



## ACOVENE Panel

For a visitation undertaken by ACOVENE the panel will consist of veterinary professionals.

The visiting team may also include observers attending in a training role.

## Key tasks for a panel member

- Work as a member of a team of experts reviewing and making recommendations to ACOVENE on the standard of veterinary nursing education and training at the educational institute offering, or seeking to offer, approved veterinary nursing qualifications.
- Take part in any required training and/or pre-visit meetings or teleconferences.
- Attend the site visit (usually 2 days) to the educational institute to review the curriculum, teaching methods and facilities.
- Submitting to ACOVENE a draft report on the allocated standards and areas of expertise within a week of the end of the visit.
- Comment on drafts of the overall report before submission to ACOVENE board.
- Attend further follow-up meetings/visits if required and comment on subsequent follow-up reports as necessary.

## Training

Training and briefing will be provided for all new panel members.

For new panel members selected for a visitation, a full day training session will be held virtually.

## Time commitment

**Preparatory reading time:** the panel member must allow time to consider the educational institute's full application and to prepare their initial written comments and queries before the visit.

**Pre visit virtual meeting:** About a month before the visit, the members of the visiting panel should meet virtually for about 1-1.5 hours to meet each other and discuss the submitted paperwork and their questions to the submitted documents. The Chair of the panel may allocate areas of the accreditation standards to each panel member according to the expertise of the individual panel members.

**Visit:** a two day visitation to the Institute – this may include audit of Training Practice resources where required.

**Report writing:** panel members are required to draft the section of the report they have 'led' on during the visit. This draft is then submitted to the ACOVENE Chair who is responsible for compiling the complete report, which is then checked for factual accuracy by the institution. Once completed and agreed the report is submitted to the ACOVENE board.

If you are interested in becoming a panel member for accreditation events, please contact

[acovene@rcvs.org.uk](mailto:acovene@rcvs.org.uk)