



# **Accreditation policies and procedures**

**of the  
Accreditation Committee of Veterinary Nurse  
Education (ACOVENE)®**

Third edition, January 2013

ACOVENE

Secretariat:

c/o RCVS

Belgravia House

62-4 Horseferry Road

London

SW1P2AF

UK

Internet: [www.acovene.org](http://www.acovene.org)

©ACOVENE 2007

3<sup>rd</sup> edition 2013

No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without permission in writing from the publisher.

Accreditation of European veterinary nurse programmes by ACOVENE is conducted under the supervision of the Federation of Companion Animal Veterinary Associations (FECAVA) and the Veterinary European Transnational Network for Nursing Education and Training (Vetnnet)

ACOVENE was established in 2007 through the DASVENT Transfer of Innovation project, funded with support from the European Commission.



Leonardo da Vinci


## Table of contents

I.	About ACOVENE	1
II.	ACOVENE policy on eveterinary nursing in Europe	3
III.	The accreditation board	4
IV.	Accreditation standards and guidelines for interpretation	6
V.	Classification of accreditation	18
VI.	Standard operating procedure for accreditation of programmes educating veterinary nurses	20
VII.	Guidance for evaluation of veterinary nurse programmes for use by visitation panel members	24
VIII.	Conditions and recommendation categories	26
IX.	Special site visit	27
<b>Appendices</b>		
A.	Statement on safety	31
B.	Guidelines for the use of animals in veterinary nursing teaching programmes	32
C.	Guidelines for off-campus clinical instruction (veterinary practices)	33
D.	Application for accreditation of programmes for educating veterinary nurses	34
E.	Dossier of European Competences for the Veterinary Nurse (students)	35
F.	Annual or biennial reports	36
G.	Procedure for appeal of adverse decisions on accreditation	37



# I. About ACOVENE


## The Role of ACOVENE

- I.1 ACOVENE accredits veterinary nurse education programmes in the **Europe**  Union. The key stakeholders in veterinary nursing i.e. employers, practising veterinary nurses and educators are all represented within the organisation. All accredited programmes must meet the Standards of Accreditation set by ACOVENE to ensure quality of educational experience and the assessment of student knowledge and skills.

## ACOVENE's objectives

- I.2 ACOVENE's objectives are to
- accredit veterinary nurse programmes
  - assist in the development and improvement of veterinary nurse programmes and qualifications.
  - work in collaboration with national boards and regulatory agencies where appropriate.
- I.3 ACOVENE encourages veterinarians to engage veterinary nurses and to promote the economic value and the advantages of effective veterinary nursing in the delivery of quality veterinary care. Cooperation and affiliation between veterinary nursing programmes and veterinary schools is encouraged.
- I.4 The Board recognises, and works with, national and European veterinary and veterinary nursing representative and regulatory organisations, including Vetnet as the European organisation representing veterinary nurse educators.

## Initial veterinary nurse education

- I.5 Individuals contemplating a career in veterinary nursing are encouraged to attend an ACOVENE-accredited programme where instruction is conducted in facilities and clinical settings that meet quality standards providing exposure to the care and treatment of animal patients.
- I.6 Programmes may be offered at a **variety of levels**  for example vocational education or undergraduate provision, and may be delivered via attended courses or distance learning, or a combination of modes.
- I.7 An institution offering programmes on multiple sites may be required to make separate applications and/or be subject to additional site visits.

## Continuing education

- I.8 ACOVENE encourages the development of additional educational and career advancement opportunities for veterinary nurses. Schools are encouraged to partner with national and local groups to provide these opportunities.

## Accreditation

- I.9 The accreditation of European programmes in veterinary nursing is based on the provisions outlined in this document "*Accreditation Policies and Procedures*" as authorised by ACOVENE on 1<sup>st</sup> January 2012. The education, development, and accreditation procedures are to be determined and administered by ACOVENE. The *Accreditation Policies and Procedures of ACOVENE* is also available on the ACOVENE website ([www.ACOVENE.org](http://www.ACOVENE.org)).

### **Professional regulation of veterinary nurses**

- I.10 National veterinary practice legislation provides for limitations on veterinary activities performed by non-veterinarians. Where veterinary nurses are subject to national regulatory requirements, standards for education and training are stipulated by the national regulator. Where applicable, ACOVENE requires accredited schools to meet the standards set by their national regulator.

## II. ACOVENE policy on veterinary nursing in Europe

### **Preamble**

II.1 The European Accreditation Committee of Veterinary Nurse Education (ACOVENE) recognises the value of veterinary nurses as an integral component of the veterinary team and urges full utilisation of veterinary nurses. Veterinary practice is enhanced through efficient team working and the delegation of tasks and responsibilities to appropriately trained support staff.

### **Terminology**

II.2 Veterinary nursing is the science and art of providing skilled professional supportive care to animals and professional technical support to veterinarians. ACOVENE accredits programmes in veterinary nursing that graduate veterinary nurses.

II.3 A veterinary nurse (in a European context) is a graduate from a recognised programme and / or holds a qualification that is recognised by the relevant national veterinary regulatory authority. In most cases the graduate is granted a diploma or certificate. Each European country has its own nomenclature for a veterinary nurse, further defined by each member country.

II.4 ACOVENE encourages schools, organisations, and regulatory authorities to use the standard terminology described above, but will not preclude other national or local terminology so long as the programme concerned clearly produces veterinary nursing graduates.

### **The Role of Veterinary Nurses**

II.5 The veterinary nurse's role is to provide supportive professional health care in conjunction with veterinarians

II.6 The duties of veterinary nurses are performed under the direction, supervision, and responsibility of veterinarians. These duties are accomplished in compliance with European and national laws and do not include diagnosing, prescribing, or performing surgery except where explicitly permitted by regulation.

II.7 Veterinary nursing programmes must lead to competence and skills as described in the ACOVENE Dossier of European Competences for the Veterinary Nurse.

## III. The Accreditation Board

### The Board

III.1 The Board membership represents veterinary nurses, veterinary practitioners, veterinary nurse educators and accreditation bodies. Members are appointed by the Federation of European Companion Animal Veterinary Associations (FECAVA) and the Veterinary European Transnational Network for Nursing Education and Training (VETNNET)

### Appointment and Tenure

III.2 The FECAVA & VETNNET appoint the members of ACOVENE. Representative organisations may suggest nominees to FECAVA & VETNNET. Terms are normally for three years beginning at the close of the ACOVENE annual meeting. A member may serve for a maximum of two terms (six years). A member whose area of activity changes during the term of office may complete the term for which he / she was appointed. For this purpose a period less than three years shall not be considered a term.

### Meetings

III.3 Meetings are held at least once a year.

### Reports

III.4 ACOVENE reports its activities to the FECAVA and VETNNET each year, including evaluations and assignments of accreditation status. The accreditation status of programmes will be published on the ACOVENE website and other appropriate channels.

### Expenses

III.5 ACOVENE reimburses its members for expenses associated with attendance at the meetings and accreditation events according to the published fee structure.

### Confidentiality

III.6 All information related to ACOVENE accreditation of a veterinary nurse programme is strictly confidential. This includes, but is not limited to, reports of evaluation, letters, self-evaluation and accreditation materials, interim/annual/biennial reports, correspondence, and the content of any discussion related to the programme and/or its accreditation. All requests for information related to a specific institution and/or programme must be referred to ACOVENE, or to the respective institution.

III.7 ACOVENE may require that certain benchmark data about programmes be published. Most of the data cannot be identified with a particular school. It is helpful to schools seeking to become accredited, as well as schools already accredited, to be able to compare their statistics to the averages and ranges of schools accredited by ACOVENE.

