

Application to become a training practice for veterinary nurse training

Introductory notes

Veterinary practices play a central role in the training of student veterinary nurses, both in vocational training and in providing clinical experience for student VNs undergoing university-based training. Being a training practice (TP) involves much more than the simple provision of a place of employment. It gives a practice the opportunity to contribute materially to the provision of veterinary nurse training to meet the National Occupational Standards for veterinary nursing. These nationally agreed standards ensure that veterinary nurses are trained to a consistent level of skill and knowledge. They are consequently competent to enter the RCVS Register of Veterinary Nurses and to practise responsibly in a variety of practice and other veterinary settings.

Training practices must always be affiliated to an RCVS approved centre for veterinary nurse training.

Student veterinary nurses will only be able to enrol for training if their practice is linked to an approved centre. There is a list of RCVS approved qualifications in veterinary nursing on the RCVS website (www.rcvs.org.uk/document-library/list-of-rcvs-approved-qualifications-in-veterinary-nursing) In the 'Where delivered' column there is a link to each Awarding Institution's approved centres and their contact details.

This application form sets out the criteria necessary for a veterinary practice to train and assess veterinary nurses. These criteria consist of:

- a. The staff and facilities available in order to support the training, supervision and assessment in practice of student veterinary nurses.
- b. The physical resources and the clinical work available to support technical training of veterinary nurses.
- c. The measures in place to manage veterinary nurse training and assessment.

These criteria are laid down by the RCVS, as the regulator for veterinary nursing qualifications, in order to enable approved centres to meet the nationally agreed criteria for veterinary nurse training stipulated by Ofqual (the Office of Qualifications and Examinations Regulation).

Applications for training practice approval are made to the receiving approved centre. The centre will visit your practice, as a prospective TP, in order to verify the resources available and offer initial guidance regarding veterinary nurse training. Your practice will be viewed by the approved centre solely in relation to veterinary nurse training and assessment arrangements and the facilities available in support of this. Approved centres are not concerned with any other aspect of your practice.

All training practices must meet the minimum legal and professional requirements for the operation of a veterinary business and compliance with the *RCVS Code of Professional Conduct*. These essential standards are set out in the Core Standards of the RCVS Practice Standards Scheme (PSS), although there is no requirement for TPs to be formally accredited within the Scheme. If your practice is not PSS accredited, you should check the Core Standards (these are available at RCVS Online (www.rcvs.org.uk/practice-standards-scheme) and must confirm that, to the best of your knowledge,

information and belief, the practice complies with this standard. The practice must continue to comply whilst it remains a training practice.

If your practice is approved under the RCVS Practice Standards Scheme (PSS) at (and continues to meet the relevant standards) you will have in place many of the clinical resources needed in order to provide a satisfactory training environment for veterinary nurses. Your prospective approved centre will take your PSS approval into account and **you consequently need not answer the questions in section 3 of the TP application form.**

The approval process

It is a requirement of the RCVS that your prospective approved centre must visit your practice before admitting you as an affiliated practice. This must occur whether you are new to veterinary nurse training or are already a TP with a centre and wish to transfer to a new centre. Once your completed application has been received, either the Head of Centre or an internal verifier will contact you in order to arrange a convenient time to visit. The visitor will discuss with you what he/she will need to see and the staff who should be available.

Following the visit, any issues to be addressed will be discussed with you and a suitable action plan drawn up. Affiliation with the centre will depend upon you addressing any major issues of concern. If all of the necessary facilities, resources and support systems for your students are in place, affiliation will be offered.

Once the centre has agreed that your practice may be a TP, you will be asked to sign a memorandum of understanding, or similar agreement, confirming the arrangements between your practice and the centre. This is an RCVS requirement to ensure that quality assurance can be maintained. Your TP status will then be confirmed and your practice may enrol trainees with the RCVS and/or offer clinical placements to university students.

Once approved, your practice will become an affiliated part of your approved centre. This means that your centre is responsible for the quality of the training and assessment that you provide to student veterinary nurses and must ensure that this continues to meet the required standards, both those that are specific to veterinary nurse training and the broader regulatory requirements that are stipulated nationally. As the accountable organisation, your centre must agree to the employment and/or placement of all students working towards veterinary nursing awards in your practice.

Completing the form

These guidance notes will assist with the completion of each section of the form. If you have any queries or difficulties with a section, please contact your receiving approved centre or the RCVS Veterinary Nursing Department for clarification. Please **do not** leave gaps, as this will delay the approval process.

