publish recommendations on vet quals/status VN career progression linked to LWP proposals Review development routes for general practitioners CertAVP focus groups planned for autumn 21
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"> Meet the RCVS Days, stakeholder days on hold New online EMS programme developed and piloted, jointly with the Veterinary Policy Research Foundation EMS student attending placement with RCVS w/c 19 July. Will spend time with Ed/PSS 	<ul style="list-style-type: none"> Next round of EMS opportunities due to be marketed soon Develop modules for Academy eg virtual hearing? Some kind of gamification of this? Lunch and learns with practices – remotely?
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"> We have approval of the small bursaries pot – for individuals' personal development aligning to strat plan – not yet launched due to Covid 	<ul style="list-style-type: none"> How do we better understand the questions that are on professionals' minds? Launch bursary scheme once travel and in-person CPD more feasible

Action (numbering as per full plan)	Who?	Status	Next step/due date
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"> Fellowship communication platform launch (May / June) Engagement with Sustainability WG underway Unconscious bias training of Fellowship Board and Credential Panellists (March) 	<ul style="list-style-type: none"> Fellowship strategy being finalised and published by the Board Communications and marketing plan to support the work of the Fellowship, including public outreach Restoration policy under development Discussion forum ready for launch New newsletter launching shortly Fellowship Week to take place in September
8. Review new ways of reaching consensus and driving change within our leadership and governance structure.		<ul style="list-style-type: none"> Unconscious bias training took place after September Council meeting Culture action plan for Council approved at November meeting Pack for potential Council/VNC members updated Views gathered from Council members on how induction can be improved Paper on in-person/virtual meetings approved by Council June 2021 	<ul style="list-style-type: none"> One-to-one interviews taken place with Council members and independent facilitator – discussion took place at separate meeting in June Culture action plan work ongoing – proposal for development of inclusive working groups to Council in September Review impact of 2018 LRO on Governance (see also D1)
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"> Plan agreed with BVA that we review research and ambitions, then develop second action plan Evaluation of first action plans started but to be completed – interrupted by Covid 	<ul style="list-style-type: none"> How do we capture what the professions have learned from Covid, and keep the good stuff? – session to review at Council meeting in September Case studies on successes under development Interim VNF report, on target, to be published Sept 2021 VNF events scheduled for BVNA Congress 2021 to help plan phase two activities

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"> We are not mandated by govt to do a review (unlike for the 2013 LRO) but it is good practice 	<ul style="list-style-type: none"> Informal review in 2021 and more formal five-year review in 2023 Need to scope informal review for action second half of 2021
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"> Process has started, with more transparency over ToFR, membership and composition – all now online Delegation scheme (to committee level) updated annually CPD working groups consolidated Skills matrix updated with new Council members 	<ul style="list-style-type: none"> Bring together all groups into one document, with ToR, membership, quorum, etc – this is in process and draft being used as part of review of committee roles for 2021-22 Improve transparency around terms of office Parent committees to review all groups and sunset where appropriate – action for agendas for November 2021 committee round
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"> Magique risk management tool now in place for all areas, clear ownership, regularly updated Risk Workshop took place with Council in October 2020 Departmental risk registers reviewed on a cycle by Senior Team and Audit and Risk Committee Better signposting to committees of where risk registers can be found on BoardPacks 	<ul style="list-style-type: none"> Hold risk workshop with Senior Team to reflect on findings of Council workshop Make 'any items for the risk register' agenda items more meaningful Business continuity planning meeting to be held at the end of August to reflect on Covid experience

Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Collate and review our member and service-user feedback on an ongoing basis, against key performance indicators, and work with RCVS Knowledge to employ a quality improvement and innovation methodology to ensure we are providing services that meet the needs of our audiences and society at large.	ALL	<ul style="list-style-type: none"> We have gathered a list of sources of current feedback Data tile on RCVS.me (RCVS intranet) for internal use showing current and historical information on membership, which provides a useful reference tool for trends 	<ul style="list-style-type: none"> Analysis of data held and future data requirements underway Develop QI process – Education team developing via Education QI manager and also to link to Head of Insight and Engagement Customer journeys under development in order to identify communication gaps
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"> We have gathered data ref fraud prevention activities across the organisation We are reviewing the systems and reporting processes of our accounting systems so deliver more transparency over how money is spent and on a timely basis No issues raised by 2020 audit Regular cyber-security training for staff 	<ul style="list-style-type: none"> Review data/prioritise areas for improvement Ensure database upgrades include a flexible customer interface Strengthening the Finance Team for improved division of duties, speed of response and succession planning – review of all roles taken place, all now appointed
6. Put in place a People Strategy that develops our talent, diversity, leadership and culture, across the staff team, Council and committee members, examiners, assessors and all others who work on behalf of the College.	Exec O/ HR	<ul style="list-style-type: none"> Internal Diversity and Inclusion Strategy in place - Black Lives Matters took priority in 2020 Diversity and Inclusion training for all staff Diversity and Inclusion Group strategy includes internal and external audiences Talent & Leadership (T&L) framework conversations taken place ref competencies Recruitment policy developed Agreements with BAME recruitment experts New 'Where we work' policy designed to support remote working People systems developed to support new employees into the organisation Pay policy developed and communicated People Strategy approved by CEO and Officers Pronoun policy in place, training underway Learning management system agreed – content under review Stress Management sessions completed to support staff returning to BH in place 	<ul style="list-style-type: none"> Refreshed internal communications strategy agreed by Senior Team January 2021 – engagement sessions already taken place Video recorded to communicate plans to all employees by end July Next phase of D&I strategy to be approved Where we work policy in place Use McKinseys succession planning model to evaluate internal talent in the autumn Provide data ref current position on gender and other diversity strands by end of Q3 Pilot mentoring scheme Complete T&L toolkit Recruitment training for legal, best practice and systems to take place before year end Crucial conversations training material to be designed to support pay and performance Leadership training designed to support T&L framework

