



Veterinary Council of Ireland

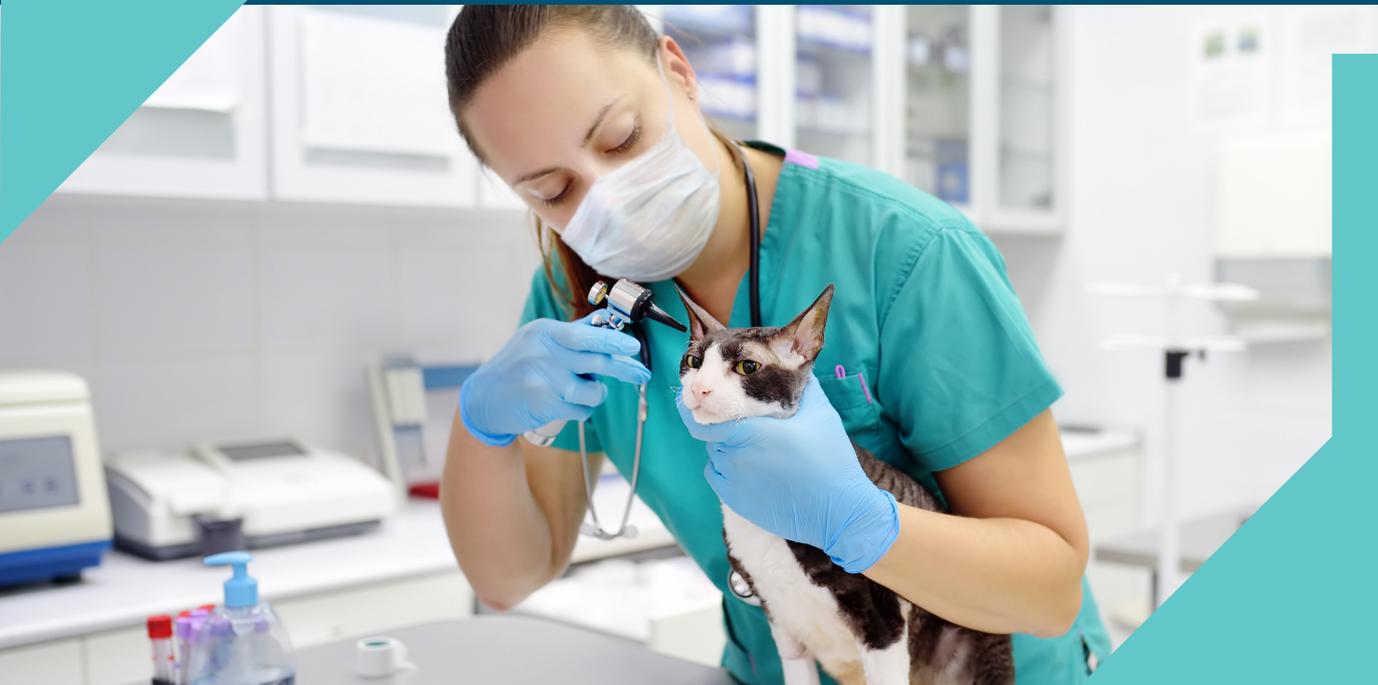
Continuing Veterinary Education Guidance Document

Introduction

It is the duty of every registered veterinary practitioner and veterinary nurse to provide the best possible service and to maintain their professional competence in the interests of both public and animal health.

In order to do so, they need to regularly partake in professional development to ensure that their veterinary knowledge and skills are up-to-date and that they are aware of current best practice. The Veterinary Council of Ireland (“the Council”) Codes of Professional Conduct place a professional obligation on registrants to participate in Continuing Veterinary Education (CVE).

In addition, the CVE Regulations¹ legally require that registrants participate in CVE. Compliance with the CVE Regulations is a condition of registration or the continuance of registration on the register of veterinary practitioners or veterinary nurses. This document aims to answer frequently asked questions about CVE to assist registrants in understanding their obligations and to ensure that they are CVE compliant.



