



MEMORANDUM OF UNDERSTANDING

between

The Approved Centre: The Open College of Equine Studies (TOCES)

and

The Training Practice:

This Memorandum of Understanding (MoU) establishes an agreement between the parties in respect of the training of student Veterinary Nurses enrolled on the City and Guilds Veterinary Nursing Training Programme (Equine Pathway).

Definitions

The parties: **The Approved Centre:** The Open College of Equine Studies, 33 Lower Green, Higham, Bury St Edmunds, Suffolk, UK IP28 6NJ

The Training Practice (TP):

The programme: City and Guilds Level 3 Diploma in Veterinary Nursing (Equine Pathway)

Teaching: Structured pre-planned tuition delivered by a dedicated member of staff.

Taught observation: Students accompany (shadow) trained personnel who actively teaches the pre-agreed subject matter as he/she carries out procedures in the course of the working day at the practice.

Observation/shadowing: Students accompany (shadow) trained personnel and observe procedures carried out in the course of the working day at the practice with minimal teaching delivered.

Assessment: When the student has been seen, or can provide evidence of, performing a task to a satisfactory standard this is recorded in the student's Nursing Progress Log (NPL). Assessments can be carried out by the appointed clinical skills coach or a suitable witness.

I. PURPOSE AND SCOPE

TOCES is approved by the Royal College of Veterinary Surgeons (RCVS) and City and Guilds as a Veterinary Nursing Approved Training Centre and Primary Centre. As a Training Centre TOCES is responsible for registering student nurses for the City and Guilds Diploma in Veterinary Nursing and for delivering training and assessment in support of it.

Student VNs registered on the City and Guilds programme must have a work placement within an Approved Training Practice (either an Auxiliary Training Practice (aTP) or a full Training Practice (TP)) or be undertaking placement experience at an aTP or TP.

The purpose of this Memorandum of Understanding is to define the roles and responsibilities of TOCES and the TP, in the delivery and administration of training programmes leading to the award of the City and Guilds Veterinary Nursing qualifications, hereafter referred to as 'the programme'. The programme is delivered through blended learning using specially designed distance learning study packs supported with attendance at study weeks.

2. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MoU. The initial appointees of each organization are:

TOCES' Head of Centre: Julie Brega (01284 811 401) julie.brega@equinestudies.co.uk

Training Practice (TP) Principal:

Role and responsibilities of TOCES

TOCES will:

- 2.1 Register the student/s with the RCVS and City and Guilds.
- 2.2 Provide distance and e-learning material to students.
- 2.3 Arrange eight study weeks and one OSCE crammer and mock OSCE examination day in support of the programme.
- 2.4 Notify the TP and the student/s of the venues, dates and times when students are required to attend study weeks.
- 2.5 Provide on-going support to the TP and quality assurance reviews.
- 2.6 Provide support and advice to the TP's clinical coaches via telephone and email.
- 2.7 Arrange a suitable number of Clinical Coach CPD days per year.
- 2.8 Arrange for the Clinical Coach Mentor to conduct remote reviews in accordance with the Risk Factor designated to the practice.
- 2.9 Register candidates for the City and Guilds examinations.
- 2.10 Claim candidate certification from City and Guilds.
- 2.11 Hold an annual policy and review meeting for member practices; this shall be notified in writing at least three months in advance.

- 2.12 Ensure that all Practices training student nurses through TOCES are adequately managed in terms of their approach to health, safety and welfare. This is to be achieved through the completion of a Training Practice Health and Safety Assessment Record during the Training Practice approval process and the grading of the Practice in terms of its compliance. TOCES will complete health, safety and welfare monitoring visits biennially, annually or every 3 to 6 months depending upon the practice risk grading.