Action (numbering as per full plan)	Who?	Status	Next step/due date
		<ul style="list-style-type: none"> Competencies agreed for all College roles – wider framework in progress Salary benchmarking taking place by end 2021 	
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"> Current strategy is coming to an end, new one needs to be developed Covid-19 has meant work has been rather short-term of late, but the existing strategy put us in good shape to work remotely 	<ul style="list-style-type: none"> New strategy in draft and being considered by internal stakeholders before being put before Finance and Resources Committee Work ongoing to support return to in-person and hybrid meetings
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"> Sale of BH completed Membership of the Estates Strategy Group has been refreshed and it will continue to work as per strategy and reporting to RCVS Council at each meeting 	<ul style="list-style-type: none"> Future building needs under review to ensure appropriate for the 'new normal' Paper to June 2021 Council ref new building priorities was approved – limiting factor is range of available buildings
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"> Marcoms Officer and Media & Publications Officer now recruited to support expanding workload of coms team. Further recruitment under review New system being built to consolidate and guide the use of RCVS brand assets, style and language guidelines and web/print accessibility. Trial period for additional social media monitoring/commenting role for Committee Chairs and Officers 	<ul style="list-style-type: none"> Revisit planning meetings with all teams to identify departmental long-term aims and activities RCVS comms survey of key stakeholders (including professions, public etc) to establish preferences and gain feedback Use feedback to devise coms strategy to support strategic ambitions, departmental activities and stakeholder requirements Produce social media guidance
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"> New Environment & Sustainability Working Party to consider both profession-facing and internal issues 	<ul style="list-style-type: none"> Investment policy going to September FRC Environmental impact of any new building will be key – Chair of ESWG on ESG Covid has been positive in reducing impact of travel, both overseas and domestic Recent push to encourage staff to make more use of volunteering days to support social responsibility of the organisation Green policy under development as part of move to meet Investors in the Environment Bronze Award

Summary	
Meeting	Veterinary Nurses Council
Date	15 September 2021
Title	Minutes of meeting of VN Education Committee held on 25 June 2021
Summary	Minutes of the meeting of Veterinary Nurse Education Committee held on 25 June 2021
Decisions required	To approve
Attachments	Classified appendix
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	n/a
Classified appendix	Confidential	2,3

¹Classifications explained

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

²Classification rationales

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



Veterinary Nurse Education Committee Minutes of the meeting held on 25 June 2021

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

*absent

In attendance:	Mrs Annette Amato	-	Committee Secretary
	Miss Lucy Blampied	-	Enrolments Officer
	Mrs Jasmine Curtis	-	Qualifications Assessor
	Mrs Emete Crowley	-	Examinations Co-ordinator
	Mrs Julie Dugmore	-	Director of Veterinary Nursing
	Miss Shirley Gibbins	-	Qualifications Manager
	Mrs Victoria Hedges	-	Examinations Manager
	Miss Sian Tanner	-	Qualifications Co-ordinator

Welcome to new member and apologies for absence

1. The Chair welcomed Perdi Welsh as Post-registration veterinary nurse provider. Apologies for absence were received from Donna Cotton, Julia Cox and Sarah Reynolds-Golding. Comments from absent members on items where decisions were required were brought into the discussion at the relevant point.

Declarations of interest

2. Caroline McCormick-Clarke, as a member of the accreditation panel for Lantra Awards and Carla Husband, as a member of the accreditation panel for the University of Portsmouth, did not participate in the vote on these items.

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

3. The Committee approved the minutes of the meeting held on 13 April 2021, which had been previously circulated and submitted to Veterinary Nurses Council in May.

Matters arising on the Minutes

4. There were no specific matters arising on the previous minutes, other than items covered in the agenda and veterinary nursing update.