¹ Veterinary Council of Ireland Continuing Veterinary Education for Veterinary Practitioners Regulations 2020 and Veterinary Council of Ireland Continuing Veterinary Education for Veterinary Nurses Regulations 2020

What is Continuing Veterinary Education (CVE)?

CVE is any further education or training which is intended to further develop or to refresh a registrant's professional knowledge, skills and abilities in relation to their practice of veterinary medicine or veterinary nursing.

What further education or training amounts to CVE?

CVE can be any of the following:

▶ An Approved CVE Course

This is a course that has been approved by the Council for CVE purposes. Approved courses comply with the Council's required criteria for CVE courses delivered in the Republic of Ireland. Registrants are asked to ensure that any CVE course they undertake in Ireland is approved by the Council, and that an "Approved Course Code" is present on the certificate of attendance to reflect this. The Approved Course Code is displayed by the course provider on the certificate of completion provided to attendees, offering assurance that the course is eligible for CVE credits.

▶ Independent Study

This is independent study by a registrant which relates to their practice of veterinary medicine or veterinary nursing. It can be accumulated through study of professional written material such as professional journals, case studies, or other such professional reading. Independent study may also be achieved by listening to professional podcasts or professional online material which is not a CVE course that has been approved by the Council. CVE credits for independent study are self-determined on the basis that one hour of study is equal to one CVE credit. Registrants can attribute any fraction of one hour to an independent study activity, up to an annual maximum of six (6) for a veterinary practitioner, or four (4) for a veterinary nurse.

▶ Organisational CVE

This is participation by a registrant in meetings of a committee or board of a professional organisation that is involved in the registrant's profession of veterinary medicine or veterinary nursing, or participation in a documented professional discussion group meeting. However, it excludes membership of a representative body. Registrants can claim a maximum of three (3) CVE credits annually for organisational CVE.

▶ Practice Visits

These are documented visits by a registrant to a veterinary premises registered with the Council or to educational institutions which provide an accredited programme of education. If a registered veterinary nurse or a registered veterinary practitioner "sees practice" at any accredited school for the purpose of professional development then this may be claimed as CVE credits. It is up to the Registrant to determine that the CPD they undertake is related to their scope of practice and will further their professional development. Registrants are also responsible for ensuring that the CVE they undertake is relevant to their individual scope of practice. Registrants can claim a maximum of six (6) CVE credits annually for practice visits.

▶ Presentation CVE

Presentation CVE refers to lectures or presentations to either lay or professional audiences that are prepared and delivered by a registrant. A professional audience is an audience of veterinary practitioners and/or veterinary nurses.

▶ Authoring Relevant Written Material

Written material relating to the author's profession of veterinary medicine or veterinary nursing that is published in a peer reviewed periodical or textbook, or other non-peer reviewed sources or articles for the press can be awarded CVE credits.



▶ **Recognised International CVE**

A CVE course related to the registrant's profession of veterinary medicine or veterinary nursing organised or accredited by regulators or specialisation boards in the UK, Europe, the USA, Canada, Australia or New Zealand or by international veterinary organisations deemed acceptable by the Council. Evidence of attendance at such international CVE courses should be retained for auditing purposes. For the purpose of their CVE record, registrants can claim the CVE credits awarded by the international course if any, or one CVE credit per one hour of CVE undertaken.

▶ **International veterinary organisations deemed acceptable by the Council**

CVE Course Providers outside of the Republic of Ireland that are known to the Council for the provision of CVE to registrants of the Council such as internationally known veterinary webinar providers, professional veterinary CPD organisers, veterinary associations, veterinary pharmaceutical companies, or international government agencies.