Don't assume that answering "no" to a question means your practice cannot be approved. Your centre will ask for clarification and will take into consideration the practice as a whole, and the way in which you work, before making a decision about TP approval.

Where the form asks for additional information, please ensure that this is appended. It is recommended that you familiarise yourself with the requirements of the Lantra National Occupational Standards for Veterinary Nursing and the RCVS Day One Skills. These can be downloaded from the RCVS website www.rcvs.org.uk. You should ensure that your practice is in a position to provide student veterinary nurses with comprehensive training in all areas.

Section 1 Practice address and details

Q 1 Please enter the name of the practice.

Q 2 Self-explanatory. Please remember to enter the postcode.

Q 3 – 5 Approved centres, and the RCVS, increasingly correspond via fax and email. Please enter these if you have them.

Q 6 When applying to a centre for TP association, a veterinary surgeon (MRCVS) must be nominated as the Training Practice Principal. The designated TP Principal will be accountable for the training and assessment of student veterinary nurses in all recognised areas of veterinary nursing work. The practice principal should therefore be in a position to influence the management of veterinary nurse training and will normally be the practice owner, a partner or a senior assistant.

Q 7 Please indicate whether the practice is approved under the RCVS Practice Standards Scheme (PSS). If the practice is approved at core, general practice or hospital level and continues to meet the required approval criteria, you need not complete section 3 of the form, which deals with the clinical facilities already evaluated as part of your PSS accreditation. Your centre will ask to see your current PSS certificate at your TP approval visit.

Q 8 Please indicate what type of application is sought. If your practice does not meet all of the requirements for full TP status but would still like to train students then it may be possible for you to apply for auxiliary training practice status. Where, for example a practice lacks radiography equipment or has a low case load, an arrangement could be made for students to be seconded to another suitable training practice to gain the necessary experience. In such cases a Memorandum of Understanding must be drawn up to outline the exact arrangement in accordance with all parties involved. Your centre will be able to provide you with more advice on this.

Additional notes

Change of approval details It is the responsibility of the TP Principal to ensure that the approved centre is notified in writing of any change of detail at the practice, as provided in this application form, and additional details supplied in association with this application form. A change of Principal or premises must be notified immediately. Failure to do this may result in the suspension of your student veterinary nurse's training.

Branch Surgeries Approval of a veterinary practice as a TP does **not** automatically extend to branch

surgeries. Branch surgeries **must** be approved as training practices if student veterinary nurses will be working there other than occasionally.

Section 2 Human Resources

Training practices must:

- **employ sufficient, and suitably qualified, staff to provide adequate training and supervision for veterinary nursing students**
- **employ suitable staff to support the assessment process**
- **ensure that qualified veterinary nurses engaged in the supervision of students are listed or registered with the RCVS**
- **ensure that all employees are provided with written terms and conditions of employment**
- **ensure that all qualified staff involved in the training and supervision of student veterinary nurses undertake sufficient continuing professional development (CPD)**

Q 1 All staff that will be involved in the training and assessment of student veterinary nurses should be listed in the table provided. Clinical coaches/clinical supervisors must be qualified and Registered VNs or MsRCVS. Please indicate whether veterinary nurses not working as clinical coaches but nonetheless involved in student training are Registered.

Q 2 Please list staff that will act as clinical coaches who have not yet been trained. Your receiving centre will agree an action plan with you to ensure this training is achieved. If individuals are already registered on a clinical coach training event, please give the expected date of achievement.

Q 3 Please provide a list of all student veterinary nurses and/or potential students who will be employed at the practice. Give name, VN enrolment number and the stage of training. Please note that the term “employed” also relates to students on clinical placement from an academic veterinary nursing course.

Potential students are individuals who intend to train as veterinary nurses and hold (or are actively working towards) the mandatory entry requirements for registration with the Awarding Institution i.e. they hold the required qualifications or acceptable alternative or are currently working towards these.

Q 4 Training practices must provide written terms and conditions of employment, in accordance with employment law, for student veterinary nurses and practice staff acting as clinical coaches. Your prospective approved primary centre will ask to see draft terms and conditions of service prior to agreeing association. Thereafter, the terms and conditions of employment of each student and clinical coach must be available to the Centre or RCVS on request.