### Statement on integrity

III.8 To foster ongoing confidence in the specialised accreditation process, both the veterinary nursing school and ACOVENE must be assured that respective roles and functions are clearly understood. The following are some of the areas where special efforts must be made to assure integrity of the process:

#### Veterinary Nursing Programme responsibilities:

- a. Information The school must present accurate information to ACOVENE for accreditation



evaluation, and must allow access to all parts of the operation during the site visit.

- b. Students The school must make every effort to protect students. Such protection must include, but is not limited to, unbiased grading procedures and access to educational opportunity, scholarships, and student services.
- c. Promotion The school must refrain from misleading advertisement of the programme, and must correct any inaccuracy in a timely manner.

If a school publishes information regarding its accreditation status, the information must be correct. Should misinformation be published, the institution must correct the information in a timely manner.

Visitation Panel responsibilities:

- a. Objectivity During the evaluation process, the Visitation Panel must evaluate the programme only against the Standards of Accreditation that have been approved by ACOVENE. Application of the Standards to all programmes must be unbiased.
- b. Communication The Visitation Panel must inform all national, institution, and programme officials of matters related to accreditation in a timely manner.
- c. Diversity The Visitation Panel must recognise national, institutional and programme diversity when making accreditation decisions.
- d. Ethical practice All materials, discussions, and decisions of the Visitation Panel regarding accreditation must be confidential.

The Visitation Panel must conform to the Board's Conflict of Interest Policy.

## IV. Accreditation standards and guidelines for interpretation

IV.1 Accreditation is the voluntary process by which educational institutions are evaluated for quality, based on conformity with established standards. Accreditation serves to enhance the profession and to protect the public by identifying acceptable standards of education and assisting institutions in achieving these standards. The following minimum standards have been established by ACOVENE. Standards are identified under the following 11 headings:

1. Institutional Accreditation
2. Financial integrity
3. Organisation and communications
4. Teaching and support staff
5. Physical facilities and equipment
6. Resources for clinical instruction
7. Informational resources
8. Admissions and management of students
9. Curriculum and practical teaching
10. Assessment strategies
11. Programme evaluation

IV.2 All accredited programmes must meet the Standards of Accreditation. These Standards are intended to assist programmes in preparing entry-level veterinary nurses. Standards are written to allow flexibility in the design and implementation of a programme. It is recognised that the Standards reflect an evolving process and are subject to periodic review and change.

IV.3 The following table sets out the required Standards of Accreditation for a programme to be accredited by ACOVENE. A programme constitutes both the facilities, resources and quality assurance provided by the applicant school (and its associated off-site facilities) along with the curriculum and associated assessment processes.

IV.4 The following definitions shall be used in applying the Standards:

- a. Must or shall: Indicates an imperative need, duty or requirement; an essential or indispensable item; mandatory.
- b. Should: Indicates the recommended manner in which to attain the Standard; highly desirable
- c. May: Indicates freedom or liberty to follow a suggested alternative that may lead to improved educational practice.

IV.5 ACOVENE must be provided with suitable evidence to demonstrate that a programme meets each standard. In most cases this entails the provision of documentary evidence that can be verified during a site visit, along with observation of the facilities and interviews with staff and students.

IV.6 The “possible sources of evidence” column lists the ways in which a programme may be able to provide a visitation panel with evidence that it meets a standard. This list is intended to be a guide, and is not prescriptive or exhaustive; if a programme wishes to provide alternative evidence that it meets a standard it may do so, and should include this on the application form.

IV.7 Whilst some documentary evidence can be audited during the accreditation site visit, translated key documents and/or summaries of key documents in English must be provided with the application form/self evaluation report as stipulated. It is important that the visitation panel are in a position to prepare adequately for a site visit through reading key documentary evidence in advance.

IV.8 Schools are advised to consider the limited time and resources of a site visitation panel when deciding how to present supporting evidence. Whilst confidential documents, policies, procedures and meeting records can be verified during a site visit, there will be insufficient time to translate and audit large volumes of literature. Failure to submit sufficient translated evidence with the accreditation application may therefore result in the application of conditions (see page 26) or in a requirement for re-visitation.

**The accreditation standards:**

<b>1.</b>	<b>Institutional accreditation</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
1.1	An accredited veterinary nursing programme in Europe must normally be part of an institution accredited by <ul style="list-style-type: none"> <li>▫ the country of residence and/or</li> <li>▫ the profession in that country of residence where such a system of professional accreditation exists.</li> </ul>	School prospectus  Copy of accrediting agency and/or professional body inspection reports
<b>2.</b>	<b>Financial integrity</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
2.1	The programme must demonstrate adequate and sustainable financial support to attain its educational goals and support its mission.	Institution's annual report containing audited accounts  Budgetary forecast for the accredited programme  Evidence of actual and/or projected income sources  Evidence of demand for the programme (the market)  Marketing strategy for the programme
<b>3.</b>	<b>Organisation and communications</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
3.1	The programme must develop and follow a mission statement that clearly defines its aims and philosophy.	Mission statement  Programme outcomes

3.2	Roles of programme personnel, and the lines of communication between the institution's management structure and the programme director, must be clearly defined	Organisational chart  Chart of organisation's board and/or committee structures  Minutes of meetings  Oral confirmation by staff
3.3	Relationships with students, faculty staff, employers and the wider public must be conducted with integrity. Policies and available educational services for veterinary nursing students must be clearly defined and consistent with those provided to all students enrolled in the parent institution.	Enquiry and complaints handling procedures  Student guidance materials (student handbook)  Records of student progress interviews  Oral confirmation by students
3.4	ACOVENE must be informed of major changes in administration, organisation, and association with the parent institution, curriculum, faculty, or national objectives. Such major changes must be reported to ACOVENE within thirty days of implementation and must document how the programme will continue to comply with accreditation standards.	Communications with ACOVENE (relevant letters, action plans, annual reports)
3.5	Regular and effective programme evaluation by students, teaching staff and employers must be demonstrated. Evaluation must demonstrably inform teaching practice, programme development, administration and review.	Evaluation reports  Minutes of programme team meetings  Curriculum review records  Oral confirmation by staff and students
3.6	Co-operative programmes involving input from two or more institutions must demonstrate appropriate binding written agreements or contracts between the parties concerned.  Nb: Where a cooperative programme meets the criteria for ACOVENE accreditation, the organisation granting the degree or certificate will be awarded accreditation status. However, all institutions within the cooperative will be subject to ACOVENE quality assurance	Written agreements or contracts

4. Teaching and support staff		
Number	Standard	Possible sources of evidence
4.1	Teaching and support staff numbers must be sufficient to deliver the educational programme and meet the instructional goals of the programme.	List of staff CVs of staff
4.2	Each programme must have a minimum equivalent of one full-time licensed veterinarian or one full-time veterinary nurse on staff. Programmes without a veterinary nurse on the staff should actively work towards this level of staffing.	List of staff
4.3	Teachers must have knowledge and expertise in the topics they teach at a level appropriate to support the programme and must be able to promote the appropriate role of the veterinary nurse in veterinary practice. Instructional duties must not violate national or European laws regarding the practice of veterinary medicine.	CVs of staff Records of staff CPD Staff development plans
4.4	Veterinarians and / or veterinary nurses must be involved in the management of the programme.	Minutes of programme team meetings Interviews with staff
4.5	The programme director (or its equivalent) must have the competence, support and opportunity necessary to manage the programme successfully. This shall be documented in a written job description that also shall clearly define the position of the director within the institutional hierarchy.	Programme Director CV and job description Interview with Programme Director Minutes of meetings
4.6	Teaching positions must offer sufficient compensation, incentives, and employment security to attract and retain qualified personnel in order to maintain programme stability. Teaching and support staff must have sufficient time for development and delivery of instruction, curriculum development, student evaluation, student advisement and counselling, and professional development.	Staff contracts Records of staff turnover Interviews with staff
4.7	The institution must provide evidence that it evaluates teaching staff regularly and assists and facilitates professional growth. Faculty members should be participating members of national professional associations.	Staff CVs Continuing professional development (CPD) policy
4.8	For off-campus clinical experiences, students and teachers should seek modern facilities that employ veterinary nurses who act as professional role models and mentors	Criteria for approval of placement practices