Veterinary Nursing update

5. The Director of Veterinary Nursing updated the Committee on recent developments and activities.
6. Following the restructuring of the VN department reported at the last meeting, Lucy Blampied had been recruited as Enrolments Officer and Emete Crowley as Examinations Co-ordinator. Jasmine Curtis had moved into the role of Qualifications Assessor focusing mainly on Further Education qualifications, and a new staff member would be joining the team as Qualifications Assessor, focusing on Higher Education Qualifications, in July.
7. An Educators meeting had taken place earlier in the week to present the revised Accreditation Standards, with an interactive session for discussion and provision of feedback from the educators on the Day One Skills and Day One Competences, which had been very constructive and positive. A further session would be held in September for those who had been unable to attend. The feedback would then be passed on to the working group appointed by VN Council, to inform the consultation for the professions.
8. The new online enrolments system, which would allow colleges to upload candidate details directly, was progressing and a session had been booked to go through the process and explain the requirements to training providers.
9. The pre-registration OSCE, which had been postponed from March, had taken place on 19 and 20 June, with the highest ever number of candidates (twenty four candidates sat the examination).
10. The Diamond Jubilee of the VN profession, marking 60 years since the start of the training scheme in 1961 was launched with a Diamond Jubilee logo at the May Veterinary Nurses Evening. A number of activities and events are being planned to take place throughout the summer, hopefully culminating with a face to face event at the BVNA Congress in October.

VN Licence to practise qualifications

New accreditation

11. **Lantra Awards.** The Director of Veterinary Nursing, as Chair of the accreditation panel, presented the report and action plan from the accreditation event on 21 and 22 April 2021, and commented that the provision was innovative and well structured throughout, with an

enthusiastic and dedicated delivery team. The panel had been pleased with the supporting documentation provided. Actions had been appropriately assigned, with many already having been addressed, and it was anticipated that any outstanding actions would be completed in a timely manner. There is clearly a market for the qualification, and delivery centres have been identified.

12. It was confirmed, in response to a query, that the proposed assessments cover the breadth and depth of the qualification and meet the learning outcomes set out in the RCVS standards.
13. The Committee commented that the commitment was very apparent throughout the document and it was particularly pleasing to see that an outcomes based accreditation system was working, with diversity in the offer.
14. The Committee agreed unanimously that provisional accreditation should be granted for the following awards:
 - Lantra Awards Level 3 Work Based Diploma in Veterinary Nursing - Small Animal
 - Lantra Awards Level 3 Work Based Diploma in Veterinary Nursing - Equine

Re-accreditation

15. **University of Portsmouth.** The Committee reviewed the accreditation report and action plan from the accreditation event for the University of Portsmouth, in conjunction with University Centre Sparsholt, which took place in April 2021. The panel had commended the University in a significant number of areas and had not identified any significant areas for improvement. All Standards had been met, and a sensible action plan had been provided for the minor actions to be addressed.
16. The Committee agreed unanimously that full accreditation should be granted for a period of five years, for the FdSc Veterinary Nursing Science awarded by the University of Portsmouth.

Changes to accreditation status

17. **University of Glasgow.** The University of Glasgow had been accredited to deliver a three-year BSc and four-year BSc(Hons) in Veterinary Nursing in 2018, and having delivered all aspects of the programme had applied for a change in accreditation status from provisional to full accreditation. The Committee considered the final OSCE report and noted that one piece of evidence was still awaited in respect of the action plan.
18. It was agreed that the decision on accreditation status should be delayed until the outstanding evidence had been received. This should be made by Chair's action, or put to the August meeting of the Committee, depending on how quickly the evidence was received.

Quality Monitoring activities

19. The Committee was provided with full updates on quality monitoring activities for the following and provided guidance on proposed actions:
20.
 - Anglia Ruskin University
 - Coleg Gwent
 - Coleg Sir Gar
 - College of West Anglia
 - Coventry University
 - Hartpury University
 - Middlesex University
 - North West Regional College
 - University of Chester
 - Wrexham Glyndwr University
21. The Committee commented very positively on the new progress review process which had been put in place, to take place at the end of the first year of provision or reaccreditation. The recent reviews had generally focused on guidance on the revised standards. Providers had also commented positively on the system and had been very receptive to the feedback provided. It was suggested that this also fitted in with the aims of the RCVS strategy plan, with the RCVS being a compassionate regulator and providing a supportive approach.

External Examiner updates

22. The Committee noted the list of current external examiners for the licence to practise qualifications, together with the relevant CVs and CPD information for a new examiner, and updates on progress.
23. It was noted that the criteria for external examiners for both the licence to practise and the post-registration qualifications would be brought to a future meeting of the Committee for consideration.

Post-registration qualifications

Certificate in Advanced Veterinary Nursing Framework Review

24. The RCVS Post Registration Framework for Veterinary Nursing was ratified by Veterinary Nurses Council in May 2019 and had been utilised from June 2019. The Qualifications Manager presented an amended version of the Standards, detailing some minor amendments which had been identified based on feedback from providers and accreditation visitors. The proposed changes were intended to clarify some points and to bring the requirements in line with the RCVS Standards Framework for Veterinary Nurse Education and Training, where feasible.
25. The Committee was happy with the proposed changes and agreed that these would be helpful and should be approved and published.

Certificate in Advanced Veterinary Nursing Quality Monitoring

26. The Committee was updated on action progress for the following:
- Harper Adams University
 - University of Central Lancashire

Items for publication

27. The new Standards framework update was now live on the RCVS website. The amendments to the Post Registration Framework which had been agreed by the Committee would also be published.

