

Guidance notes for newly-enrolled student veterinary nurses

2018

Information for new veterinary nursing students

These notes provide information about your enrolment with the RCVS as a student veterinary nurse. Please keep in a safe place.

Enrolment number

This is your unique student identification number. You will need to quote this number in any correspondence with the RCVS.

Period of education and training

Student veterinary nurses must complete a mandatory minimum of 2,990 hours of training. At least 1,800 hours of this period must be spent in employment, or clinical placement arranged by your centre, in an approved Training Practice.

Record of training

The record of training card is an important document. You will be required to supply an official record of your completed training to the RCVS in order to register as a qualified veterinary nurse. Please fill in your personal details on the card as soon as you have received it and keep it in a safe place. It should be regularly updated throughout your training.

You may begin counting hours from your date of enrolment, which can be found on your enrolment letter. You should note that only your Training Practice Principal and Head of Centre may verify and sign this record.

As with all official documents, you must take care to maintain this record honestly and carefully:

- Complete all entries in ink
- If you make a mistake, put a line through the incorrect entry and replace it with the correct information. Your TP Principal or Head of Centre should initial and date the change to show they agree the alteration.
- Do not use correction fluid (Tippex)
- Do not sign entries yourself; they must be signed by your Head of Centre or TP Principal

The RCVS maintains a record of authorised signatures and these will be checked when you apply to register as a qualified veterinary nurse. It is therefore very important to keep your record of training up to date at all times; signatures may be difficult to obtain once you have left a practice.

Awarding

Your awarding organisation or university has been accredited to deliver your veterinary nursing "licence to practise" qualification. It is responsible for developing and

**Organisation /
Higher Education
Institution**

administering the qualification for which you are registered in accordance with codes of practice and conditions laid down by the relevant national regulatory authorities.

New qualifications, which are not yet fully approved by the Veterinary Nurses Council, may be subject to external practical (OSCE) examination by the RCVS before you will be permitted to enter the Register. If you are undertaking such a qualification, your centre will be able to advise you about these requirements.

**The Nursing
Progress Log
(NPL)**

If your awarding organisation or college has chosen to use the RCVS Nursing Progress Log assessment tool, your user name and password will be supplied to your centre once you have been enrolled.

Your Centre

Your centre (college or university) has a duty to ensure that all students are given the opportunity to carry out practical clinical training. Centres are responsible for ensuring that all students who require a clinical placement are placed in an approved training practice, usually within a designated distance from the centre.

Your centre may be happy for you to arrange your own placement if you wish to be, for example, closer to home. However, the proposed placement must be approved by your centre before the placement period begins.

**Withdrawing
from training or
intermitting**

If you need to take a break in your studies for any reason (for example to take maternity leave or an extended period of sickness) you must inform your centre and keep in touch with your Head of Centre as directed by him/her.

If you leave your centre (college) you must notify the RCVS in writing of your decision. Once you have left your college your student status ceases and you will have no legal dispensation to carry out delegated medical treatments or minor surgical procedures under Schedule 3 and must not carry out work of this nature.

If you decide to re-commence your training, or transfer to a different college, your Head of Centre may apply to re-activate your enrolment.

**Extending
enrolment**

If completion of your training is delayed you may apply to the RCVS to extend your enrolment period. Extensions are normally for one-year periods and an extension fee is payable.

**Change of
details**

You must inform the RCVS in writing immediately of any change of name or address. You may email vetnursing@rcvs.org.uk to inform the RCVS of any changes in your circumstances. It is imperative that you keep the RCVS informed of any change in contact details as these will be used to send you your registration documentation.

You must also inform the RCVS using the relevant paperwork if there are any changes regarding your Training Practice, if you leave your college or transfer to a different one or

if you transfer to another Awarding Body or from, or transfer from a higher education to a vocational programme.