		Memoranda of agreement Student interviews
<b>5</b>	<b>Physical facilities and equipment</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
5.1	All aspects of the physical facilities both in the teaching establishment and off-site where teaching takes place must provide an environment conducive to learning and the achievement of the educational goals. Classrooms, teaching laboratories, and other teaching spaces shall be clean, maintained in good repair, adequate in number, appropriate in capacity, and provided with sufficient equipment to meet the instructional need and the number of students enrolled	Plan of teaching accommodation Site inspection by visitation panel Health and Safety inspection reports
5.2	Clinical teaching facilities must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided and shall comply with the resource list contained in the <i>Accreditation Application Form</i> .	Schedule of clinical resources and equipment Resources and equipment inspection by visitation panel
5.3	Office space must be sufficient for the instructional and administrative needs of the faculty, staff, and programme. Facilities must adequate for the tutorial and pastoral support of students.	Plan of teaching accommodation Site inspection by visitation panel Health and Safety inspection reports
5.4	On-site and off-site animal housing must be consistent with accepted humane standards and national or EU regulations.	Relevant inspection reports Site inspection by visitation panel
5.5	Safety of students, programme personnel, and animals must be a prime consideration (Refer to <i>Statement on Safety</i> , Appendix A)	Relevant inspection reports Site inspection by visitation panel
5.6	Materials such as drugs, biologics, and reagents used for demonstration purposes must be appropriately labelled, identified and stored. Compliance to current EU and animal remedies regulations must be demonstrated.	Relevant inspection reports Site inspection by visitation panel
5.7	Waste management shall be appropriate for the needs of the programme and consistent with regulatory requirements.	Relevant inspection reports

		Site inspection by visitation panel
5.8	Storage space and facilities must be sufficient for programme needs	Plan of teaching accommodation Site inspection by visitation panel Relevant inspection reports
<b>6</b>	<b>Resources for clinical instruction</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
6.1	Animals of various common species must be available for use in teaching. Adequate access to animals, either on-site, via clinical placements or through visits to off-site facilities, is required to provide the necessary quantity and quality of clinical instruction to meet the curriculum.	Site inspection by visitation panel List of available clinical placements Oral confirmation by students
6.2	Programmes must follow all applicable national regulations and guidelines for the care and use of animals utilised by the programme. ACOVENE endorses the principles of humane care and use of animals as stated in European legislation. Animals used in the course of instruction must be treated well at all times. (see Guidelines for the Use of Animals in Veterinary Nurse Teaching Programmes, Appendix B).	Animal care protocols and records Relevant inspection reports Site inspection by visitation panel
6.3	The use of models and other alternate methods of teaching should be considered, as long as the goals and requirements of the curriculum are met.	Clinical demonstration equipment Clinical skills laboratory Simulation models
6.4	Off-campus providers of instructional support, such as veterinary practices providing clinical experience, must meet objective requirements set by the programme with respect to the physical facilities, staff, and available equipment. A memorandum of understanding or contractual arrangement must be established with all off-campus sites including, but not limited to, externship, preceptor ship, and distance learning sites. (See <i>Guidelines for Off-Campus Clinical Instruction</i> , Appendix C.)	Criteria for approval of off-site facilities Memoranda of agreement Policy/procedures for monitoring off-site facilities Relevant inspection/monitoring reports
6.5	The use of clinical veterinary services offered by the school delivering the programme, the school must demonstrate that student	Written information provided to clients

	instruction is the primary purpose of the clinical resource. Animals, regardless of ownership, must be used as teaching resources and not primarily for revenue.	Interviews with clinical staff and students
<b>7</b>	<b>Information resources</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
7.1	Libraries and/or information retrieval are essential to veterinary nurse education and continuing education. Timely access to current information resources through print, electronic media, and/or other means must be available to students, faculty, and staff. Undergraduate students must have access to a qualified librarian..	Library opening hours Librarian (or alternative) CV and hours of work Interviews with staff, students and librarian Inspection of library and IT facilities Evidence of student access to information resources
7.2	Information resources must be adequate to meet the requirements of the curriculum and sufficient to service the student numbers. Content should be subject to regular review by the programme.	Library book and/or resource content list Information resource review policy Inspection of library and IT facilities
7.3	Development of information retrieval skills must be demonstrated within the programme	Curriculum Teaching and learning methodologies Interviews with students
<b>8.</b>	<b>Admissions and management of students</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
8.1	The institution and programme admission policies, including any mechanisms for awarding credit for prior learning (APL) must be well defined and documented.	Admissions criteria APL <sup>1</sup> evaluation policy and procedures APL modules

---

1 Awarding credit for prior learning



8.2	<p>The institution and programme must demonstrate integrity and responsibility, and provide equality of opportunity, in student recruitment and selection practices. Personnel who are knowledgeable about the programme and its requirements should conduct student recruitment.</p> <p>Nb: ACOVENE recognises that some institutions are obliged to use an open admissions policies that prohibits selective entry into veterinary nurse education programmes. However, the development and consistent application of selective admissions standards may be helpful in reducing attrition and producing graduates who are most likely to succeed, and therefore should be encouraged.</p>	<p>Admissions criteria</p> <p>Selection procedures</p> <p>Interview records</p> <p>Student records</p> <p>Equality of opportunity policy</p>
8.3	<p>Promotional publications must contain:</p> <ul style="list-style-type: none"> <li>▫ the institutional and programme aims and objectives,</li> <li>▫ admission requirements and procedures,</li> <li>▫ curriculum details,</li> <li>▫ level of qualification granted,</li> <li>▫ programme requirements for completion of the qualification, including the existence of any technical standards.</li> <li>▫</li> </ul> <p>This information must include the length of time necessary for completion; policies with respect to satisfactory academic progress; tuition fees, and other programme costs; refund policies; and national and European requirements for eligibility for entry into the field of veterinary nursing.</p>	<p>School prospectus and website</p> <p>Student handbook</p> <p>Careers leaflets</p>
8.4	<p>The number of students must be consistent with the mission of the programme and must not exceed the available resources or the number of faculty and support staff needed to meet the educational goals of the curriculum.</p> <p>An appropriate instructor-to-student ratio must be maintained to ensure adequate delivery of instruction in a variety of teaching environments.</p>	<p>Student : staff ratio</p> <p>Number of dedicated programme tutors</p> <p>Interviews with students and staff</p>
8.5	<p>Student support services must be available within the institution for programme students.</p> <p>Interactions between students and faculty/staff must be sufficient to communicate expectations for successful completion of the programme, provide feedback for improvement of skills or knowledge, and encourage professional growth and development.</p>	<p>Arrangements for special educational support, academic support and pastoral support</p> <p>Records of student progress interviews</p>
8.6	<p>Throughout the curriculum, students must be exposed to veterinary team concepts and appropriate modelling of ethical and professional behaviour.</p>	<p>Curriculum</p> <p>Clinical placement objectives</p>
8.7	<p>Students should be encouraged to form a student organisation. and to be active in veterinary nurse organisations.</p>	<p>Interviews with students</p>