Any other business

28. There was no other business.

Meeting dates

29. The remaining meeting dates for 2021 were confirmed as follows:
- Wednesday 4 August
 - Wednesday 13 October
 - Thursday 16 December
30. Meeting dates for 2022:
- Wednesday 16 February
 - Tuesday 12 April (may be amended)
 - Thursday 16 June
 - Wednesday 10 August
 - Wednesday 12 October
 - Tuesday 13 December

Summary	
Meeting	Veterinary Nurses Council
Date	15 September 2021
Title	Minutes of meeting of VN Education Committee held on 4 August 2021
Summary	Minutes of the meeting of Veterinary Nurse Education Committee held on 4 August 2021
Decisions required	To approve
Attachments	Classified appendix
Author	Annette Amato Committee Secretary a.amato@rcvs.org.uk / 020 7202 0713

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	n/a
Classified appendix	Confidential	2,3

¹Classifications explained

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

²Classification rationales

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

Veterinary Nurse Education Committee

Minutes of the meeting held on 25 June 2021

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

*absent

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

Apologies for absence

1. Apologies for absence were received from Sarah Holman.

Declarations of interest

2. The following members declared an interest relating to items on the agenda and did not participate in the discussion or decisions relating to these items:
 - Perdi Welsh – External Examiner for Royal Veterinary College
 - Sarah Reynolds-Golding – External Examiner for Coventry University; External Adviser for Nottingham Trent University validation
 - Carla Husband - Member of the accreditation panel for University of South Wales.

Minutes of the meeting of the Education Committee (VNEC) held on 25 June 2021

3. The Committee approved the minutes of the meeting held on 25 June 2021, subject to an amendment in the declarations of interest. The corrected version would be submitted to Veterinary Nurses Council (VNC) at its September meeting .

Matters arising on the Minutes

4. **University of Glasgow accreditation.** The Chair reported that the outstanding evidence in respect of the action plan had now been received and had been satisfactory. As agreed at the previous meeting, the decision to change the accreditation status from provisional to full accreditation had been taken through Chair's action, and the University had been informed. The following programmes were now fully accredited:
 - Scottish BSc in Veterinary Nursing
 - Scottish BSc(Hons) in Veterinary Nursing

Veterinary Nursing update

5. The Director of Veterinary Nursing updated the Committee on recent developments and activities.
6. **Student enrolment.** The setting up of the new online enrolments system was progressing well, and a meeting with centres had been held on 22 July, to provide guidance and a demonstration of the system. Feedback had generally been positive. A handbook would be provided to assist the centres. A further session was planned for September for those centres which had been unable to attend in July. It was hoped that the new system would be introduced in January 2022, to allow full testing before implementation. Enrolments for the remainder of 2021 would follow the secure system which had been used the previous year.
7. **Day One Skills (DOS) and Day One Competences (DOC).** The DOS and DOC review was now in progress. The first meeting for educators had taken place in July, with a second meeting due on 1 September. There would be a separate session in September to look at the equine Day One Skills. The professional behaviours meeting would be held on 23 August. It was intended to consult with the professions and relevant stakeholders in the Autumn, with a view to collating the responses and putting a paper to VNC at its meeting in February 2022. This programme should allow providers sufficient time to review the curriculum in time for September 2022, to take account of any changes.
8. **Recording Tool.** The Committee would be kept informed on progress with the development of an electronic in-house recording tool to replace the current nursing progress log, to tie in with the revised DOS and DOC.

9. **Diamond Jubilee.** A number of activities had already taken place to mark the Diamond Jubilee of the VN profession, including webinars, seminars and podcasts. It was also intended to involve the profession in various activities including providing Instagram stories, and sharing online posts on why they love being a veterinary nurse. An e-book was being developed and would be launched later in the year. It was hoped to hold a special celebratory event in 2022.
10. **Accreditation Committee for Veterinary Nurse Education (ACOVENE).** ACOVENE has recently completed a review of its dossier of competences which is currently based on the UK National Occupational Standards. The revised details would be provided to VNEC for review at its next meeting, to ensure that holders of an ACOVENE qualification would still be acceptable for entry to the Veterinary Nurses Register without further examination.
11. Tori Page had joined the VN team in July as the qualifications assessor with a focus on HE qualifications. The qualifications team now had a full complement, and hoped to recommence in-person visits and accreditations in the Autumn.

VN Licence to practise qualifications

Accreditation visitor approval

12. The Committee considered the completed person specification with CPD and curriculum vitae for a Higher Education accreditation visitor, and agreed that this should be approved.

Action plan monitoring accreditation/re-accreditation

13. **Lantra Awards.** It was reported that Lantra had submitted its first set of actions and the next set are imminently due. A number of centres had already affiliated with this Awarding Organisation.

Quality Monitoring activities

14. The Committee was provided with full updates on quality monitoring activities and the actions which had been taken, for the following universities and centres. No decisions were required at this stage, and further information would be reported back to the next meeting.