The RCVS Practice Standards Scheme (PSS) provides guidance on the construction of terms and conditions of employment. Terms and conditions of employment for student VNs should include:

Name of employer and employee

Date when employment started

Conditions relating to VN training, to include any fees payable by trainee and details of any pay-back requirements for early leavers

Scale or rate of pay, taking into account the National Minimum Wage regulations

Pay intervals

Hours of work, taking into account the Working Time regulations

Holiday entitlement, including public holidays

Job title

Job location

Details of pension arrangements. There must be provision for a Stakeholder Pension scheme where there are more than 5 employees

Length of notice on both sides

Disciplinary rules

Grievance procedure

Sickness and injury rules

It is strongly recommended that, in addition to providing written terms and conditions of employment, training practices develop job description documents for student veterinary nurses and staff acting as clinical coaches. A job description provides a clear indication of the practice's expectations of a member of its staff. In the case of clinical coaches, it enables the time spent in the supervision and assessment of students to be recognised and a realistic balance to be identified between this and other responsibilities (see also Q 6.1).

Q 5 Veterinary surgeons and nurses engaged in the training of students must be able to demonstrate relevant and current clinical knowledge and skills. CPD records should comply with RCVS requirements for MsRCVS and RVNs.

Section 3 Clinical facilities

Training practices must:

- **Provide a safe and healthy work environment**
- **Be accessible, well maintained and clean**
- **Maintain clinical, client and staff records that comply with the Data Protection Act**
- **Have clinical facilities that are adequate to support the training of veterinary nurses in accordance with the Lantra National Occupational Standards in Veterinary Nursing and the RCVS Day One Skills**

All questions

It is important that you have access to a copy of the Veterinary Nursing National Occupational Standards (available to download from the Lantra website) and can ensure that any student veterinary nurses will have opportunity within your practice to receive training and collect evidence of competence in all areas.

Safety and recordkeeping facilities

It is a requirement that all training practice accommodation and equipment complies with relevant health and safety legislation. Each TP must have in place a satisfactory Health and Safety Policy and be able to demonstrate the appropriate maintenance and safe use of equipment to be used in the training and assessment of VN students.

Student veterinary nurses must be able to maintain accurate records using a variety of media in order to meet the Occupational Standards. Please make a note of your systems here.

In-patient facilities

The skills of nursing animals in hospital conditions require specific training, and hospitalisation facilities are normally expected. Where hospitalisation facilities are limited, a proposal must be provided as to how student veterinary nurses will gain the necessary experience. For example, by agreed secondment to a suitable (named) practice or hospital.

Operating theatre facilities

Practices involved in the training of student veterinary nurses must have at least one operating theatre that is used exclusively for aseptic surgical procedures. In addition, there should be a separate area where animals are prepared pre-operatively and where "dirty" procedures (such as dental work) are carried out. The practice should have a written procedure for the maintenance of a surgically clean theatre environment.

Sterile gloves and gowns should be in routine use. Whilst it is accepted that these may not be used for all procedures, the practice should have in place a policy for their use and must be able to ensure that student veterinary nurses are provided with adequate training and experience in using them.

Sterilisation facilities

Boiling sterilisers are not normally adequate. Autoclaves and/or hot air ovens are required, plus appropriate use of disinfectants and chemical sterilising agents. Adequate service records for autoclaves must be maintained.

Anaesthesia facilities

Modern apparatus must be available for the administration of both injectable and inhalation anaesthetics and adequate scavenging systems must be in place.

Where a single type of circuit, such as the Humphrey ADE, is the only anaesthetic circuit used routinely in practice the student should have the opportunity to familiarise themselves, and work with, other circuits.

Diagnostic imaging facilities

It is mandatory that all TPs comply with the requirements of the Ionising Radiation Regulations 1999 (IRR99). A Radiation Protection Adviser (RPA) must be appointed in compliance with these regulations.

An appropriate person to act in this capacity must be a holder of NVQ/SVQ at level 4 in radiation protection, or a certificate from a recognised assessing body showing that they satisfy HSE criteria for basic competence. This person must also possess relevant experience to be able to give appropriate advice in the veterinary practice setting e.g. experience of veterinary, medical or dental radiography.

The RPA must be a named individual; if a corporate body provides your RPA services, you should ask them to name a suitably qualified member of their staff to act in this capacity.

A Radiation Protection Supervisor (RPS) should be appointed from within the practice in accordance with the IRR99. This person should be a senior and suitably qualified member of practice staff. It would **not** be appropriate for a lay practice manager or an unlisted veterinary nurse to be the RPS. The RPA and RPS should not normally be the same person.