▶ **Student Supervision**

This is the supervision or mentoring by a registrant of undergraduate students of veterinary medicine or veterinary nursing as part of their extra-mural studies module during a programme of education at a third-level university or college which is recognised by the Council for the purpose of veterinary nursing and/or veterinary medicine education. Registrants can claim a maximum of one (1) CVE credit per student per week of student supervision, up to a maximum of four (4) CVE credits annually.

How much CVE must registrants do?

A veterinary practitioner must obtain either a minimum of 20 CVE Credits in a CVE Year (1st January - 31st December), or a minimum cumulative total of 60 CVE Credits over the current CVE Year and the preceding two CVE Years.

A veterinary nurse must obtain either a minimum of 12 CVE Credits in a CVE Year (1st January - 31st December), or a minimum cumulative total of 36 CVE Credits over the current CVE Year and the preceding two CVE Years.

What is a CVE Credit?

A CVE Credit is a credit claimed by a registrant in respect of CVE undertaken. In general, one CVE credit may be claimed in respect of each hour of CVE taken. However, certain types of CVE are awarded CVE Credits on a different basis:

▶ Practical CVE

2 CVE Credits may be claimed for each hour spent attending approved CVE courses in the form of wetlabs, practicals, and other such interactive events:

- Wetlabs refer to practical CVE which involves practical use by attendees of clinical materials and/or animal resources for an hour or more.
- Practical refers to CVE related to veterinary medicine or veterinary nursing which involves practical clinical training for an hour or more.
- Interactive events refer to CVE related to veterinary medicine or veterinary nursing which involves active interaction with attendees for an hour or more which can include organised knowledge tests, or participation in role playing.

Such pre-planned practical content is eligible for 2 CVE credits per hour.

▶ Presentation CVE

Presentations are awarded CVE Credits on the following basis:

Presentation	CVE Credits
First-time lecture to professional audience regarding Veterinary Practice or Veterinary Nursing (as appropriate)	7 CVE Credits
First-time one-day presentation to professional audience regarding Veterinary Practice or Veterinary Nursing (as appropriate)	Up to a maximum of 15 CVE Credits can be claimed in respect of such a one-day presentation.
Presentation to a lay audience	2 CVE Credits per presentation

▶ Relevant Written Material

Relevant written material are awarded CVE Credits on the following basis:

Relevant Written Material	CVE Credits
First author of a peer reviewed paper	15 CVE Credits
Second and subsequent author of a peer reviewed paper	8 CVE Credits
Author of a non-peer reviewed paper / article for press	2 CVE Credits per paper

Can Registrants undertake CVE not approved by the Council?

All CVE courses offered by course providers in the Republic of Ireland must apply to the Council for course approval. Courses provided in the Republic of Ireland that are not approved by the Council may not be eligible for CVE credits. Registrants are entitled to claim CVE credits for undertaking international CVE courses related to their profession of veterinary medicine or veterinary nursing. International CVE does not require Council approval provided it has been organised or accredited by regulators or specialisation boards in the UK, Europe, the USA, Canada, Australia or New Zealand or by international veterinary organisations deemed acceptable by the Council.

Are there any restrictions in relation to claiming CVE Credits?

Yes, certain limits apply in terms of claiming CVE Credits.

- ▶ In general, no more than 12 CVE Credits may be claimed in respect of a single calendar day. However, a maximum of 24 CVE Credits may be claimed for a single calendar day in the case of approved CVE courses in the form of wetlabs, practicals, and interactive events.
- ▶ A maximum of 4 CVE Credits per CVE Year may be claimed in respect of Student Supervision.
- ▶ A maximum of 6 CVE Credits per CVE Year may be claimed in respect of Practice Visits.
- ▶ A maximum of 3 CVE Credits per CVE Year may be claimed in respect of Organisational CVE.
- ▶ A maximum of 6 CVE Credits per CVE Year may be claimed in respect of presentations to lay audiences.
- ▶ A maximum of 6 CVE Credits per CVE Year may be claimed in respect of Non-peer reviewed papers / articles for the press.
- ▶ No more than 25% of the minimum number of CVE credits required may be claimed in respect of Management Skills courses
- ▶ No more than 30% of the minimum number of CVE credits required may be claimed in respect of Independent Study.