- Anglia Ruskin University
- Coventry University
- Harriet Ellis
- North Highland College

15. **Self Assessment Reports.** The Committee noted a summary of the review of the self-assessment reports submitted by Awarding Organisations (AO), Higher Education

Institutions (HEI) and Delivery Centres. The data and content of the reports had been analysed and each report had been allocated a level of risk which had been incorporated into the overall risk rating for each AO and HEI. It was confirmed that the risk matrix is kept under constant review.

16. The Committee commented that the summary and the way it had been presented had been very helpful.

Action plan quality monitoring - quality assurance

17. Full oral reports were provided on the monitoring of action plans and future planned actions for the following:
- Anglia Ruskin University
 - Coventry University
 - Hartpury University
 - South Gloucestershire and Stroud College
 - University of Chester
 - University of Portsmouth

Post-registration qualifications

Certificate in Advanced Veterinary Nursing Action plan monitoring – Accreditation/Reaccreditation

18. **University of Central Lancashire (UCLAN).** The Qualifications Manager reported that UCLAN continues to make good progress and that actions have been met in a timely manner.

Certificate in Advanced Veterinary Nursing Quality Monitoring

19. **Harper Adams University.** It was confirmed that all actions from the CertAVN audit have now been met.

Certificate in Advanced Veterinary Nursing External Examiner update

20. The Committee noted the list of current external examiners for post-registration qualifications, including a change to one external examiner appointment, together with the relevant CV and CPD information.

VN Pre-Registration Examination Board Minutes

21. The Examinations Manager presented the minutes of the meeting of the Pre-registration Examination Board held on 9 July 2021, to discuss the Pre-registration Examinations which had taken place in June. It was noted that there had been a larger number of candidates than previously (24 in total), due to the postponement of the March

examination. The examination had been delivered under Covid conditions with on-site restrictions. The Board had discussed the full detailed reports from both the Examinations Manager and the Chief Examiner, and had signed off the results.

22. It was noted that eighteen candidates had passed the examination. Six candidates were graduates from a UK university which currently has provisional accreditation, all of whom had passed.
23. Professor Mossop, the Chair of the Board, commended the Examinations Manager and the team for their hard work in delivering the examination under very challenging circumstances.

Statistical report

24. The Committee noted statistics on student enrolments for each academic year (1 July to 30 June) over the last five years. The annual information on student enrolments by the HE and FE routes is published in *RCVS Facts*, as well as information on new registrations by the HE and FE routes, and those educated overseas.

Items for publication

25. There were no specific items identified for publication.

Any other business

26. The Examinations Manager requested that the Committee should consider whether there should be guidance on the minimum number of candidates that need to graduate from a programme before full accreditation can be considered. It was agreed that this should be flagged for discussion at the next meeting.
27. It was confirmed, in response to a query, that support and guidance would continue to be provided to education providers finding difficulties in meeting requirements due to Covid restrictions.

Meeting dates

28. The remaining meeting dates for 2021 were confirmed as follows:
- Wednesday 13 October
 - Thursday 16 December
29. Meeting dates for 2022:
- Wednesday 16 February
 - Thursday 14 April
 - Thursday 16 June
 - Wednesday 10 August
 - Wednesday 12 October

- Tuesday 13 December

30. It was agreed that it would be useful to hold an annual meeting each year in person, as a full day meeting to include training and /or strategic policy development. The remaining meetings would be held remotely.

Summary	
Meeting	Veterinary Nurses Council
Date	15 September 2021
Title	E-certificate for VN Registrations
Summary	This paper asks Council to consider a plan to issue e-certificates to newly registered VNs on a trial basis.
Decisions required	The Council is invited to discuss and approve the proposal.
Attachments	-
Author	Robert Hewes Head of Insight & Engagement r.hewes@rcvs.org.uk T 020 7202 0758

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	n/a

Background

1. Replacing a physical registration certificate with an e-certificate has been under consideration for a few years for both veterinary surgeons and veterinary nurses. The pandemic has accelerated the process of change and we have successfully implemented the registration e-certificate with veterinary surgeons. The functionality allows members access to their registration e-certificates at any time through their My Account login. They can use this as an electronic document or print off to put on display.

Outcome of overseas vets trial & implementation of e-certificate for veterinary surgeons

2. A trial of the veterinary e-certificate was signed off by the Covid Taskforce and was put in place in January 2021. The trial covered a ring-fenced group of overseas veterinary surgeons registered remotely between 23 March 2020 and 15 January 2021.
3. As part of providing the e-certificate, a communication was issued to 677 veterinary surgeons explaining the e-certificate, how to navigate My Account and requesting that they complete a short survey so we could measure how the e-certificate was received.
4. The survey was open between 15 January and 1 March 2021. We had 77 responses (around 11.4%), rating the e-certificate as follows (out of 10):

Ease of access – 9.5

Content – 9.1

Printing/Use as document – 9.3

Layout – 8.8

5. The response rate of 11.4% is typical of surveys of this kind and provided a reasonable sample of feedback. It was felt that the e-certificate trial was a success, with encouraging and consistent high ratings. There was no real negative comments or feedback themes coming from the free-text box.
6. Based on the feedback and success, we introduced the e-certificate to all newly registered vets as part of the standard registration process. This included those overseas vets who fell outside of the trial, registered post January 15 2021 and all UK graduates registered from 2020 onwards. This proposal was approved by the Covid Taskforce in March 2021 and the Registration Committee in May 2021.
7. Both overseas registrants and UK graduates are offered a physical copy certificate, free of charge, if they wish. A print-on-demand service via a third party is under consideration in the future.