9. Curriculum and practical teaching		
Number	Standard	Possible sources of evidence
9.1	<p>The curriculum must be delivered to a standard equivalent to at least EQF level 4 and must prepare graduates who will be fully capable of performing in a wide variety of professional roles within the veterinary nursing field.</p> <p>At the completion of the curriculum, graduates must have achieved the entry-level skills needed to support veterinary practice. The curriculum shall provide a foundation in veterinary nursing that encourages students to continue life-long learning.</p>	<p>Curriculum</p> <p>Clinical placement objectives</p> <p>Programme assessment /examination strategy</p>
9.2	<p>Programmes shall include basic medical science, communication, critical thinking, decision-making, and clinical application skills within their delivery. Integration of nursing, technical, and medical skills within the curriculum must use live animals. Practical skills teaching must be included in programme provision. A dedicated practical teaching facility, providing a realistic and safe environment for the teaching and practice of a wide range of skills and clinical techniques should be provided. Demonstration and practical teaching equipment must reflect current veterinary nursing practice.</p>	<p>Curriculum</p> <p>Teaching and learning methodologies</p> <p>Tour of facilities</p>
9.3	<p>The curriculum should include general education (or sufficient entry level competences), along with specific veterinary nurse course content, including all of the ACOVENE competencies.</p> <p>The veterinary nursing curriculum may be offered as a stand-alone course or be integrated into wider programmes of relevant study.. Course objectives must be clearly communicated to students through syllabi or other course documents. Stand-alone veterinary nursing courses that meet the outcomes required by ACOVENE must be a minimum of two years (equivalent to 70 full-time weeks) duration.</p> <p><u>Veterinary nursing-specific curriculum:</u> The veterinary nursing programme curriculum must explicitly address the <i>Dossier of European Competences for the Veterinary Nurse</i></p> <p><u>Suggested general curriculum subjects:</u> The following are recommended general curriculum subjects: Applied mathematics (integral part of syllabus) Biological science Communication skills (integral part of syllabus) Fundamentals of chemistry Foreign languages</p> <p>ACOVENE recognises that a school may wish to emphasize certain areas within the curriculum to capitalise on regional variation, institutional strengths, and available job markets. This emphasis</p>	<p>Curriculum</p> <p>Cross-reference table demonstrating articulation with the <i>Dossier of European Competences for the Veterinary Nurse</i></p>

	should be clearly stated in the mission statement/objectives of the programme, and the curriculum shall then reflect that emphasis. A choice to emphasise one aspect of the curriculum must not interfere with the acquisition of all competences listed in the “ <i>Dossier of European Competences for the Veterinary Nurse</i> ”.	
9.4	<p>Practical veterinary experience that expands student knowledge and builds proficiency of acquired skills through task-specific exercises is a required portion of the curriculum.</p> <p>Students on clinical placement, and their host veterinary clinics, must be able to maintain contact with the school. Suitably qualified staff must monitor students’ personal and educational experiences during placements and review student performance.</p>	<p>Records of contact with placement practice supervisors and students whilst on placement</p> <p>Students’ practical assessment documents</p> <p>Student records</p>
9.5	A minimum of 500 hours of supervised practical experience in veterinary practice must be included in the programme	<p>Curriculum</p> <p>Placement records</p>
9.6	The school must provide documentation of standard criteria for evaluating achievement of all veterinary nursing skills. These criteria must be consistent with standards that reflect contemporary veterinary practice.	Students’ practical assessment documents
9.7	The school must provide documentation that all students have achieved all essential competences. (See “ <i>Dossier of European Competences for the Veterinary Nurse</i> ”, available from ACOVENE). There must be a robust and rigorous assessment strategy.	<p>Students’ practical assessment documents</p> <p>Records of assessment</p> <p>Internal assessment quality assurance reports</p> <p>External examiner reports</p>
<b>10.</b>	<b>Assessment strategies</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
10.1	<p>ACOVENE accreditation policies and procedures are based on assessment outcome. It is expected that the institution will encourage and support the programme review and evaluation process.</p> <p>Programme-specific outcome assessment instruments, that assist in determining attainment of the <i>European Competences for the Veterinary Nurse</i>, must be employed. These must include examinations and the assessment of clinical practical skills.</p>	Programme assessment strategy
10.2	All persons involved in examinations and assessments must be competent. The institution must clearly prescribe the necessary level	List of personnel involved in setting, conducting and marking

	<p>and type of expertise and competence for individuals involved in the assessment process.</p> <p>The institution must provide suitable training to develop the expertise and competence of examiners/assessors.</p>	<p>examinations</p> <p>Examiner/assessor CVs</p> <p>Examiner/assessor training and development policy</p> <p>Records of examiner training and development</p>
10.3	<p>Assessment materials must reflect at least 75% of graduation requirements of the <i>European Competences for the Veterinary Nurse</i>. The relationship between graduation requirements and assessment activities / tasks must be clear. The type of assessment must be consistent with the level of knowledge and competence as described in the graduation requirements.</p>	<p>Programme assessment strategy</p> <p>Graduation criteria</p>
10.4	<p>Assessment methods and materials must be appropriately validated. All assessments must meet test-related quality requirements. The use of language must be clear and at the appropriate level. The kind of performance required must be obvious to students and examiners/assessors. Assessment materials must show the applicable grading structure and the pass mark required. The instructions for students must be clear and complete. The instructions for the examiner/assessor must be clear and complete.</p>	<p>Examples of assessment materials including model answers where applicable</p> <p>Guidance for markers</p>
10.5	<p>The processes of assessment must be fair and transparent. The roles of participants in the process of examination must be clearly defined.</p> <p>Assessment processes include, but are not limited to, the ways in which:</p> <ul style="list-style-type: none"> <li>▫ assessment methods and materials are constructed and approved,</li> <li>▫ assessments will be conducted</li> <li>▫ s students and their performance will be evaluated,</li> <li>▫ results are processed, published and archived,</li> <li>▫ diplomas and certificates are delivered,</li> <li>▫ examination results are analysed,</li> <li>▫ students are, prior to the examination, informed about the form of the assessment , the evaluation, marking and reporting, and the access to the work done.</li> <li>▫ exemptions are granted and prior learning competencies are recognised.</li> </ul>	<p>Assessment quality procedures</p> <p>Procedures for certification</p> <p>Examination Board minutes</p> <p>External examiner reports</p>
10.6	<p>Quality assurance regarding the processes of assessment must be in place. Consistency must exist between the procedures agreed and the procedures implemented. The procedures implemented must establish rigour and control. Assessment materials and processes of examination shall be evaluated and adjusted and records maintained of this process.</p>	<p>Assessment quality assurance procedures</p> <p>Examination Board minutes</p> <p>Interviews with examiners</p>
10.7	<p>The school must have in place procedures, and associated</p>	<p>Appeals procedure</p>

	committee structures, for the consideration of assessment outcomes and student appeals. Such procedures and committee structures should incorporate appropriate independent opinions i.e. an external examiner and / or an appeal officer.	Records of recent appeals
10.8	The school should involve veterinary and veterinary nursing practitioners in the development of assessments and materials.	Programme team meeting minutes
<b>11.</b>	<b>Programme evaluation</b>	
<b>Number</b>	<b>Standard</b>	<b>Possible sources of evidence</b>
11.1	The school must demonstrate an ongoing evaluation strategy for the programme, taking into account the views of students, teaching staff and the employers of students/veterinary practices providing clinical experience to students, at least once a year.	Programme evaluation reports  Visitation panel on-site interviews with students/staff  Action plans  Evidence of liaison with employers (surveys, liaison meetings, liaison officers)
11.2	Programme evaluations should be documented and fed into the school management structures. Evidence of the programme response to evaluation comments should be demonstrable.	Minutes of programme team meetings  Responses to evaluation action plans
11.3	The school should maintain contact with the programme market and ensure that the programme remains fit for purpose i.e. that it continues to provide veterinary nurses able to meet the needs of employers. This should be evidenced through regular graduate and employer surveys and via liaison with employers and veterinary representative organisations.	Graduate surveys  Evidence of ongoing employer liaison (e.g. meetings, surveys, liaison officer)  Liaison with veterinary/veterinary nursing professional organisations
11.4	The school/college should investigate the satisfaction of students and veterinary employers with assessment procedures and outcomes.	Programme evaluations  Interviews with students

## V. Classification of accreditation

### Status classifications

V.1 Evaluation of each school is based on review of the total educational programme, with consideration given to each stated objective and the Standards as listed. Classification of accreditation of a programme in veterinary nursing shall be in effect from the last day of the site visit until acted upon by ACOVENE. The accreditation status of each programme will be published semi-annually and made available upon request.