The attention of student veterinary nurses must be drawn to the "Guidance Notes for the protection of persons against ionising radiation arising from veterinary use", a copy of which must be prominently available at the practice, and to the Local Rules displayed in the X-Ray room.

All training practices must have X-Ray facilities. It is required that the standard of X-Ray apparatus, ancillary equipment and dark room equipment is such that proper training and assessment can be provided. Radiographic equipment may be film-based or digital.

Adequate and serviceable protective clothing must be provided and personal dose monitoring must be carried out.

Laboratory facilities

It is recognised that many practices now send the majority of laboratory work to commercial laboratories. If this is the case in your practice, a written proposal must be made as to how student veterinary nurses will gain the necessary experience. This may, for example be through the agreed secondment of students to another (named) practice or veterinary hospital. The written proposal, and any secondment agreement with another institution must accompany this application form.

The microscope used in practice should have objective lenses including oil immersion.

Dispensary facilities

Medical products must be stored in accordance with the manufacturers guidance and legal requirements. The supply of medicinal products must take place in accordance with the current VMRs.

The practice dispensary must be well-organised and operate an effective method of stock control and rotation.

Section 4 Clinical training resources

Training Practices must:

- **Have a varied small animal or equine caseload sufficient to support competence in the Veterinary Nursing Occupational Standards (VNOS)**
- **Undertake a range of veterinary nursing work sufficient to address the competencies within the student experience log within the practice**

This section of the form concerns the resources available for training and several of the questions refer to the number of cases and/or procedures undertaken during the average week. These numbers are based on the minimum level of case load that is likely to support the training of one student nurse, taking into account full-time shifts and the need to teach and supervise the student alongside the

general work of the practice. Where case numbers fall below these levels, the centre must evaluate whether training can be supported and whether periods of secondment to a larger practice or hospital may be necessary in order to augment the experience available.

Where a practice envisages training two or more students, resources should be commensurately greater.

General caseload resource

Student veterinary nurses must be involved in the care and treatment of a range of small animal species, or horses, medical and surgical cases in order to meet the unit learning outcomes and student experience log. It is unlikely that sufficient experience can be gained where the caseload averages less than 100 small animal cases or 20 equine cases per week. If you are seeing fewer cases than this, please indicate the number and state whether your caseload is stable or increasing.

The provision of nursing care to hospitalised animals is a central element of veterinary nurse training and it is therefore important that students gain significant experience of this. Where few patients are admitted overnight you must provide a proposal for the provision of suitable experience. This may be via secondment to a larger practice or hospital.

Student veterinary nurses may undertake delegated medical treatments and minor surgical procedures under the provisions of Schedule 3 of the Veterinary Surgeons Act. These provisions stipulate that students must work under the supervision of a veterinary surgeon or listed/registered veterinary nurse. You must have mechanisms in place for the adequate supervision of student nurses at all times when they are on duty if they will be expected to provide medical treatment or undertake minor surgical procedures during that time.

Operating theatre resources

Student veterinary nurses must gain substantial experience in the support and management of the operating theatre environment, which should include learning to provide “scrubbed” assistance during surgical procedures and, eventually, the conduct of minor surgical procedures themselves under direct supervision.

Sterilisation resources

Experience in the handling and maintenance of commonly used surgical equipment and instrumentation must be facilitated.

Anaesthesia resources

Student veterinary nurses must be in a position to gain substantial experience in the monitoring and care of anaesthetised animals during induction, maintenance and the recovery phase. It is unlikely that the practice will be able to offer sufficient training and experience unless it runs at least 20 general anaesthetics per week on average.

Diagnostic imaging resources

Student veterinary nurses must have adequate opportunity to become proficient in the safe management and operation of radiographic equipment and the production of good-quality radiographs. The practice must therefore undertake sufficient radiography to support this level of training, experience and assessment. It is unlikely that a practice taking fewer than 20 radiographs (views) per week will be in a position to offer the requisite training and experience.

Students must gain experience in taking and processing radiographic exposures themselves, not simply assisting the veterinary surgeon or qualified veterinary nurse.

Either film-based or digital radiography is satisfactory for veterinary nurse training purposes. However, if you use digital processing or manual tank film processing, it may be necessary for students to visit another practice in order to gain experience of automatic film processing.