Are there any exemptions from CVE requirements?

A registrant who, during the CVE Year, participates in a postgraduate or residency programme which relates to the practice of veterinary medicine or veterinary nursing is automatically deemed to have fulfilled their CVE requirements for the duration of the year (or years) that they are enrolled. Such registrants must retain evidence of their enrolment on a programme for auditing purposes.

Are there reduced CVE requirements for registrants who don't practise for the full year?

A registrant who does not practise or ceases to practise for more than 12 consecutive weeks during a CVE Year may apply to the Council to have their CVE requirements reduced if it is for one of the following reasons:

- ▶ Maternity leave
- ▶ Parental leave
- ▶ Carer's leave
- ▶ Adoptive leave
- ▶ Illness or medical disability
- ▶ Illness or medical disability of a family member
- ▶ Other substantive reasons

In addition, newly registered registrants and registrants who are restored to the register may have reduced CVE requirements, depending on at what point in the CVE Year they were entered to the register.

Any such reduction in CVE requirements is applied as follows:

Non-Practising Portion of CVE Year (consecutive)	CVE Credits Required in CVE Year
0-3 months	100% of Standard CVE Credits
3-6 months	75% of Standard CVE Credits
6-9 months	50% of Standard CVE Credits
9-12 months	Exempt from CVE for year

What steps should registrants take to confirm compliance with CVE requirements?

Registrants are responsible for managing their own CVE records and must keep them for a minimum of 5 years (or 7 years if claiming cumulative CVE credits). This includes retaining all certificates received as evidence of attendance at approved CVE courses. To keep an offline CVE record, registrants can download and print a CVE Record Card from the website www.vci.ie. Alternatively, registrants can log in to their Registrant Extranet account on www.vci.ie to record their CVE credits. The online CVE record is self-managed by Registrants and is not monitored by the Council.

When they apply to renew their registration at the end of the CVE year, registrants will be asked to make a declaration to confirm their compliance with CVE requirements. This declaration will be a condition of registration on the Register and must be submitted by a registrant to renew their registration, and to continue to practise in the State in the following practice year.

How should registrants record their CVE?