Next steps & considerations

8. Following the successful implementation of the e-certificate with veterinary surgeons, we would like to conduct a trial of the e-certificate with veterinary nurses.
9. We propose to provide Registration e-certificates to veterinary nurses from 1 November 2021. This is when we expect applications from a large university graduates cohort (approximately 60). We would ask the registrants to complete a survey through My Account asking for their feedback on the e-certificate, similar to that conducted with a specific group of overseas vets. We would continue to provide the e-certificate and survey for approximately 3-4 months to Diploma route registrants. This would allow us to gather enough feedback to measure the success of the trial, make changes or improvements and consider a permanent implementation of the e-certificate for veterinary nurses.
10. From a security perspective, there are no significant differences to the physical certificate. The physical certificate did have a hologram and watermark, whereas the e-certificate does not. It does however require a member login to access the certificate, giving an added layer of protection. Additionally, the e-certificate is a PDF document, so it is difficult to amend or change once accessed online. Both the physical certificate and e-certificate only show the date a person has been registered. Therefore, we always encourage the profession to check the online Register tool or contact the Registration Department for up-to-date information regarding a vet's status and would carry out the same communication with regards to veterinary nurses.
11. The benefits of the e-certificate include reduced impact on the environment, a saving in human resources to produce them, and cost to produce and post. Plus, they are always accessible and cannot be lost, with the individual being able to print off a copy at any time or share a PDF with an employer, for example.

We would provide the opportunity for veterinary nurses to request a physical copy of the Registration Certificate, free of charge. This would be in line with the process for veterinary surgeons. (The possibility of charging a fee for a physical certificate was discussed by the Covid Taskforce & Registration Committee. It was agreed that it would be free of charge at this stage. A future consideration would be to apply a fee, dependent on volume and cost to the College.)

Decision required

12. The VN Council is asked to consider and approve the trial of e-certificates to all newly registered veterinary nurses from 1 November 2021.

Summary	
Meeting	Veterinary Nurses Council
Date	15 September 2021
Title	Update from the CPD Compliance Panel
Summary	Minutes from the meeting of the CPD Compliance Panel on the 26 May 2021 and 2 September 2021.
Decisions required	VN Council is asked to agree the recommendations from the Panel and consider the membership as part of the Terms of Reference.
Attachments	Annex A – Minutes from the meeting on the 26 May 2021 Annex B – Minutes from the meeting on the 2 September 2021 Annex C – Updated Terms of Reference
Author	Jenny Soreskog-Turp Lead for Postgraduate Education j.soreskog-turp@rcvs.org.uk

Classifications		
Document	Classification¹	Rationales²
Annex A	Unclassified	n/a
Annex B	Confidential	1
Annex C	Unclassified	n/a
¹Classifications explained		
Unclassified	Papers will be published on the internet and recipients may share them and discuss them freely with anyone. This may include papers marked 'Draft'.	

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²Classification rationales

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Annex A
**CPD Compliance Panel
Notes of the meeting held on 26 May 2021**

Present:	Linda Ford Alison Carr Elizabeth Cox Susan Paterson Claire Roberts Neil Smith	Chair
In attendance:	Julie Dugmore Jenny Soreskog-Turp Rebecca Smith Joanne Stetzel	Director of Veterinary Nursing Lead for Postgraduate Education Education Assistant Marketing Communication Manager

Welcome and Apologies

1. The Chair welcomed everyone to the meeting and noted that Linda Prescott-Clements had sent her apologies.

Declarations of interest

2. There were no new declarations of interest.

Minutes of the meeting on the 14 January 2021

3. The minutes of the meeting held on 14 January 2021 were received and approved as a true and accurate record.

Matters arising

4. There were no matter arising that was not covered by agenda items or that will be discussed at the following meeting.

Communication update/1CPD Data

5. Ms Stetzel gave an update on the CPD communication plan. CPD comms was paused during the lockdown but over the last few weeks it has started up with a focus on supporting members, either to engage with the outcome based CPD requirement or using 1CPD. We did two live webinars last week, one about reflection and another about what counts as CPD, which were well received.

We will also be sending an email to everyone who is not yet using 1CPD to offer one to one support from the RCVS team.

6. The group felt that it would be useful to have more case studies with members who are sceptical either about reflections or using 1CPD as the information may have more impact when it is not being communicated from RCVS. Some members also suggested several Facebook groups and forums that would be useful to help raise awareness and Ms Stetzel agreed that she would contact them after the meeting to discuss further. It was also suggested to contact newly elected council members to get them to help promote CPD on their platforms.