The manual holding of animals for radiography is unacceptable as a routine means of restraint.

Student veterinary nurses should be able to prepare and maintain ultrasound equipment and to assist with ultrasound investigations. If the practice does not use ultrasound, arrangements will be required for the student to gain a short period of experience with this in an alternative practice.

Laboratory resources

Veterinary nurses must be proficient in the use of a clinical microscope and the conduct of basic pathology tests. The practice must be able to offer sufficient opportunity for training and supervised experience. Where a practice sends much of its pathology work out to a commercial laboratory, it may be necessary for student veterinary nurses to undertake a brief period of secondment to a practice or veterinary hospital that undertakes significant in-house lab work, or to a commercial laboratory, in order to gain the requisite experience.

Dispensary resources

Training and significant experience in the management of a veterinary dispensary and (in accordance with the Veterinary Medicines Regulations) in the supply of medicinal products to clients is required.

Section 5 Delivery of training

Training practices must:

- **Employ vocational trainees for a minimum of 15 hours per week (excluding on-call and overtime hours)
or/and**
- **Provide supervised clinical placement for full-time veterinary nursing students as agreed with the student's university or college**
- **Allow for student veterinary nurses to gain sufficient, appropriately supervised, experience in all aspects of nursing work**
- **Ensure that appropriately qualified veterinary nurses or/and veterinary surgeons are available to provide training, supervision and support for student veterinary nurses**
- **Permit vocational trainee veterinary nurses to attend the requisite supporting college course within the course of their employment**
- **Provide a basic and current information resource that is suitable for, and accessible to, student veterinary nurses**

Basis of employment

Student veterinary nurses may train via the vocational route or via full-time programmes of education, which include periods of clinical placement in training practices. The latter are usually degree-level programmes delivered by universities or affiliated institutions but may be further education programmes delivered by colleges.

Please indicate the number of student nurses you intend to engage in the coming year. Your centre will discuss this with you and, once agreed, you should not engage any additional students (either vocational trainees at any stage of training or placement students) without the prior agreement of your centre.

Hours of work for employed and placement students

Under the RCVS Veterinary Nursing Bye-Laws, full-time training for vocational students takes place over a minimum of 94 weeks (excluding leave of any kind). Hours worked must be no less than 35 per week, excluding on-call and overtime.

Part-time training is allowed, provided that a student works for a minimum of 15 hours per week. The length of training will depend upon the hours worked. For example, a student working 20 hours per week will be required to complete 165 weeks excluding leave. Training on a part time basis must address all aspects of the student experience log, and that the hours on duty in the practice should be such that the student veterinary nurse gains experience in all aspects of veterinary nursing work, and has sufficient opportunity to be assessed.

Students undertaking clinical placements as part of a full-time university or further education programme must undertake a minimum of 60 weeks of work in practice, or the part-time equivalent, in accordance with the principles above.

If student nurses are to be employed at branch practices, a separate completed TP form must be submitted with this application in respect of each practice involved.

If any student is to spend any time in a branch surgery not approved as a TP, please give details of the amount of time involved and the nature of the duties. Time spent in a branch surgery of this nature should be minimal and may not be counted towards the hours required for training. Student veterinary nurses must not carry out any Schedule 3 procedures in a non TP.

Approximately 70% of the student's daily time should be spent directly on small animal nursing with the remaining 30% of time spent on non-specific tasks which may include reception and clerical duties related to small animals.

It is important that a training practice is committed to the provision of active practical teaching and supervision. Student veterinary nurses must receive instruction and supervision that is focussed on developing their knowledge, skills and competence throughout their training. They must therefore receive tutorials within the veterinary practice of at least three hours per week. Tutorials may include a variety of activities such as one-to-one practical teaching, directly supervised clinical work, revision groups, clinical coaching (supervising), individual tutorials or assessment activities.

A TP must accordingly make arrangements for the supervision of each VN student by a named and suitably qualified individual. This individual should work with the student and other practice staff to plan

and review training and assessment. The TP should employ an experienced Registered veterinary nurse whose duties include the practical supervision and development of student veterinary nurses. This supervision may alternatively be undertaken by an MRCVS. However if this is the case, the veterinarian must have a clear appreciation of the veterinary nursing role and skills.

Supporting students

Students entering veterinary nurse training, or transferring to a TP during training, must have access to full information about the TP and the approved centre, which must include details of training and assessment procedures. You may find it useful to produce a small handbook, containing the relevant information specific to your practice.