Registration as a veterinary nurse

Once you have obtained your registrable qualification and have completed the mandatory period of education and training (excluding annual leave or absence) you may apply to enter the RCVS Register of Veterinary Nurses. Your awarding organisation or university will inform the RCVS once you have achieved your qualification. The RCVS will then send you the necessary documents to enable you to register as a veterinary nurse. Please ensure that the RCVS is kept updated with any changes to your personal contact details so that there are no delays in the registration process.

Working as a student veterinary nurse

Whilst you are a student veterinary nurse, you may undertake the nursing care of animals under the supervision of a Registered Veterinary Nurse, or a Veterinary Surgeon. You will also be taught how to administer medical treatments to animals and may also be shown how to carry out some minor surgical procedures.

Undertaking medical treatments and surgical procedures on animals is controlled by law (Veterinary Surgeons Act 1966). As an enrolled student veterinary nurse you are permitted certain legal dispensations so that you can learn how to support the veterinary care of animals. You must therefore only undertake such treatments and procedures whilst you are working under qualified supervision in your approved training practice or on an authorised placement from your centre.

You must not carry out such work if you are undertaking a second (or holiday) job as a locum, or are working for additional hours in your clinical placement practice if these are not part of your agreed (with your college/university) placement arrangements.

What you may do

More detailed guidance about the work you may undertake as a student VN is contained in the notes on Schedule 3 of the Veterinary Surgeons Act which can be found on the RCVS website and will also be provided to your college.

It is most important that you only undertake work that you have been adequately trained to do, and feel confident to perform. If you are asked to do something for which you have not been trained, or do not yet feel confident, you **must** bring this to the attention of your supervising Veterinary Surgeon or RVN.

Describing yourself

You may describe yourself as a student veterinary nurse whilst working within your TP. If you carry out locum work outside your training practice, you should describe yourself as a veterinary nursing assistant, rather than as a student. You must not, under any circumstances, undertake work under the provisions of Schedule 3 whilst working outside your TP.

As a student you must **NOT** describe yourself as a veterinary nurse. The title Veterinary Nurse, and the associated post nominal letters RVN, may only be used by individuals who have completed their training, achieved the RCVS Certificate in Veterinary Nursing and had their name entered on the RCVS Register of Veterinary Nurses.

Joining a professional representative body

Now that you are a student veterinary nurse, you may wish to consider joining a representative association in order to keep in touch with your new profession.

The British Veterinary Nursing Association is the main UK professional representative association for veterinary nurses and has a student membership category. The BVNA publishes a monthly journal, which is free to members, and holds a major veterinary nursing congress, with many activities especially for students, every October. The BVNA has full-time staff who are able to offer advice on many employment and other veterinary nursing issues.

The telephone number of the BVNA is 01279 408 644

Website www.bvna.org.uk.

If you have any queries, please contact the RCVS at the following address:

Veterinary Nursing Department
Royal College of Veterinary Surgeons
Belgravia House
62-64 Horseferry Road
London
SW1P 2AF

T 020 7202 0788

F 020 7222 2004

E vetnursing@rcvs.org.uk

www.rcvs.org.uk

Application to enrol as a student veterinary nurse

Please read the guidance notes accompanying this form before completing each part

Student applicants must complete **Part 1**

Centres must complete **Parts 2 and 4**

Training Practice Principals must complete **Part 3**

Write in block capitals using black ink

Part 1: Student's application

Once you have completed part 1 of this form, please send it to your Training Practice and Centre (college, school or faculty) for completion of parts 2, 3 and 4. Do not send this form directly to the RCVS.

Personal details

Surname						
All forenames						
Title: (Mr, Miss, Mrs, Ms, Mx, Other <i>(please specify)</i>)						
Gender <i>(this must be the same as shown in your passport or ID documents)</i>	Female		Male		Unspecified	
Date of birth	Day		Month		Year	
Address						
	Post code					
Telephone number						
Email address						

Is this the first time you have enrolled as a student veterinary nurse?	Yes		No	
<i>If "no", please enter your previous date of enrolment and enrolment number below:</i>				
Enrolment number:	E		Date:	

I have enclosed certified photocopies of required identification documents <i>(see guidance notes)</i>	<input type="checkbox"/>
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Candidate's application for enrolment as a student veterinary nurse