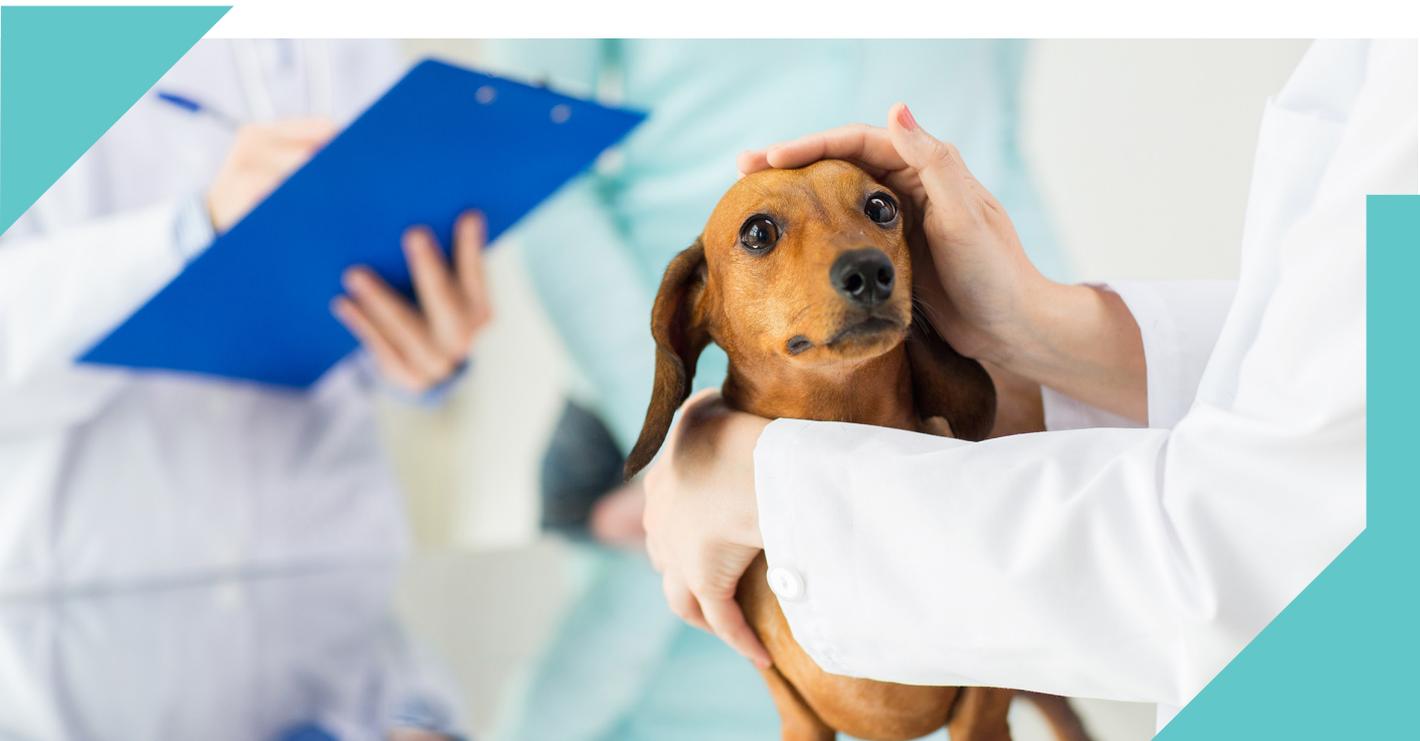
Registrants are responsible for keeping a record of their CVE. So that they may be produced to the Council during an audit, CVE Records must be retained for a minimum of 5 years, and 7 years if claiming cumulative CVE credits. Registrants can keep an online CVE Record by logging in to the Registrant Extranet on the Council's website. The online CVE record is self-managed by Registrants and is not monitored by the Council. Alternatively, Registrants may choose to maintain their own hard copy records, retaining copies of all certificates of attendance at approved CVE courses, and other such evidence of CVE completion.

Will the Council audit the CVE records of registrants?

On an annual basis, the Council will select a percentage of registrants to audit for compliance with CVE requirements. Registrants selected for audit will be asked to provide evidence of their compliance in the year or years requested by submitting their CVE record cards, certificates of attendance at approved CVE courses, and any other forms of documentation retained as evidence of CVE compliance.

What happens if a registrant does not comply with CVE requirements?

The Council will investigate any alleged non-compliance with CVE requirements. Depending on the circumstances, the registrant may be asked to undertake a programme of CVE prescribed by the Education Committee and/or referred for inquiry into their fitness to practise.



How do course providers apply to have a CVE course approved by the Council?

Applications must be made by email to cve@vci.ie at least eight (8) weeks in advance of the course commencement date. An up-to-date Course Approval Application Form must be completed and submitted together with:

- ▶ The Course Agenda/Itinerary
- ▶ €150 Application Fee
- ▶ If required, the council may request a Curriculum Vitae for each Course Presenter listed on the application.

The Council may refuse consideration of an application if submitted less than eight (8) weeks in advance of the course commencement date.

Applications submitted less than eight (8) weeks in advance of the course commencement date may not be approved and may not be eligible for CVE credits. Course providers cannot advertise any CVE course as being approved by the Council until confirmation of such approval is issued.

What criteria must a CVE course meet in order to be approved by the Council?