Relevant information would include:

Training facilities within the practice and their use by students (for example library and computers)

Details of supervisors/assessors

Mechanisms for planning and undertaking student experience log assessments

Arrangements for theoretical study and instruction

Arrangements for appeal against assessment decisions

Health and safety requirements etc.

Please include details of how the TP will ensure that student veterinary nurses are supervised and made aware of relevant procedures relating to training and assessment.

A TP must ensure that the progress of student veterinary nurses is formally reviewed on a regular basis throughout training. Each student VN must take an active part in this process, which should include all aspects of their training progress. Such reviews must be documented and kept with students' training records.

Please indicate how progress reviews will take place within the centre and how this is to be recorded.

Approved centres and TPs must ensure that consideration is given to student veterinary nurses with special needs in accordance with the requirement to provide equal opportunities. Special needs might include learning difficulties (such as dyslexia) or physical disabilities. Please indicate how your practice will provide support for student veterinary nurses with special needs.

Training scheme documentation

Student veterinary nurses should have access to the relevant Awarding Organisation handbooks and the practice must possess an up-to-date basic library resource suitable for the use of veterinary nurse students. This must include at least one current (latest edition) general veterinary nursing textbook.

Library and information technology

Please attach a list of available texts and journals, which students may borrow, or are able to read at work. Include the publication date and edition of textbooks held.

All VN students should be familiar with the basics of information technology, which is now integral to the function of many veterinary practices. Student access to a computer with internet access is required for completion of the student experience log. Such access should, of course, be subject to suitable controls by the practice.

Section 6 Management, monitoring and review of training

Training Practices must:

- **Provide staff involved in veterinary nurse training with a clear, written, indication of their responsibilities**
- **Ensure that staff are kept up to date with training issues**
- **Maintain effective lines of communication with the centre**
- **Maintain adequate student veterinary nurse records**
- **Ensure that veterinary nursing students employed or on placement within the practice have fair access to assessment**
- **Ensure that staff involved in the assessment of veterinary nursing students attend meetings and/or training events as required by the centre**
- **Provide staff involved in assessment with reasonable time in which to carry out their duties**

Every member of staff involved in veterinary nurse training must be aware of their individual role and responsibilities in this regard. The TP must be able to demonstrate how this is achieved (for example explicit job descriptions, staff handbook). It is especially important that assessors understand their roles clearly.

It is important that the assessment of student veterinary nurses' practical skills takes advantage of opportunities to demonstrate competence that occur naturally during the course of a student's work. Completion of the student experience log must involve the observed clinical work of the student in practice, rather than a simulated assessment. For this reason, it is important that each TP employs a clinical coach and can demonstrate (via staff rotas) that this person is able to work regularly with each student veterinary nurse.

You must ensure that your staff training and development policy enables staff involved in student training to keep up-to-date with veterinary nurse training issues. This means you must ensure they have access to training and CPD relating to their role in supporting students as well as to clinical CPD. Practice staff must also be in a position to communicate regularly with clinical coaches, centre quality assurance staff and others (such as course tutors) involved in VN training.

It is important that clinical coaches and other staff involved in VN training, are able to discuss training issues as a team. It is especially important that centre quality assurance reports, which concern quality of the student experience log, are disseminated to clinical coaches. Regular staff meetings, whether formal or informal, are therefore an important factor in maintaining and improving quality of training.

The TP must ensure that records are kept for each student veterinary nurse and that these are available to the approved centre on request. These must contain details of student enrolment and of all assessment decisions and progress interviews. It is not adequate to rely upon students' student logs to provide the sole record of practical skill competences. Records must be kept securely for at least three years after certification.

Section 7 Declaration

This section should be signed by the TP Principal and serves as an affirmation of the applicant practice's agreement to provide the required resources, systems and student support stipulated by the RCVS as regulator.

If your practice is not accredited within the RCVS Practice Standards Scheme, you should ensure that you have read the RCVS practice standards at core level (these can be found at www.rcvs.org.uk/practice-standards-scheme) and are satisfied that the practice for which TP approval is sought complies with these provisions before you make this application (*see introductory notes*).

Once completed, the TP application form, together with any further documentation required should be forwarded to the receiving approved centre. A visit will then be arranged to verify the resources available. The practice may not enrol veterinary nursing students until TP membership of the centre is confirmed and the practice is so registered on the RCVS database of training practices.