



CENTRAL QUALIFICATIONS

<b>Placement Location Approval</b>
<b>Diploma in Veterinary Nursing – Small Animal Practice</b>

Practice address and details	
Name of practice	
Address <small>(Including postcode)</small>	
Telephone number	
Name of Practice Principal	

Is the practice a member of the RCVS Practice Standards Scheme? (PSS)	Yes	No
Level approved	Core	
	General practice	
	Hospital	
RCVS Training Practice registration number		

CQ – office use only			
Date received		Added to CQ database	
Checked and approved by EQA		Actions?	
Date approved		Actions complete	

**Guidance Notes:**

1. This form must be completed by a Centre representative and submitted to CQ for approval
2. All practices must be visited so that the Centre may evaluate and discuss the resources available to support training
3. If the Practice is **not** accredited within the RCVS Practice Standards Scheme, the Centre must ensure that the practice complies with RCVS Practice Standards at Core standards level provisions
4. CQ requires completed Placement Location forms for **all** practices where Student Veterinary Nurses (SVNs) are training for the CQ L3 VN Diploma in Small Animal Practice
5. SVNs working in branch practices – if time working at branch practices is to be counted towards VN training, these practices **must** be visited by the Centre for approval and a completed PL form sent to CQ for full approval.
6. The declaration **must** be signed and dated by the Practice Principal who **must** be an MRCVS or other RCVS approved person. (If signed by a RCVS approved person a copy of the approval document is required to accompany the PL form)
7. Signed and dated Memorandum of Agreement with the Centre and Practice to be included with the PL form
8. **All** Placement Locations **must** be an approved Training Practice (TP) with the RCVS. RCVS TP number/registration number **must** be provided on each PL form. SVNs cannot count their time towards their VN training and undertake Schedule 3 procedures unless they are in a RCVS registered TP

## 1. Staffing

There must be suitably qualified and experienced staff to provide adequate training and supervision. Student Veterinary Nurses must have access to a Clinical Coach for a minimum of 15 hours per week.

1.1	<b>Name</b> (as registered with RCVS where applicable)	<b>Position</b>	<b>Qualifications including RCVS registration No.</b>	<b>Level of involvement with training</b>	
1.2	Are current CPD records of MRCVS and RVNs involved in the training and supervision of SVNs available for inspection?			Yes	No

## 2. Clinical Facilities

### Health & Safety

*Practices must demonstrate a safe and healthy working environment*

2.1	Does the Practice have up to date Health and Safety policies and procedures to include <ul style="list-style-type: none"> <li>• Equipment service records</li> <li>• Standard Operating Procedures (SOPs)</li> <li>• Control of Substance Hazardous to Health Regulations 2002 (COSHH) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> <li>• Risk assessment policy and record of risk assessments carried out in all areas of activity</li> </ul>	Yes	No
2.2	Are Practice records compliant with the Data Protection Act 2018?	Yes	No
2.3	Does the Practice have appropriate and sufficient Personal Protective Equipment (PPE)?	Yes	No

### In-patient facilities

*Must be secure, in good condition and sufficient for the workload of the practice and veterinary nurse training*

2.4	Does the practice normally see more than 100 small animal cases per week?	Yes	No
2.5	How many animals are hospitalised per week, on average?		
2.6	Will SVNs have access to nursing of hospitalised cases to gain significant experience of nursing mid and long term patients?	Yes	No
2.7	Does the Practice regularly deal with		
	• Dogs	Yes	No
	• Cats	Yes	No
	• Exotic species	Yes	No
	Other species regularly treated		
2.8	How many kennels does the Practice have?		
2.9	Does the Practice have hospitalisation facilities for small animals		
	• Same day	Yes	No
	• Overnight	Yes	No
2.10	Is there an isolation facility?	Yes	No
2.11	Is there a SOP detailing the procedure for isolation and care of infectious cases including barrier nursing requirements?	Yes	No
2.12	Is there equipment for assisted feeding?	Yes	No
2.13	Is there equipment for the administration of intravenous fluids?	Yes	No