Action: JS to liaise with members about using Facebook groups/forums

7. The group noted that the uptake of 1CPD was lower in older age groups. It was also suggested that a breakdown based on where individuals graduated from would be useful to see any differences between those who graduated in the UK or overseas. It would also be helpful to track the number of users before and after any comms campaign to measure its effect.

Action: Comms/Education to review data

8. The group also discussed how to reach those members who are not digitally engaged or are reluctant to use IT. It was suggested that perhaps printed press may be a more effective way of communicating with this group rather than by email. It was also suggested that liaison with influential groups or well-known members of the profession might be an effective way to help promote and raise awareness of the ease of the 1CPD portal.

Action: Comms/Education to explore options for contacting harder to reach groups.

Follow up non-compliant cases

9. The group received a paper providing information about monitored cases.
10. The group agreed with the recommendations in the paper but felt that it was important that continue to chase up members that we are missing information from such as plans or records on a regular basis. Members who claim to change status need to be reminded that they need to keep up with the requirement until their status is changed.
11. All monitored cases will be reviewed by the Panel at the next meeting.

CPD Pause Report

12. The Panel received and noted the CPD pause report.
13. The panel was pleased to see that covid does not appear to have affected the number of pause applications as few applications are related to the pandemic. This should be reviewed again at the next meeting as members may apply retrospectively when they complete their annual renewal declaration.

CPD Audit

14. The Panel discussed the upcoming CPD audits for veterinary surgeons and nurses and how we should approach the random sample group.
15. The Panel thought it was important to emphasise that the process this year will be different to the process once 1CPD becomes mandatory in 2022. They discussed if we should have the same process as previous years to ensure consistency of data but considering the change of CPD requirement last year and the impact of Covid-19 it would be difficult to compare any numbers anyway.
16. The Panel felt that since we now have more available data through 1CPD we should make use of it to target sample groups. It was proposed to include a sample of 1CPD users that are currently non-compliant based on 1CPD data as well as a sample of non 1CPD users.
17. The Panel also discussed the need to look at quality of CPD as part of future audits and they were reassured that the Education Department is looking into a quality framework which will be presented to the Panel in due course.

Any other business

18. There was a query about the role of Panel and if they should work more closely with PIC. Next year the remit and the terms of reference for the Compliance Panel will change as the CPD Policy Working Party is dissolved. The terms of reference will be discussed at the next meeting.

Action: Updated ToR for next meeting

Next Meeting

19. The next meeting was planned for the 1 November, but the Panel felt they might need a meeting before then so meeting dates for September will be circulated.

Action: JST to circulate meeting dates for September

Jenny Soreskog-Turp

May 2021

j.soreskog-turp@rcvs.org.uk

CPD Policy and Compliance sub-committee

Terms of Reference and meeting frequency

1. The Panel is responsible for monitoring and reviewing the RCVS CPD Policy and making recommendations for changes to Education Committee and VN Council.
2. The Panel 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.
3. The Group will report to Education Committee and Veterinary Nursing Council.
4. 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

5. 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 quorum of 50% and at least one veterinary surgeon and one veterinary nurse must attend each meeting.
6. Membership of the group as of the 27 August 2021:
 - Linda Ford (Chair)
 - Sue Paterson
 - Neil Smith
 - Alison Carr
 - Elizabeth Cox
 - Claire Roberts

Summary	
Meeting	Veterinary Nurses Council
Date	15 September 2021
Title	Update from the CPD Policy Working Party
Summary	Minutes from the meeting of the CPD Policy Working Party on the 1 June 2021
Decisions required	None
Attachments	None
Author	Jenny Soreskog-Turp Lead for Postgraduate Education j.soreskog-turp@rcvs.org.uk

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	n/a
¹Classifications explained		
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CPD Policy Working Party Minutes of the meeting on the 1 June 2021 on Teams

Present: Richard Stephenson Chair
Stephen May
Shona McIntyre
Susan Rhind

* Absent Elizabeth Cox
Linda Prescott-Clements

In attendance: Julie Dugmore Director of Veterinary Nursing
Jenny Soreskog-Turp Lead for Postgraduate Education
Felix Michaux Lead Software Developer
Joanne Stetzel Marketing Communications Manager
Rebecca Smith Education Administrative Assistant

Welcome and Apologies

1. The Chair welcomed everyone to the meeting and noted that Elizabeth Cox and Linda Prescott-Clements had sent their apologies.

Declarations of interest

2. There were no new declarations of interests.

Matters arising

3. The group asked about the outcome of the Covid Task Force review into the CPD requirement for 2021 as discussed at the last meeting. The Covid taskforce discussed the CPD requirement in March and decided not to reduce the requirement for 2021 but to raise awareness about the ability to pause CPD.