Your Full Name			
I hereby apply to be enrolled as a student veterinary nurse. As an enrolled student veterinary nurse I understand I will be subject to the Registration Rules of the RCVS which are applicable to veterinary nurse training. I agree to abide by the Code of Professional Conduct for Veterinary Nurses, including any updates, as published by the RCVS.			
Signature		Date	

Demographic details

Please assist us to monitor equal opportunities by indicating your ethnic origin and ticking the appropriate box:

		White:
<input type="checkbox"/>	01	British
<input type="checkbox"/>	02	Irish
<input type="checkbox"/>	03	Any other White background
		Mixed:
<input type="checkbox"/>	04	White and Black Caribbean
<input type="checkbox"/>	05	White and Black African
<input type="checkbox"/>	06	White and Asian
<input type="checkbox"/>	07	Any other Mixed background
		Asian or Asian British:
<input type="checkbox"/>	08	Indian
<input type="checkbox"/>	09	Pakistani
<input type="checkbox"/>	10	Bangladeshi
<input type="checkbox"/>	11	Any other Asian background
		Black or Black British:
<input type="checkbox"/>	12	Caribbean
<input type="checkbox"/>	13	African
<input type="checkbox"/>	14	Any other Black background
		Chinese or other ethnic group:
<input type="checkbox"/>	15	Chinese
<input type="checkbox"/>	16	Any other ethnic group

Part 2 Centre's application to enrol a veterinary nursing student

Name of Centre:		Centre No:	
Qualification for which student is registered:			
Address of Centre:	Institution stamp:		
Post code:			

I hereby apply for the candidate named in Part 1 of this application to be enrolled as a student veterinary nurse.

- I confirm that the candidate is registered for an RCVS-accredited qualification, and will, as an integral and planned element of their programme of studies, be provided with clinical placements at training practices affiliated to this centre, or training practices otherwise approved by me as suitable environments for training and assessment.
- I recognise my obligation to ensure the applicant will:
 - i. complete an accredited programme of veterinary nurse education of a minimum of 2,990 hours and be placed or employed for a minimum of 1,800 hours in clinical veterinary practice with an appropriate caseload and facilities .
 - ii be supported in practice and assessed to meet the RCVS Day One Competences for Veterinary Nurses and the RCVS Day One Skills for Veterinary Nurses.
 - iii be provided with day to day supervision of his/her work as a student veterinary nurse both in relation to developing his/her competence and in accordance with the requirements of Schedule 3 of the Veterinary Surgeons Act.
 - iv. be required to undertake, and achieve, all units or modules deemed a compulsory part of the accredited programme leading to qualification as a veterinary nurse.
- I confirm that the applicant's passport / national identity card or birth and official change of name documents have been checked and certified in Part 4 of this application.
- I confirm that I will notify the RCVS in writing if the student withdraws or is removed from training in order that his/her enrolment as a student veterinary nurse may be terminated.

Signature of Head of Centre

I, as Head of Centre , approve the submission of this application for enrolment.			
Signature:		Date:	
Name (<i>print</i>):			

Part 3 Signature of Training Practice Principal (Employed students only)

I, as Training Practice Principal , approve the submission of this application for enrolment for the applicant named in Part 1. I agree to support his/her training and assessment as stated in i – iii above.			
Signature:		Date:	
Name (<i>print</i>):		TP Number:	

Part 4 Verification of student's identity

To be completed and signed **only** by a senior member of **centre (college) staff** who is also a registered (UK practising) veterinary surgeon (MRCVS) or a registered veterinary nurse (RVN).

Full name of student:			
Type of identification provided:	Passport		
	National Identity Card		
	Birth Certificate <i>With all subsequent change of name documents (if relevant) and a certified photograph</i>		
	Driving Licence		
I certify that I have checked the original identification documentation provided by this student and that the copy enclosed with this application is a true copy. The photograph is a true likeness of the applicant.			
Signature:		Date:	
Name (print)			
Position:			
RCVS register number:			