**Anaesthesia facilities**

2.14	Does the Practice anaesthetise more than 20 cases, on average, per week?	Yes	No
	If No, indicate average number		
2.15	Does the Practice use both injectable and inhalation anaesthetics?	Yes	No
2.16	Does the Practice have a range of endotracheal tube sizes?	Yes	No
2.17	List anaesthetic circuits routinely used		
	List other circuits held, but not frequently used		
	Where a single type of anaesthetic breathing system, such as the Humphrey ADE, is the only anaesthetic breathing system routinely used in practice, provide details of how the SVNs will have the opportunity to familiarise themselves and work with other anaesthetic breathing systems		
2.18	State anaesthetic monitoring equipment in use in the practice		
2.19	State the scavenging method used		
2.20	Are records of the monitoring of anaesthetic pollutants available?	Yes	No
2.21	Are anaesthetic chart records routinely kept?	Yes	No
2.22	Is there an anaesthetic emergency box/resuscitation pack available along with concise chart of emergency drug doses?	Yes	No

**Surgical and Operating theatre facilities**

2.23	Does the Practice have an operating theatre set aside exclusively for aseptic surgical procedures?	Yes	No
2.24	Does the Practice		
	<ul style="list-style-type: none"> <li>Have a written procedure for the maintenance of a surgically clean theatre environment?</li> </ul>	Yes	No
	<ul style="list-style-type: none"> <li>Have a preparation area, for the clipping of patients and non-sterile surgical procedures, separate from the operating theatre?</li> </ul>	Yes	No
2.25	Will students regularly have the opportunity to assist in the operating theatre as a 'scrubbed' nurse?	Yes	No
	Please indicate how many times a month		
2.26	Does the Practice have dental facilities?	Yes	No

**Sterilisation facilities**

2.27	Does the Practice have an autoclave?	Yes	No
	Give details of any other method of sterilisation used		

**Radiography facilities**

*Must comply with the requirements of Ionising Radiation Regulations 2017*

2.28	Does the practice have radiography facilities?	Yes	No
2.29	Indicate the method of radiographic processing		
	• Digital	Yes	No
	• Automatic	Yes	No
2.30	Does the Practice take more than 20 radiographic exposures, on average, per week?	Yes	No
	If no, indicate average number		
2.31	Does the Practice use ultrasound equipment?	Yes	No
2.32	Does the Practice use endoscopes?	Yes	No
	List type(s) of endoscope/s used		
2.33	Is there a copy of Guidance Notes for the Protection of Persons Against Ionising Radiation Arising from Veterinary Use 2017 (IRR17) available to all members of practice staff, including SVNs?	Yes	No
2.34	Name of Radiation Protection Advisor (RPA):		
2.35	Name of Radiation Protections Supervisor (RPS):		
2.36	Are written Local Rules and an exposure chart clearly displayed in the X-Ray room?	Yes	No
2.37	Is there at least one protective lead apron?	Yes	No
2.38	Is the protective equipment in good repair?	Yes	No
2.39	Is there a range of positioning aids available?	Yes	No
2.40	Is personal dose monitoring applied to all staff that enters the controlled area?	Yes	No
2.41	Does the practice hold a log of all X-ray exposures performed?	Yes	No

**Laboratory facilities**

2.42	Indicate % of laboratory work carried out in-house		
2.43	Does the Practice have a clinical microscope with a working Vernier scale and objective lens with oil immersion?	Yes	No
2.44	Are there facilities to		
	• Assess packed cell volume?	Yes	No
	• Prepare blood smears and stain?	Yes	No
	• Measure blood glucose?	Yes	No
	• Carry out urinalysis to include sediment analysis, specific gravity (refractometer) and dipstick testing?	Yes	No
	• Carry out faecal analysis?	Yes	No
	• Carry out hair and skin analysis?	Yes	No
	• Perform tissue biopsies?	Yes	No
2.45	Does the Practice have the following equipment		
	• Biochemistry analysers?	Yes	No
	• Haematology analysers?	Yes	No
	• Centrifuge?	Yes	No
2.46	• Commercial test strips/kits?	Yes	No
	Is there a suitable range of containers, envelopes and forms to send pathological samples to external laboratories/organisations?	Yes	No
2.47	Is there adequate storage for specimens?	Yes	No