Minutes of the meeting on the 14 January 2021

4. The notes of the meeting held on the 14 January 2021 were received and approved.

Communication update/1CPD Data

5. Ms Stetzel gave an update on the CPD communication plan. CPD comms were paused during the lockdown but over the last few weeks these have restarted with a focus on supporting members, either to engage with the outcome based CPD requirement or using 1CPD. We did two live webinars last week, one about reflection and another about what counts as CPD, which were well received. We will also be sending an email to everyone who is not yet using 1CPD to offer one-to-one support from the RCVS team.
6. The Working party were pleased to see that so many members had signed up for webinars and thought it was useful that the recordings would be available on the website for anyone who missed the live sessions. They thought it was good that staff were also using an individual approach by sending emails to members not yet using 1CPD and offering help and support in getting started.
7. The Working party noted that the mean hours recorded in 2021 was lower this year compared to other years and wondered if that was due to the pandemic or if members retrospectively update their record at the end of the year. The development team will look into if we can get data on the time passed between a CPD activity taking place and when it is recorded using 1CPD.

Action: Development team to explore if we can get further data on recording habits

1CPD spec and features

8. The Working Party received and noted the paper outlining the original 1CPD specification and feedback from the pilots. They were impressed to see that so many features have already been implemented and felt that is important to highlight to members that we are listening to feedback and incorporating their suggestions into 1CPD. Members welcomed reminders as a new feature but had no further suggestions or amendments to the specification.

CPD Policy

9. The Working Party received and noted the paper about the CPD policy.
10. Some other professional organisations are using digital badges to encourage CPD recording but the Working party felt that it was not appropriate and that it was not something the group wanted to explore further.
11. It was noted that members will be able to download CPD compliance certificates as part of 1CPD and the group discussed if this should instead be a certificate to prove that you are on the RCVS register and have met your professional obligations including CPD. Veterinary nurses used to receive a card to prove that were registered but we stopped doing that a few years ago. The Education Department will explore options for the form of the CPD certificate

Action: The Education Department will explore options for the CPD certificates

12. The Working Party reviewed the current CPD policy and suggested the removal of paragraph 14 because they felt that the CPD pause policy was so flexible there was no need for any review on

a case-by-case basis for members struggling to meet the requirement. The committee also suggested the section about PDP should be clarified to make it clear how much CPD graduates can claim and to clarify the policy in terms of what counts as CPD and the many media that can be used.

Action: Education Department to amend CPD Policy

13. The Working Party discussed how we can make sure that new graduates are aware of the CPD policy and understand what they can count as CPD and the committee was reassured that the RCVS are developing content including videos to introduce graduates to the VetGDP and CPD. It was suggested that the videos could be shared with universities, so that these become available as part of their internal learning resources as well.
14. In 2022 the outcomes based requirement of plan, do, record and reflect becomes part of the CPD requirement and the Working Party discussed how it should be enforced. They discussed if members need to record a minimum number of objectives to meet the requirement but felt that that would be against the ethos of the policy. Setting objectives and planning your CPD should be beneficial for the individual and can be linked with reflections.
15. They discussed reflections and felt that hours of CPD can only be counted once they have been reflected upon, but we need to be clear that reflections do not have to be long or detailed and a reflection to the effect that you have not learned anything is a valuable conclusion.

Any other business

16. There were no other items of business to discuss.

Next meeting

17. The next meeting is on the 7 October 2021

Jenny Soreskog-Turp

October 2020

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Summary	
Meeting	VN Council
Date	15 September 2021
Title	RVN Preliminary Investigation Committee Report to VN Council
Summary	This report sets out the work of the Registered Veterinary Nurse (RVN) Preliminary Investigation Committee (PIC)
Decisions required	None
Attachments	None
Authors	<p>Sandra Neary Professional Conduct Officer s.neary@rcvs.org.uk / 020 7202 0730</p> <p>Gemma Crossley Head of Professional Conduct g.crossley@rcvs.org.uk / 020 7202 0740</p>

Classifications		
Document	Classification¹	Rationales²
Paper	Unclassified	N/A

¹Classifications explained

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

²Classification rationales

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

Registered Veterinary Nurses Preliminary Investigation Committee

Report to VN Council

Introduction

1. Since the last Report to Veterinary Nurses Council, there have been two meetings of the RVN Preliminary Investigation Committee, which took place on 29 June and 10 August 2021. The meeting scheduled for 18 May was cancelled as there were no cases for consideration. The next meeting is scheduled to take place on 21 September 2021.

RVN Concerns received / registered

2. Between 20 April 2021 and 31 August 2021 there were 10 new concerns relating to RVNs. Of these 10 new concerns:
 - Three were closed at Stage 1 of the concerns process.
 - Seven 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 have been three new concerns considered by the RVN PIC between 20 April 2021 and 31 August 2021. The first case was referred to external solicitors for formal statements to be taken. The second case was closed, and the third case was closed with advice issued to the RVN. At the meeting on 29 June, an ongoing case was considered and closed with advice issued to the RVN.

Ongoing Investigations

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

Health Concerns

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

Performance Concerns

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

Referral to Disciplinary Committee

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

Disciplinary Hearings

8. A disciplinary hearing took place between 14 and 17 June 2021 in respect of Laura Benson. At the outset of the hearing, Ms Benson admitted to most of the charges against her and the Committee accepted these admissions. The Disciplinary Committee found Ms Benson guilty of

serious professional misconduct and decided that the appropriate and proportionate sanction, was to suspend Ms Benson's registration for nine months.