A CVE course must relate to one or more of the following areas in order to be approved:

- ▶ **Veterinary Practice**
- ▶ **Animal health and welfare**
- ▶ **Public health**
- ▶ **Management Skills** (one or more of, or a combination of, the following areas: (i) financial and business management, (ii) professionalism, communication and other business and office skills, (iii) practice management, or (iv) self-management or self-care)
- ▶ **Regulatory matters** (matters relating to the regulation of registrants, including: (i) the Veterinary Practice Act 2005 (as amended) and associated regulations, (ii) the Animal Remedies Act 1993 (as amended), the Animal Health and Welfare Act 2013, or regulations made under either, (iii) professional ethics and the maintenance of standards of best practice in complying with regulatory obligations in veterinary practice or veterinary nursing or (iv) any other act, regulation or directive relevant to veterinary practice or veterinary nursing)

In addition, it must take place for a minimum of 60 consecutive minutes and its content must be relevant to Veterinary Practitioners and/or Veterinary Nurses.

What is the application process for the approval of courses that are run on a continuous basis?

When the Council approves a course for CVE credits, such approval will be valid until 31 December **in the year that it was granted only**. This means that CVE Course Providers who provide courses which run on a continuous basis must re-apply for approval for such courses in any new year.

What must Course Providers provide to registrants who complete one of their courses?

CVE Course Providers must provide all registrants who complete one of their courses with a Certificate of Completion. Certificates of Completion must contain evidence that the course was approved for CVE credits by the Council. To facilitate this, the Council will issue an Approved-Course Code in respect of each approved CVE course. Course providers will receive an Approved-Course Code by email when they are notified that their application has been approved. The Approved-Course Code must be displayed on each Certificate of Completion issued in addition to the following details:

- 1 Name of the Approved CVE Course
- 2 Name of the CVE Course Provider
- 3 Start and End Date of the CVE Course
- 4 Approved number of CVE Credits
- 5 Name of Registrant who completed the CVE Course
- 6 Registration Number of Registrant who completed the CVE Course
- 7 VCI Approved-Course Code

A certificate can also be issued by the Course Provider to attendees in the form of an email, provided all of the required certification information is contained.

Are course providers required to retain any documentation after a course has been delivered?

CVE Course providers are required to retain copies of all documentation used in the delivery of Approved CVE Courses for a period of at least 5 years after completion of the course. Such documentation includes the retention of lists of attendance for the purpose of an audit if required. The following documentation must be retained:

- a) CVE Course outline
- b) Timetables and location
- c) Advertisements and presenters' CVs
- d) Registration and attendance records, including names, addresses and registration numbers of registrants.



Certificate Of CVE Course Completion

This is to certify that

Name & Surname

VCI Registration Number ###/##, has participated in and completed the VCI-Approved CVE Course entitled Title of Approved CVE Course, which is approved by the VCI for # CVE Credits.

(provider logo)

**CVE Course
Provider Name**

Course commencement date: 07/09/2024

Course Completion date: 07/10/2024

VCI Approved-Course Code: CP-20-24-001

Course entry/
admittance fee
of €0.00 **paid**

This Certificate of Completion is issued in accordance with Regulation 11 of Veterinary Council of Ireland CVE Regulations effective 1 January 2021.

CVE Course Provider Signature

10 January 2024

Veterinary Council of Ireland

CVE RECORD CARD

Veterinary Nurses



CVE Year		
Date of Event	CVE Event/Course Name	Credits Accumulated
Veterinary Nurse's Name:		Total Credits Recorded
Veterinary Nurse's Signature:		
Veterinary Nurse's Registration Number:		