**Dispensing facilities**

2.48	Are all medicinal products stored and disposed in accordance with legal requirements and manufacturers requirements?	Yes	No
2.49	Are appropriate records kept in relation to		
	• Controlled drugs?	Yes	No
	• POM-V and POM-VPS?	Yes	No
2.50	• Disposal of drugs?	Yes	No
	Does the practice monitor and record environmental temperatures wherever medicines are stored in line with PSS Core requirements?	Yes	No
2.51	Is effective stock control and rotation practised?	Yes	No
2.52	Will all SVNs be able to gain regular experience in the use of the following under veterinary supervision		
	• Dispensing veterinary medicinal products?	Yes	No
	• Management of the dispensary?	Yes	No
	• Supply of veterinary medicines to clients?	Yes	No





### 3. Delivery, management, monitoring and review of training

**Employment** – all employees must be provided with written terms and conditions of employment.

3.1	Indicate the total number of SVNs the Practice intends to engage (including FE and HE students)		
3.2	Will SVNs be working solely at the placement location address for which this application is made?	Yes	No
	If No a) attach a copy of the SVN's proposed rota at each practice b) indicate at which other addresses SVN/s will be working c) provide RCVS Training Practice: TP registration No (for each practice) d) provide CQ with a completed PL form for each practice where the SVN/s will be working and training		
3.3	Is at least 70% of each SVN's daily time spent on nursing? (This does not include reception and clerical duties)	Yes	No
3.4	State number of working hours per week for each SVN (excluding on call and overtime hours)		

#### Student support

3.5	Will SVNs receive tutorial support within the practice of at least 3hrs per week? (tutorials may include a variety of activities i.e. one-to-one practical teaching, directly supervised clinical work, individual tutorials or assessment activities)	Yes	No
3.6	State method of recording SVN tutorials to include planning and review of SVN progress within the award		
3.7	If required, how will you provide assistance for SVNs with special needs? (e.g. dyslexia or other disability), in accordance with the requirements to provide equal opportunities		

#### Documentation

3.8	Does the Practice have access to current editions of the following that are readily available to all staff involved in veterinary nurse training?		
	• RCVS Veterinary Nursing Day One Skills & Competencies	Yes	No
	• CQ Dip VN SAP Qualification Handbook	Yes	No
	• CQ Dip VN SAP Learner Guide	Yes	No
	• RCVS Handbooks	Yes	No

**Publications and IT**

3.9	Does the Practice have a range of publications, covering course subject areas, freely available to SVNs?	Yes	No
3.10	Is there a range of up-to-date reference texts freely available to SVNs? This must include at least one current (latest edition) general Veterinary Nursing text book	Yes	No
3.11	Will SVNs have access to IT facilities?	Yes	No

**Management & monitoring**

3.12	Are there clearly defined roles and responsibilities for all staff involved in veterinary nurse training?	Yes	No
3.13	Will each SVN have access to a clinical coach on at least two days during each working week?	Yes	No
3.14	Explain measures in place to ensure that Placement Location staff are kept up to date with veterinary nurse training issues		

If you have answered **No** to any of the above questions, indicate below how SVNs will gain appropriate experience and training and provide relevant secondment agreements

