



CENTRAL QUALIFICATIONS

Placement Location Approval
Diploma in Veterinary Nursing - Small Animal Diploma in Veterinary Nursing - Equine

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. Placement Locations for equine approval must have **all** sections completed
2. Placement Locations for small animal approval must have all sections completed **except** the equine sections
3. Practices **must** be visited by an appropriate person from the Centre prior to the PL form being submitted to CQ
4. The declaration **must** be signed and dated by the Practice Principal who **must** be an MRCVS
5. Where indicated, select Yes **or** No
6. CQ requires completed Placement Location forms for **all** practices where learners are training for the CQ L3 VN Diploma
7. **All** Placement Locations **must** be an approved Training Practice (TP) with the RCVS

1. Staffing

There must be suitably qualified and experienced staff to provide adequate training and supervision for veterinary nurse students

1.1	Name (as registered with RCVS if applicable)	Position	Qualifications including RCVS registration No.	Level of involvement with training	
1.2	Are current CPD records of MRCVS and RVNs available for inspection?			Yes	No

2. Clinical Facilities

Health & Safety- Practices must demonstrate a safe and healthy working environment

2.1	Do you have up to date health and safety policies and procedures?	Yes	No
2.2	Are your records compliant with the Data Protection Act?	Yes	No

In-patient facilities - must be secure, in good condition and sufficient for the workload of the practice and veterinary nurse training

2.3	Does your practice normally see more than 100 small animal cases per week?	Yes	No
	If No, please indicate average number:		
2.4	How many animals do you hospitalise per week, on average?		
2.5	Will students have access to nursing of hospitalised cases to gain significance experience of nursing mid and long term patients?	Yes	No
	If No, please provide a proposal for student experience in the nursing of mid and long term patients: The Centre is required to document any proposal and secondment agreement made with another institution.		
2.6	Does your Practice regularly deal with a range of species:		
	• Dogs	Yes	No
	• Cats	Yes	No
	• Exotic species	Yes	No
	• Horses	Yes	No
Other species regularly treated:			
2.7	How many kennels do you have?		
2.8	Do you have hospitalisation facilities for small animals:		
	• Same day	Yes	No
	• Overnight?	Yes	No
If No, please provide details of small animal overnight care:			
2.9	Do you have an isolation facility?	Yes	No

2.10	Do you have a Standard Operating Procedure (SOP) detailing the procedure for isolation and care of infectious cases?	Yes	No
2.11	Do you have equipment for the administration of intravenous fluids?	Yes	No

Anaesthesia facilities

2.12	Do you anaesthetise more than 10 cases, on average, per week?	Yes	No
	If no, please indicate average number:		
2.13	Do you have both injectable and inhalation anaesthetics?	Yes	No
2.14	Do you have a range of endotracheal tube sizes?	Yes	No
2.15	Anaesthetic circuits:		
	Please list anaesthetic circuits routinely used:		
	Please list others 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, please provide details of how the student will have the opportunity to familiarise themselves, and work, with other anaesthetic breathing systems:		
2.16	Please indicate the scavenging method used:		
2.17	Are records of the monitoring of anaesthetic pollutants available?	Yes	No
2.18	Do you routinely keep anaesthetic record charts?	Yes	No

Operating theatre facilities

2.19	Do you have an operating theatre set aside exclusively for aseptic surgical procedures which is available at all times?	Yes	No
2.20	Do you have:		
	• A written procedure for the maintenance for a surgically clean environment?	Yes	No
	• A preparation area, for the clipping of patients and non-sterile surgical procedures, separate from the operating theatre?	Yes	No
	• Are sterile gloves and gowns routinely used?	Yes	No
2.21	Will students regularly have the opportunity to assist in the operating theatre as a 'scrubbed' nurse?	Yes	No

2.22	Approximately how often will students have the opportunity to 'scrub' to assist a surgeon and manage instrumentation during procedures?	<u>No of times</u> Per month	
2.23	Do you use Endoscopes?	Yes	No
	Please state type(s) of endoscope used:		

Sterilisation facilities

2.24	Do you have an autoclave?	Yes	No
	If you use any other method of sterilisation please give details:		

Radiography facilities – must comply with the requirements of Ionising Radiation Regulations 1999

2.25	Does the practice have radiography facilities?	Yes	No
2.26	Indicate your method of radiographic processing:		
	• Digital	Yes	No
	• Automatic	Yes	No
2.27	Do you take more than 20 radiographic exposures, on average, per week?	Yes	No
	If no, please indicate average number:		
2.28	Do you use ultrasound equipment?	Yes	No
2.29	Is a copy of "Guidance Notes for the Protection of Persons Against Ionising Radiation Arising from Veterinary Use (IRR1999)" available to all members of practice staff, including student veterinary nurses?	Yes	No
2.30	Are written Local Rules and an exposure chart clearly displayed in the X-Ray room?	Yes	No
2.31	Is the annual servicing record of the X-ray machine available for inspection?	Yes	No
2.32	Do you have at least one protective lead apron, and is the protective equipment in good repair?	Yes	No
2.33	Is a range of positioning aids available?	Yes	No
2.34	Is personal dose monitoring applied to all staff that enters the controlled area?	Yes	No

	If no, please provide details of monitoring of radiographic exposure:		
2.35	Is a recorded log of all X-ray exposures maintained?	Yes	No