- a. **Full Accreditation** - Those programmes that meet or exceed all Standards of Accreditation.
- b. **Provisional Accreditation** - Programmes that have received one or more outstanding major recommendations or new programmes that have not yet produced graduates.  
The programme will remain on provisional accreditation until all major recommendations have been met and / or graduates have been produced for a period not to exceed two years.  
Once graduates have been produced and outcomes have been collected and analysed, a provisionally accredited programme may petition for full accreditation. A special site visit may be required prior to an accreditation decision if major changes have occurred in the programme that may impact the programme's ability to meet the Standards of Accreditation.
- c. **Probationary Accreditation** - Those programmes previously fully accredited that do not meet all Standards of Accreditation. Any programme on probationary accreditation that does not make annual progress toward correcting its deficiencies, or any programme that has been on probationary accreditation for two successive years, will have its accreditation status changed to Accreditation Withdrawn.

Graduates of a programme classified as Probationary Accreditation are considered to be graduates of an ACOVENE-accredited programme in veterinary nursing.

- d. **Accreditation Withdrawn** - Previously accredited programmes that have had their accreditation withdrawn will be classified as Accreditation Withdrawn.

### Notification of changes

V.2 Major changes in the programme must be reported to ACOVENE within thirty days of implementation. This report must document how the programme will continue to comply with the accreditation standards.

### Re-application

V.3 Programmes with a status of withdrawn accreditation must submit a full application (and fee) for reaccreditation and undergo a site visit prior to restoration of accreditation.

### Withdrawal of accreditation

- V.4 A programme will have accreditation withdrawn if:
- a. A programme has been on probationary accreditation for two years with no significant progress to report.
  - b. An institution is voluntarily closing its doors.

- V.5 When accreditation is withdrawn:
- a. The institutional president (or chief officer) and programme director are notified immediately by the ACOVENE in writing of the classification status and the reasons therefore. The ACOVENE will notify appropriate licensing agencies and veterinary medical associations of actions taken.
  - b. Not later than 30 days after the date of the assignment of accreditation withdrawn, the programme may initiate appeal proceedings as described in the “Procedure for appeal of adverse decisions on accreditation”, appendix I.
- V.6 If a programme wishes to regain accreditation, the programme must:
- a. Submit an application for accreditation after a period of one year has elapsed from the date of accreditation withdrawal.
  - b. Pay all applicable fees.
  - c. Commit resources adequate to complete the education of currently enrolled students.
  - d. Undergo a site visit to determine whether the programme is meeting the standards of accreditation as stated in this document.
- V.7 The above will be considered by ACOVENE to determine whether accreditation can be reinstated.

## VI. Standard operating procedure for accreditation of programmes

### Fees and expenses

- VI.1 The ACOVENE accreditation of veterinary nursing programmes is voluntary. Expenses incurred for a site visit are the responsibility of the school.
- VI.2 The following fees are payable to ACOVENE.
- Initial or re-accreditation fee. This must be submitted no later than three calendar months prior to the accreditation site visit
  - Annual accreditation fee. This covers the costs of maintaining accreditation. Failure to pay the annual accreditation fee by the due date of the assessed calendar year may affect the accreditation status of the Programme.
  - All programmes are responsible for costs associated with conducting the site visit.

Details of current accreditation fees are available from ACOVENE; fees are reviewed annually.

- VI.3 ACOVENE reserves the right to charge a cancellation fee, covering the expenses of the visitation panel, where a site visit is cancelled at short notice (normally less than 28 days), either at the instigation of the applicant school or where seriously late or inadequate documentation is provided. Should ACOVENE deem a site visit to be necessary outside of the planned re-accreditation or quality assurance cycle, additional fees will be payable.

### Notification of intent

- VI.4 In order to facilitate the planning of the accreditation process and a site visit, applicant schools are required to submit a Notification of Intent to ACOVENE, using the appropriate form available from ACOVENE.
- This must be received by ACOVENE at least six calendar months in advance of a required site visit.

### Application

- VI.5 The school must submit an application for initial accreditation or re-accreditation which includes a comprehensive self-evaluation report, using the forms available from ACOVENE. This must be submitted no later than three calendar months prior to the site visit and must be accompanied by the initial accreditation fee. ACOVENE will confirm receipt of application and work with the school to confirm a site visit date. Classes must be in session during the site visit evaluation.
- VI.6 The self-evaluation report must be submitted in English using the format available from ACOVENE. It must be submitted in electronic format to ACOVENE following the provided guidelines. If computer limitations prevent all appendices from being sent electronically, the programme must indicate which items have been omitted.
- VI.7 The self-evaluation report is reviewed by ACOVENE and the visitation panel members for major deficiencies. They may ask for clarification and/or additional information. If no major deficiency is apparent, the site visit date is finalised and an agenda sent to the programme



### **Site visit**

- VI.8 The visitation team consists of three members: an ACOVENE member who normally chairs the visitation panel, one (practising) veterinarian or veterinary nurse, assigned by ACOVENE, and one veterinarian or a graduated veterinary nurse from the country to be visited, nominated by the organisation to be visited and approved by ACOVENE. The programme director is responsible for providing the name, address, telephone, and email information of the national panel member as follows:
- a. The veterinary nurse member must normally be a graduate of an accredited veterinary nurse programme and should normally be chosen by the national veterinary nurse association, Whilst preferable that the veterinary nurse not be a graduate of the programme being evaluated, a graduate of that programme may be accepted if graduates of other programmes are not available.
  - b. The veterinary surgeon member must be a registered veterinary surgeon.
  - c. The school to be evaluated may comment on the membership of the visitation panel after it has been formed and reject site team members. Such rejection must take place early enough for a replacement to be found.
  - d. If a potential conflict of interest arises between any of the visitation panel members, ACOVENE and / or the school, it should be noted and appropriate actions taken.
- VI.9 The chairman of the visitation panel will consider the self-evaluation materials and invite comments from the other panel members prior to the site visit.
- VI.10 The site visit evaluation is conducted predominantly in English, and partly in the national language (especially the interview with students). The site visit will be structured to include facilities where clinical and / or technical instruction is provided. The visitation panel will:
- a. Interview the programme director.
  - b. Inspect physical facilities, equipment, and library.
  - c. Interview faculty members and staff.
  - d. Review curriculum and course outlines using the European syllabus of competences as reference.
  - e. Interview students.
  - f. Consult privately to review findings.
  - g. Report findings to programme director.
  - a. Report findings to institutional senior management.
  - b. Prepare a written report of site visit.
- VI.11 After the site visit, immediate written feedback is provided to the programme director. A draft Report of Evaluation is written by the visitation panel chairman and distributed to the visitation team for review and appropriate changes if necessary.