Role and responsibilities of the TP

The TP will:

- 2.13 Complete the RCVS Awarding Body “Application to become an affiliated training and assessment practice of an approved centre” and return this form to TOCES.
- 2.14 Confirm that the information provided in that form is accurate and forms the basis of this Memorandum of Understanding.
- 2.15 The TP principal must ensure the TP continues to adhere to the approval criteria.
- 2.16 Notify TOCES if any of the details given at the time of approval change significantly.
- 2.17 Ensure practice staff are kept up-to-date with veterinary nurse training requirements.
- 2.18 Ensure that all staff taking an active part in veterinary nurse training are aware of the requirements of the training and remain competent to provide effective practical role models.
- 2.19 Agree to permit the student to a secondment arrangement if necessary to promote the acquisition of additional experience and NPL task completion.
- 2.20 Provide each student with a minimum of three hours structured training per week using a combination of teaching and taught observation.
- 2.21 Ensure that a suitable person (qualified veterinary surgeon or veterinary nurse registered with the local veterinary regulator in the country of origin) is trained to undertake the role of Clinical Coach for the practice.
- 2.22 Ensure Clinical Coaches adhere to requirements to attend Clinical Coach CPD training at least once per year and undertake appropriate CPD in respect of their role as a veterinary surgeon or veterinary nurse.
- 2.23 Keep records of training, coaching and quality assurance in accordance with the centre and awarding body requirements.
- 2.24 Agree action plans for clinical skills development with each student and review action plans on a frequent basis.
- 2.25 Forward Record of Employment details and Nursing Hours Logs on time to TOCES when required, in accordance with specified procedures.
- 2.26 Ensure that each student has reasonable access to their Clinical Coach on at least two days each week.
- 2.27 Ensure that sufficient time out of the normal roster is allocated to the Clinical Coach to enable them to carry out their coaching duties.
- 2.28 Permit the student/s to attend study weeks within paid working hours.
- 2.29 Allow the student a minimum of three hours of independent study time per week, within paid working hours.

- 2.30 Forward candidate registration and examination entries to TOCES in accordance with specified procedures.
- 2.31 Inform TOCES' Head of Centre about candidates who leave or join the practice part way through training.
- 2.32 Notify TOCES of requests by candidates for reasonable adjustments to assessment (in relation to college-based assessment) or to the RCVS Awarding Body (in relation to examinations) in accordance with published procedures.
- 2.33 Designate an appropriately qualified individual who is responsible for matters concerning health, safety and welfare within the practice. The individual will be responsible for ensuring that TOCES is provided with details of the practice Health and Safety Policy and photocopies of current public and employer liability insurance certificates and is notified of any changes in Health and Safety Policy or practices. The wider role of the individual should be viewed as that of ensuring a safe and healthy working environment within the practice is maintained at all times.
- 2.34 Designate a qualified First Aider or Appointed Person who will be responsible for ensuring that all persons involved in accidents at the practice are appropriately treated and that this is recorded in the practice Accident Book.
- 2.35 Designate an individual (which may be either person mentioned in 2.33 or 2.34) to report all accident and near miss incidents involving a student veterinary nurse registered with TOCES to TOCES' office within 24 hrs of their occurrence for RIDDOR reportable accidents and 48hrs for all other incidents.

3. PAYMENT

- 3.1 TOCES will invoice the Training Practice for the appropriate TOCES course and TP approval and affiliation fees, according to the current "List of Fees". The TP will pay TOCES within 14 days of the invoice date.
- 3.2 TOCES will give the TP three months' notice of fee changes.

4. STUDY WEEK CANCELLATION AND DATE CHANGES

- 4.1 Study weeks may only be cancelled By TOCES if there are three or less students planning to attend the study week or as a result of an outbreak of an equine infectious disease in or close to the equine facilities which could be exacerbated by the presence of students.
- 4.2 If a study week has to be cancelled the TP and student will be informed at least 48 hours before the study week is due to start (but more likely to be at least four weeks).
- 4.3 No compensation will be paid if a study week is cancelled.
- 4.4 A new date for the cancelled study week will be set within 30 days.
- 4.5 Whilst every effort is made to avoid date changes, TOCES reserves the right to change a study week date and will give a minimum of four weeks' notice of the change.

5. TERMS OF UNDERSTANDING

The term of this MoU is for a period of two years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this MoU upon ninety (90) days written notice without penalties or liabilities.

Authorization

Signed on behalf of The Open College of Equine Studies

Name: JULIE BREGA Signed:

Title: PRINCIPAL and HEAD OF CENTRE

Signed on behalf of the TP

Name: Signed:

Title: PRINCIPAL