Laboratory facilities

2.36	Please indicate % of your laboratory work carried out in-house:		
	If the practice sends the majority of their laboratory work to external commercial laboratories, provide a proposal as to how students will gain the necessary experience, training and assessment. The Centre is required to document any proposal and secondment agreement made with another institution.		
2.37	Do you have a clinical microscope with a working Vernier scale?	Yes	No
2.38	Do you have facilities to:		
	• Assess packed cell volume?	Yes	No
	• Prepare blood smears?	Yes	No
	• Measure blood glucose?	Yes	No
	• Test urine and estimate specific gravity (refractometer)?	Yes	No
2.39	Do you have the following equipment:		
	• Biochemistry analysers?	Yes	No
	• Haematology analysers?	Yes	No
	• Centrifuge?	Yes	No
	• Commercial test strips/kits?	Yes	No

Dispensing facilities

2.40	Are all medicinal products stored in accordance with legal requirements and manufacturers requirements?	Yes	No
2.41	Are appropriate records kept in relation to:		

	<ul style="list-style-type: none"> Controlled drugs? 	Yes	No
	<ul style="list-style-type: none"> POM-V and POM-VPS? 	Yes	No
	<ul style="list-style-type: none"> Disposal of drugs? 	Yes	No
2.42	Is effective stock control and rotation practised?	Yes	No

2.43	Will all students training for the Dip VN/EVN be able to gain regular experience in the use of the following under veterinary supervision:		
	<ul style="list-style-type: none"> Dispensing veterinary medicinal products? 	Yes	No
	<ul style="list-style-type: none"> Management of the dispensary? 	Yes	No
	<ul style="list-style-type: none"> Supply of veterinary medicines to clients? 	Yes	No

3. For Equine PL applications please also complete the following:

3.1	Do you see at least 10 equine cases per week?	Yes	No
3.2	Do you have suitable overnight stabling?	Yes	No
3.3	Do you have a large box for foaling/colic cases?	Yes	No
3.4	Do you have facilities for neo-natal care?	Yes	No
	If No, please provide a proposal of how students will gain the necessary experience, training and assessment. The Centre is required to document any proposal and secondment agreement made with any other institution.		
3.5	Do you have dedicated riding, trotting and lunging spaces?	Yes	No
3.6	Do you have stocks for examination and standing surgery?	Yes	No
3.7	Do you have an overhead hoist?	Yes	No
	If not, what do you use?		
3.8	Do you have a range of Nasotracheal tubes?	Yes	No
3.9	Will all students training for the DipEVN be able to gain regular experience in the use of a blood gas analyser?	Yes	No

3.10	Are cassette holding devices available?	Yes	No
3.11	Do you have thyroid and other protective equipment? – please specify	Yes	No
3.12	How many hospitalisation boxes do you have?		
3.13	How many horses do you hospitalise overnight on average?		
3.14	Do you have:		
	• Arthroscope?	Yes	No
	• Laparoscope?	Yes	No
	• Orthopaedic equipment?	Yes	No

4. Delivery, management, monitoring and review of training

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

4.1	Please indicate the number of student veterinary nurses you intend to engage:		
4.2	Will student veterinary nurses be working solely at the placement location address for which this application is made?	Yes	No
	If no: a) please attach a copy of the student nurses proposed rota at each practice b) indicate at which other addresses students 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 student will be working and training		
4.3	Is at least 70% of each student veterinary nurse's daily time spent on nursing?	Yes	No
4.4	Will all student veterinary nurses be provided with a minimum of three hours per week of active practical teaching, supervision and assessment?	Yes	No

Student support

4.5	Will you provide student veterinary nurses with an induction into their role as a student veterinary nurse in this practice?	Yes	No
4.6	Explain how you will enable students to plan and regularly review their progress, and how will you document these reviews?		

4.7	If required, how will you provide assistance for students with special needs? (e.g. dyslexia or other disability)		
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Documentation

4.8	Do you have current editions of the following that are readily available to all staff involved in veterinary nurse training?		
	• Veterinary Nursing Day One Skills & Competencies	Yes	No
	• CQ Dip VN/EVN Qualification Handbook	Yes	No

Publications and IT

4.9	Do you have a range of publications, covering course subject areas, freely available to student veterinary nurses?	Yes	No
4.10	Do you have a range of up-to-date reference texts freely available to student veterinary nurses?	Yes	No
4.11	Do students have access to IT facilities?	Yes	No

Management & monitoring

4.12	Do you have clearly defined roles and responsibilities for all staff involved in veterinary nurse training?	Yes	No
4.13	Will each student have access to a clinical coach on at least two days during each working week?	Yes	No
4.14	Explain measures in place to ensure that Placement Location staff are kept up to date with veterinary nurse training issues:		

7. 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 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 student veterinary nurse records are maintained
- I will ensure that veterinary nursing students have fair access to assessment
- I will ensure that staff involved in the assessment of veterinary nursing students attend meetings and/or training events as required by the training Centre
- I will provide staff involved in assessment with reasonable time in which to carry out their duties
- I will ensure that veterinary nursing students 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 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 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 Placement Location Principal	
Print Name	
Date	

Centre use only	
Date received:	
Date practice visited:	
Date approved:	
Copy sent to CQ:	

Annex 1

Condition C1 and C2 - extract from the General Conditions of Recognition, Ofqual 2014.

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.