### **Reporting and grant of accreditation**

- VI.12 A revised Report of Evaluation will be submitted to the programme director of the institution for verification and a response to recommendations made during the site visit.
- VI.13 A final draft Report of Evaluation, site visit information and a copy of the institutions response to conditions and recommendations will be presented to ACOVENE at the earliest possible regular meeting. Reports from site visits conducted less than 60 days prior to an ACOVENE meeting may be deferred and considered at the next board meeting.
- VI.14 Information received subsequent to the evaluation (addenda, updates, etc.) will not be considered during the report to ACOVENE. The site visit is a “snap-shot” that verifies the condition of the programme at that time. Such information may be considered following the

decision on accreditation status.

- VI.15 ACOVENE will determine the accreditation status of a programme based on a majority vote of the Board
- VI.16 ACOVENE will notify the programme director and chief executive officer of the institution of the programme's assigned status and provide a final Report of Evaluation with conditions and/or recommendations for improvement. **Conditions, recommendations** and final reports of site visits are considered private communication between ACOVENE and the institution involved until the institution has been made aware of its accreditation status. After this a summary of the board's findings may be published. Release of reports shall be at the discretion of the institution. ACOVENE will notify the national veterinary association of the assigned accreditation status of the programme.
- VI.17 ACOVENE staff will add the programme to its published list of accredited programmes after a 30-day period for potential appeals.
- VI.18 Reaccreditation takes place at five year intervals until a programme has been fully accredited for two cycles, after which time site visits are conducted at six-year intervals. Major changes to an institution's constitution or to a programme may also precipitate site visits, as may major concerns regarding the quality of a programme.

#### **Subsequent Reporting and monitoring**

- VI.19 Subsequent to receiving initial accreditation, programmes are required to submit annual evaluation reports. Please refer to Appendix F for the annual interim report instructions.
- VI.20 ACOVENE will review the annual report at its next meeting and vote to continue or change the accreditation status based on the content of the report. Following review its decision will be reported to the programme director, chief executive office of the school, and the national Veterinary Association.
- VI.21 Reports are due for review 60 days prior to the scheduled ACOVENE meeting. ACOVENE reserves the right to lower the accreditation of a programme that, after due notice, fails to submit a self-evaluation, annual, biennial, or interim report. Subsequent accreditation will be considered only after submission of application for accreditation, self-evaluation and other accreditation materials, followed by a site visit to the programme. Based on the progress noted in an annual or biennial report, ACOVENE may request an appearance of a programme representative at its next regularly scheduled meeting. The cost for such an appearance will be borne by the respective programme / parent institution.
- VI.22 Major changes in the programme must be reported within thirty days of implementation. This report must document how the programme will continue to comply with the accreditation Standards.
- VI.23 Accreditation may be withdrawn from a programme that fails to provide a report of self-evaluation at least 45 days before a scheduled site visit, fails to provide an annual, biennial, or requested interim report by the published due date prior to the ACOVENE meeting at which the programme is to be reviewed, or fails to invite a site visit at the required time.
- VI.24 A programme for which accreditation has been withdrawn may apply for accreditation after one year by submitting a report of self-evaluation and other accreditation forms, requesting a site visit (see paragraph V.6).

### **Initial accreditation and adverse accreditation decisions**

- VI.25 Programmes assigned less than full accreditation status shall be immediately notified of the actions necessary to achieve full accreditation. A programme that fails to meet the requirements for full accreditation after two consecutive years of provisional accreditation shall have accreditation withdrawn. Programmes may seek full accreditation following the graduation of its first class and collection and analysis of outcomes, at any time during the two-year period by providing evidence in a self-evaluation and reaccreditation report showing that the programme has complied with the recommendations related to the programme's accreditation status. Those recommendations are contained in the Report of Evaluation. Subsequent to receipt of the report, a site visit by an evaluation panel may be required.
- VI.26 Programmes with probationary accreditation must show annual progress toward achieving full accreditation and meet the requirements for full accreditation within a two-year period. Full accreditation may be sought at any time by providing evidence in a self-evaluation and reaccreditation report, showing that the programme has complied with the recommendations related to the programme's accreditation status. Those recommendations are contained in the Report of Evaluation. Subsequent to receipt of the report, a site visit by an evaluation team may be required.
- VI.27 Programmes have the right to appeal adverse accreditation decisions. ACOVENE will notify the appropriate credentialing agencies and the public within thirty days of any final adverse accreditation decision. Programmes may reapply for accreditation one year after accreditation has been withdrawn. Please refer to the procedures for appeal of adverse decisions on accreditation.

### **Communication of Accreditation Status**

30. Any reference by an institution or programme to ACOVENE accreditation may state the following:  
"[Identification of programme] is (provisionally or fully accredited) by ACOVENE as a programme of veterinary nurse education."

### **Interim site visits**

- VI.28 ACOVENE reserves the right to conduct a site monitoring visit at any time during the period of accreditation. Such visits will be concerned with evaluating the accredited programme and its resources and procedures in action. No self-assessment report will be required, however the visitation panel must be afforded full access to students, teaching accommodation, records and procedures during the visit. No charge will be made for a routine site monitoring visit conducted for ongoing quality monitoring purposes.
- VI.29 Interim audit visits may be undertaken at the instigation of the Board. Such visits will normally be undertaken by a visitation panel of two members appointed by the Board.

## VII. Guidance for evaluation of veterinary nurse programmes by visitation panel members

- VII.1 Both in evaluating the accreditation information provided by the school and during the site visit, evaluators should attempt to determine how closely the programme conforms to the Standards of Accreditation. The task of the evaluators is to obtain first-hand information that will assist in reaching a decision on the most appropriate classification for the programme, based on previously established criteria.
- VII.2 ACOVENE encourages innovation and experimentation in curriculum design and teaching. Evaluators should be concerned with the success of the programme in producing competent nurses.
- VII.3 ACOVENE considers it important that veterinary nurse students be educated as skilled allied health professionals complimentary to veterinarians.
- VII.4 ACOVENE believes that an adequate animal population available to the institution will adequately supply the hands-on experience needed for learning basic animal care procedures.
- VII.5 Evaluators should take note of strengths as well as weaknesses of the programmes and should adopt the role of helpful colleagues rather than critics. The entire accreditation procedure should be oriented to assisting the programmes to meet the established criteria. In addition to recommendations that are required for accreditation, advancement of accreditation status, or continued accreditation, other recommendations may be included in evaluation reports to be considered as helpful suggestions for improvement of the programme concerned.
- VII.6 Evaluators should listen to representatives of the programme. Comparisons with other programmes are not appropriate. Advice should be offered only in response to questions and as part of the summation of an evaluation.
- VII.7 Each condition or recommendation listed at the end of an evaluation report must be substantiated by factual observations in the body of the report.
- VII.8 Information received after the conclusion of the site visit may not be included in the report of evaluation. The site visit is considered a “snap-shot” which verifies the condition of the programme at that time. Therefore, updates or addendums will be considered only after the ACOVENE has assigned an appropriate classification of accreditation based on the site visit.
- VII.9 An evaluation report form is provided as a guide for site visit evaluations and to assist the production of consistent evaluation reporting. It is not intended to limit the scope of investigation or report.
- VII.10 The ACOVENE Board member on each site visit team serves as the chair of the team.
- VII.11 ACOVENE makes the accreditation decision for the programme, based on the recommendations of evaluators.
- VII.12 Information obtained from ACOVENE reports or during site visits is confidential and not to be discussed outside ACOVENE. Reports of programme evaluations are sent only to the director of the programme concerned and to the chief administrative officer of the school of which the

programme is a part. It is the prerogative of the programme and the school to disseminate the contents of the report as they wish.