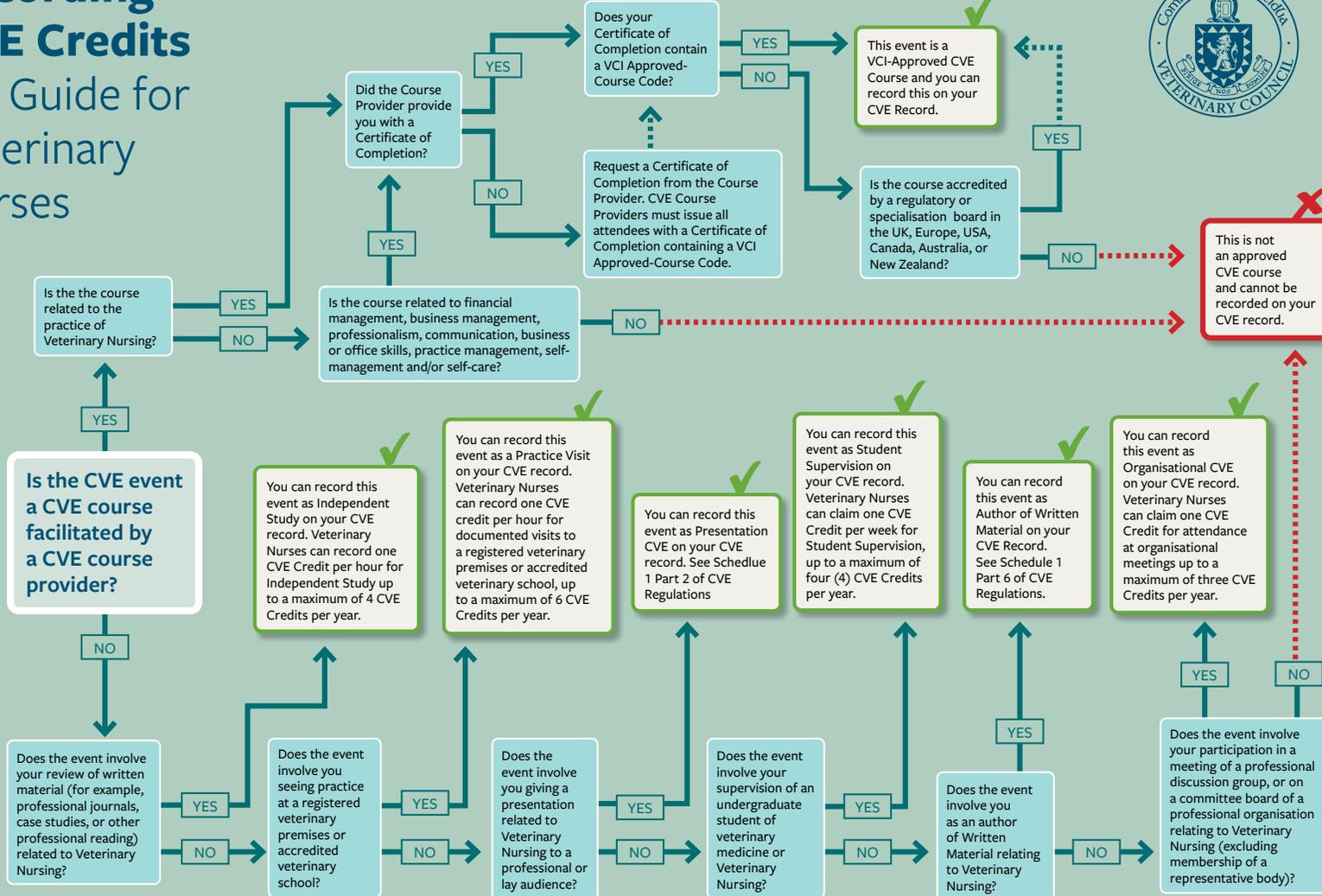
In accordance with Regulation 18 of CVE Regulations effective 1 January 2021, A Veterinary Nurse shall verify his or her compliance with CVE requirements if so requested by the Veterinary Council of Ireland, by production of their written CVE record, certificates of attendance and written verification(s) maintained pursuant to CVE Regulation 16.