Form reference	Details of training/secondment

**4. Declaration****I recognise my obligation to students training in my practice and declare that:**

- I will provide staff involved in veterinary nurse training with a clear, written, indication of their roles and responsibilities
- I will ensure that staff are kept up to date with training issues
- I will ensure that effective lines of communication are maintained with the training Centre
- I will ensure that SVN training records are maintained
- I will ensure that SVNs have fair access to assessment
- I will ensure that staff involved in the assessment of SVNs attend meetings and/or training events as required by the training Centre
- I will ensure that clinical coaches and other staff involved with VN training have the opportunity to discuss training issues, to include Centre quality assurance reports, as regular formal or informal staff meetings
- I will provide staff involved in assessment with reasonable time in which to carry out their duties
- I will ensure staff involved with VN training have access to CPD relevant to their role in supporting students as well as to clinical CPD
- I will ensure that SVNs are given day to day supervision by a MRCVS or a RVN at all times of their training and assessment in accordance with Schedule 3 of the Veterinary Surgeons Act
- I undertake to ensure that continuity of the management and supervision of training is provided by a suitably qualified person should any staff involved with the training programme leave the practice.
- I will provide the Centre, Awarding Organisation and the Regulatory Authorities, on reasonable notice, access to premises, people and records as required, and fully cooperate with their monitoring activities, including but not limited to providing access to any premises used
- I will inform the Centre of any changes to staff, students or premises
- I will take all reasonable steps to ensure that the Awarding Organisation is able to comply with the requirements of the General Conditions of Recognition in relation to the activity undertaken in the Placement Location on behalf of the Awarding Organisation. In particular, those requirements specified in Condition C1 and C2 will be observed. Conditions C1 and C2 are provided in Annex 1

Signature of Practice Principal

Print Name

Date

<b>Centre use only</b>	
Date practice visited:	
Form completed by:	
Copy sent to CQ:	

## Annex 1

### Condition C1 and C2 – extract from the General Conditions of Recognition, Ofqual 2018

#### Condition C1 Arrangements with third parties

C1.1 Where an awarding organisation arranges for a third party to undertake, on its behalf, any part of the development, delivery or award of qualifications which the awarding organisation makes available, or proposes to make available, the awarding organisation must –

- (a) ensure that the arrangements which it establishes with that third party enable the awarding organisation to develop, deliver and award qualifications in accordance with its Conditions of Recognition, and
- (b) monitor and, where appropriate, enforce such arrangements so as to ensure that it is able to develop, deliver and award qualifications in accordance with its Conditions of Recognition.

C1.2 An awarding organisation must take all reasonable steps to ensure that, in making any such arrangements, it does not impose unnecessary or unduly burdensome requirements on third parties

#### Condition C2 - Arrangements with Centres

C2.1 Where a Centre undertakes any part of the delivery of a qualification on behalf of an awarding organisation, this condition applies in addition to the requirements in Condition C1.

C2.2 Where this condition applies, an awarding organisation must ensure that arrangements between it and the Centre include a written and enforceable agreement.

C2.3 That agreement must in particular include provisions which –

- (a) require the Centre to take all reasonable steps to ensure that the awarding organisation is able to comply with its Conditions of Recognition,
- (b) require the Centre to take all reasonable steps to comply with requests for information or documents made by the awarding organisation or Ofqual as soon as practicable,
- (c) require the Centre to assist the awarding organisation in carrying out any reasonable monitoring activities and to assist Ofqual in any investigations made for the purposes of performing its functions,
- (d) set out all the requirements with which the Centre must comply in order to continue to deliver the qualification,
- (e) establish a sanctions policy to be applied in the event that the Centre fails to comply with these requirements,
- (f) require the Centre to retain a Workforce of appropriate size and competence to undertake the delivery of the qualification as required by the awarding organisation,
- (g) require the Centre to have available sufficient managerial and other resources to enable it effectively and efficiently to undertake the delivery of the qualification as required by the awarding organisation,
- (h) require the Centre to undertake the delivery of the qualification required by the awarding organisation in accordance with Equalities Law,
- (i) require the Centre to operate a complaints handling procedure or appeals process for the benefit of Learners,
- (j) set out any Moderation processes that the awarding organisation will undertake or that will be undertaken on its behalf,
- (k) specify a process to be followed in any withdrawal of the Centre (whether voluntary or not) from its role in delivering a qualification, and
- (l) require the Centre to take all reasonable steps to protect the interests of Learners in the case of such a withdrawal.

C2.4 In the event that the Centre withdraws from its role in delivering a qualification, the awarding organisation must take all reasonable steps to protect the interests of Learners.

C2.5 The awarding organisation must, in respect of the parts of the delivery of qualifications which the Centre undertakes:

- (a) provide effective guidance to the Centre, and
- (b) make available to the Centre any information which, for the purposes of that delivery, the Centre may reasonably require to be provided by the awarding organisation.