VII.13 Programmes evaluated will be given an opportunity to react to the performance of the site visit team through constructive criticism of the visit and the evaluation report. Comments received will be shared with the evaluators.

VII.14 In accordance with ACOVENE policy, all information related to the accreditation of a veterinary nursing programme is strictly confidential. This includes, but is not limited to, visitation reports, letters, self-evaluation and accreditation materials, reports, correspondence, and the content of any discussion related to the programme and/or its accreditation. All requests for information related to a specific institution and/or programme must be referred to ACOVENE, or the respective institution.

## VIII. Conditions and recommendation categories

### Conditions

- VIII.1 Conditions apply to situations that clearly result in a programme's inability to meet a Standard,. Documentation of significant progress toward compliance with each condition must be achieved by the time of the programme's accreditation status is considered by ACOVENE, the date of which will be notified by the visit panel chairman.
- VIII.2 Lack of compliance may be considered cause for refusal of accreditation or reduction of the programme's accreditation status.

### Major recommendation(s)

- VIII.3 Major recommendations apply to situations that seriously jeopardize the ability of the programme to meet a Standard. Progress toward meeting each major recommendation must be demonstrated on an annual basis. Documentation of steps taken toward compliance with major recommendations is required, following the guidelines available from ACOVENE.
- VIII.4 Lack of compliance within the assigned two year period, prior to the next scheduled complete evaluation, may be considered cause for reduction of the programme's accreditation status.

### Minor recommendation(s)

- VIII.5 Minor recommendations are suggestions for programme improvement, but have no bearing on the programme's accreditation status.

## IX. Special site visit

- IX.1 Where review of information indicates that major changes have occurred in an accredited programme that may impact a programme's ability to meet the Standards of Accreditation, an on-site evaluation may be requested. A special site visit would then be conducted to determine the programme's degree of compliance with the Standards. A special site visit can be either focused or comprehensive, depending on the nature of the concerns. The letter of notification of this action from ACOVENE will indicate the scope of the visit and any specific areas of concern.
- IX.2 Special site visits are conducted when it is necessary for ACOVENE to review information about the programme that can only be obtained or documented on-site. The ACOVENE may also request a special report from the involved programme prior to conducting a special site visit. Special site visits are conducted for the following reasons:
- a. to assess the programme's progress in implementing recommendations (previously identified deficiencies) from the most recent site visit report of evaluation
  - b. to assess the impact of major changes (in curriculum, faculty, facilities, etc.) on the programme's ability to continue to meet the accreditation standards
  - c. to investigate a complaint raising questions about the programme's compliance with the accreditation Standards
  - d. to respond to a request from the chief executive officer or programme administrator.

### **Special site visit panel composition and fees**

- IX.3 Depending on the circumstances prompting the special site visit and on the need for particular expertise, ACOVENE will determine the personnel necessary to conduct the visit.
- IX.4 A fee, determined by the Board to cover necessary visitor expenses, will be levied for special site visits.





# Appendices

Page intentionally blank



## Appendix A: Statement on safety

- A.1 Veterinary nursing (VN) programmes and/or their parent institutions must establish policies and procedures that ensure a safe and healthy environment for students, instructors, and all personnel involved in VN education.
- A.2 The acquisition of safety-related knowledge and skills is an important part of the educational process, and correspondingly, competence in safety-related matters will increase the value of nurses to the veterinary profession.
- A.3 All programmes must meet national legislative requirements and have a plan in place to monitor and maintain safety. Student awareness of health and safety matters must be incorporated into the curriculum.
- A.4 Safety issues are a high priority and programmes may be evaluated for attention to safety issues in general.
- A.5 The following are general safety concerns:
- a. **Animal Handling** - most species can inflict personal injury if improperly handled or restrained. Understanding and application of proper procedures must be included in VN education.
  - b. **Occupational Safety and Health** - must correspond with national legislative requirements. Areas of interest to the site team include the following: compressed gas cylinder placement and storage; eye wash, safety shower and drench hose availability; maintenance of radiation badges, logs and equipment; presence of containers for sharps; secondary drug labelling; use of appropriate personal protective equipment; anaesthetic vaporizer calibration and maintenance; waste anaesthetic gases handling; Material Safety Data Sheets; pregnancy and immunization policies; formaldehyde standards; noise; refrigerator use; and signage.
  - c. **Zoonoses** - the potential risks of animals as a source of human disease must be understood and addressed.
  - d. **Personal Safety** - students and programme personnel must be protected from personal harm and injury due to inadequate security. Care must be taken to avoid placing individuals in risk situations as a part of educational activity.

## Appendix B: Guidelines for the use of animals in veterinary nursing teaching programmes

- B.1 ACOVENE expects all animals to be treated humanely and with respect
- B.2 The transportation, care, and use of animals in veterinary nurse teaching programmes must be in accordance with the relevant national and EU regulations.
- B.3 Alternative teaching methods, for example simulation using appropriate models, should be used for initial training of students in procedures which may cause pain or distress to the animal, i.e., parenteral injections, lavage dosing, bladder catheterization, etc.
- B.4 Off campus providers of instructional support must meet objective requirements set by the programme regarding the care and use of animals, including physical facilities and available equipment.

## Appendix C: Guidelines for off-campus clinical instruction (veterinary practices)

- C.1 Off-campus sites (in most cases veterinary practices) may be used to meet some or all of an accredited programme's requirements for clinical instruction. The following guidelines are provided to clarify accreditation requirements:
- a. The parent institution must have clearly defined and appropriate educational goals for off-campus clinical instruction, and the resources and structure necessary to accomplish these objectives.
  - b. Off-campus instructors must be identified. A licensed veterinarian or a qualified, and where nationally appropriate, registered, veterinary nurse must supervise the instruction.
  - c. A course document must be in place which states the relevant educational objectives and a veterinary nursing skills list.
  - d. Student knowledge and / or skills must be evaluated at the completion of each course by teaching staff employed by the parent institution and / or by other recognised authorities.
  - e. Special emphasis must be placed on outcomes assessment to ensure that students achieve the established educational objectives. Provisions must be in place for monitoring student progress.
  - f. Written agreements must be established with all clinical sites that provide instruction and evaluation of required specific skills. Specific criteria must be used to assist site supervisors in appropriately monitoring student progress. Clinical sites must meet objective (documented) requirements regarding practice quality, staff, and equipment. Student liability must be formally addressed by the parent institution and a policy implemented.
  - g. Student support services must be available for students undertaking off-campus instruction/experience.
  - h. Clinical sites must be sufficiently diverse to ensure that students receive the variety of experience necessary to meet the requirements of ACOVENE.

## Appendix D: Application for accreditation of programmes for educating veterinary nurses

D.1 Your application for accreditation will consist of two parts:

a. **Your self-study report**

This describes the nature of your organisation, the resources you have in place to support veterinary nurse teaching and the nature of your course. The accreditation application form and guidance will assist you in providing the required information

b. **Evidence in support of your self-study report**

In addition to completing the accreditation application form, you will need to demonstrate how the school meets the ACOVENE criteria. For example you may provide a stock list of the veterinary nursing textbooks and journals available in your library.

Other useful documents might include staff resumes, schemes of work, marketing materials, plans of teaching accommodation etc.

D.2 Please use the “ACOVENE application form and guidance” for submitting your application. This document is available from [www.acovene.com](http://www.acovene.com).

### Submitting your application

D.3 You **must** submit your application electronically. ACOVENE communicates with schools and visitors electronically; paper-based applications are large documents and cannot be processed.