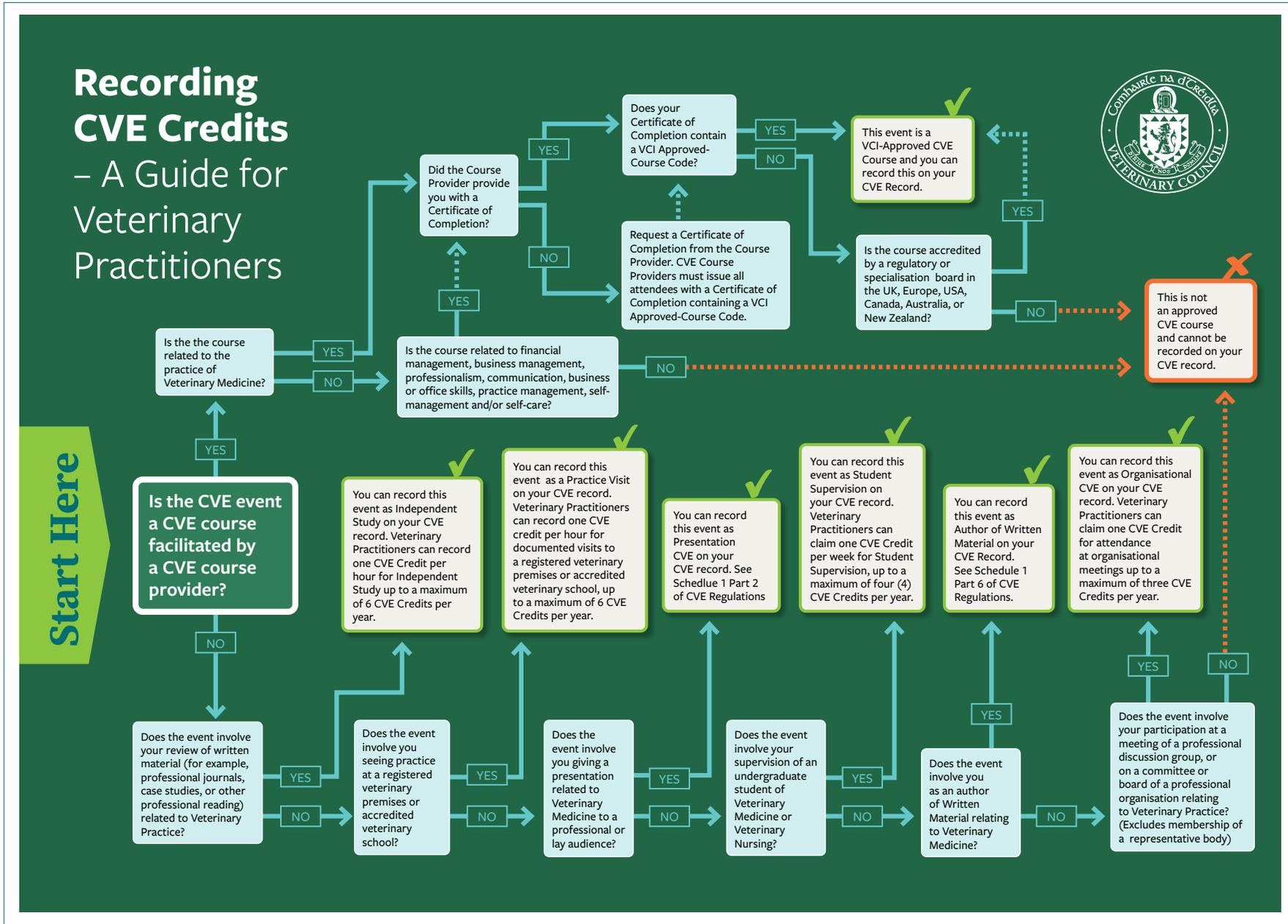
Recording CVE Credits

- A Guide for Veterinary Nurses



Start Here





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