D.4 Where you do not have electronic copies of supporting documents, these should be scanned and converted into PDF files using Adobe Acrobat or other PDF-writing software. jpg or tiff files are also acceptable if you cannot produce PDF files. All files (both the application form itself and the required appendices) must be clearly indexed and provided on USB sticks.

D.5 You must submit your application to the Secretariat. Three labelled USB sticks must be provided; please use new memory sticks.

**Remember do not submit paper documents!**

## Appendix E: Dossier of European Competences for the Veterinary Nurse (students)

- E.1 The *Dossier of European Competences for the veterinary nurse* (separate publication) is a resource for veterinary nurse programmes to support curriculum development and instruction. It sets a minimum standard for programme content and is used as an accreditation monitoring tool by ACOVENE.
- E.2 The Dossier articulates the complex role of the veterinary nurse and encourages instruction in essential “Day One” practical, critical thinking and clinical application skills.. A veterinary nurse student, having completed the curriculum, will have gained the prerequisite knowledge and perspective to enable him/her to practise safely alongside veterinarians as a member of the health care veterinary team.
- E.3 The programme must provide documented criteria for evaluating each student’s completion of every competence. These criteria must be consistent with standards that reflect contemporary veterinary practice.
- E.4 Although the Dossier will serve as a foundation on which to build each programme’s curriculum, veterinary nurse instructors are encouraged to expand the listed competences with additional knowledge and skills representing current trends in veterinary medicine.
- E.5 The Dossier of European Competences is available at [www.acovene.com](http://www.acovene.com)

## Appendix F: Annual or biennial self-evaluation reports

- F.1 Accredited schools are required to submit self-evaluation reports (SERs) in relation to each accredited programme either annually or biennially, as directed by ACOVENE.
- F.2 The SER informs ACOVENE's ongoing monitoring of accredited schools. In addition to providing statistical data about the programme, it should also demonstrate the school's ongoing internal management of quality and standards.
- F.3 In completing the SER, a school should ensure that all material quality issues that have arisen during the reporting period are reported. Some, or all, of such issues may have been resolved. However the ability of a school to identify, and address, issues, is a major indicator of quality management. It is therefore highly relevant to report such matters, and the means by which they are being addressed, or have been resolved during the reporting period.
- F.4 A SER that documents no such issues may indicate a school that is unable to identify, or address, salient risks to the quality of its programme delivery.
- F.5 Please use the self evaluation form provided by ACOVENE to submit your report

### **Interim reports**

- F.6 ACOVENE may require submission of an interim report from any accredited programme. Determination of the need for an interim report is made by ACOVENE after review of the programme's Report of Evaluation or annual/biennial report. The Board will specify areas of special concern and a due date for the interim report.
- F.7 In preparing the interim report, programme personnel should focus on the particular area(s) designated by the Board, and describe, in detail, the progress made in addressing the area of concern. ACOVENE will review the report, either electronically or at its next regularly scheduled meeting. Based on the progress noted in the interim report, the Board may request attendance of a programme representative at its next regularly scheduled meeting, or a site visit by an evaluation team. The cost for such eventualities will be borne by the respective programme/parent institution.



## Appendix G: Procedure for appeal of adverse decisions on accreditation

- G.1 An adverse decision on accreditation is defined as withholding initial or renewed accreditation, denial of a request for change of accreditation status, or the granting of less than full accreditation status.
- G.2 In the event of an adverse decision by ACOVENE, the affected college may petition for review of the decision on the grounds that ACOVENE had ruled unfairly by:
- disregarding the established ACOVENE criteria for accreditation and/or
  - failing to follow its stated procedures and/or
  - failing to consider all the evidence and documentation presented at the time of the evaluation.
- G.3 Disagreement with the observations of the visitors and/or the decisions of ACOVENE in the absence of one of the above criteria will not be considered grounds for appeal.

### Procedure

- G.4 When a college petitions for review of an adverse decision, the following procedure shall apply:
- G.5 Not later than 30 days from the date of the announcement of an adverse decision, the affected college shall notify the chair of ACOVENE in writing that it intends to petition for review of the decision. Not later than 60 days after the date of the announcement of the adverse decision, the college shall submit documentation supporting its petition. An advance deposit of € 100 must accompany the documentation materials and will be applied against the expenses incurred by the hearing panel. Additional necessary expenses shall be paid by the petitioning program, and any surplus of the deposit shall be returned to the programme.
- G.6 The ACOVENE board shall convene a review panel comprising three individuals:
- A member of the ACOVENE board, normally the Chairman or Secretary, who has not been involved in the appealed accreditation
  - An ACOVENE visitor not involved with the appealed accreditation
  - One other member
- G.7 The Review Panel shall review the petition and the supporting documents at a convened meeting, which shall be no later than 6 months after the receipt of documentation supporting the petition. The initial accreditation status of the programme involved shall remain unchanged during the review, and there shall be no public notice of an adverse decision until a review is complete and a final decision has been rendered.

### Further appeal

- G.8 Not later than 30 days after the announcement of the final decision by ACOVENE, the college may petition for an independent review hearing by Vetnnet. The procedure for this petitioning for this hearing shall be the same as that described in paragraphs one and two above.

- G.9 The chair of Vetnnet shall appoint a hearing panel comprising 3 individuals, none of whom shall be members of the original visitation panel or of the ACOVENE board. The chair of Vetnnet shall designate the chair of the hearing panel.
- G.10 A hearing shall be held at a mutually convenient time and place within 6 months following the receipt of documentation supporting the petition. Vetnnet will schedule and organize the hearing and notify the hearing panel and the college by email.
- G.11 At any hearing the petitioning college and ACOVENE have the right to present witnesses, to submit any evidence pertinent to the case, and to question the witnesses of others. Witnesses giving oral testimony shall be sworn in by the chair of the hearing panel. Before permitting testimony relating to the character or general reputation of anyone, the panel shall satisfy itself that the testimony has a direct bearing on the case at issue. Although the hearing process does not require legal council, the hearing panel and / or ACOVENE may have legal counsel present to advise it with respect to the procedure.
- G.12 The hearing panel may either affirm the decision of ACOVENE or direct ACOVENE that it reconsider the decision, giving reasons in either case. The conclusion of the panel shall be produced in writing and become a permanent record.
- G.13 At the discretion of the hearing panel, or upon the advance request in writing of either the petitioning college or ACOVENE, a transcript of the proceedings may be made. The cost of such transcript will be borne by the party requesting it.

#### **Costs of an appeal**

- G.14 Travel, meals, and lodging for the hearing panel and witnesses will be at the expense of the institution requesting the hearing. Expenses will be reimbursed by ACOVENE and charged back to the institution requesting the hearing in the case of a successful appeal. Any other costs that may be incurred by petition for review shall be provided for by the institution requesting the hearing.

#### **Decisions resulting from appeal or review processes**

- G.15 The report of the hearing panel will be considered at the next regular meeting of ACOVENE. In the event that the hearing panel has recommended reconsideration of the initial decision of ACOVENE, all deliberations of ACOVENE, as well as the factors considered prior to a final decision, shall be a matter of record.
- G.16 Not later than 30 days after the announcement of a final decision subsequent to a hearing, either the college or ACOVENE may petition for rehearing on the basis of new evidence that could not, with reasonable diligence, have been discovered and produced at the original hearing. The procedure for a rehearing shall be the same as that described in the above paragraphs. No more than one petition for rehearing may be filed by any party in a case.
- G.17 The chief executive officers of the program and the institution will be provided with copies of the decision of the hearing panel, including a statement of specifics.

Page intentionally blank

