

Student's Record of Veterinary Nurse Training

This is an important document

It provides essential evidence of training required by the Royal College of Veterinary Surgeons in order to process an application for entry to the Register of Veterinary Nurses.

The information and signatures herein will be subject to audit checks

Name:	
Enrolment Number:	

This Record of Education and Training must provide evidence that you have completed the mandatory period of veterinary nurse education and practical training, as set out in the *Veterinary Nurse Registration Rules*.

- You must show that you have completed a minimum of **2990 hours** in training as part of an accredited further or higher education qualification. This includes **both** your practical experience whilst employed, or on placement from your college, in an approved training practice **and** your time attending college.
- Your training programme must include a minimum of **1800 hours** employed, or on placement, in an approved training practice *in addition* to your taught university or college course.

Your period of practical training shown in this record must be based on your **normal contracted or agreed working hours** and must exclude your annual leave, and other absences including sick leave and bank holidays, overtime and on call time.

Checklist - please complete this before submitting to the RCVS

1	Record of Practical Training signed and dated by Training Practice Principal	
2	Record of Absence signed and dated by Training Practice Principal	
3	Record of Education signed and dated by Head of Centre	
4	All amendments/alterations to record countersigned and re-dated by TPP (or Head of Centre where appropriate)	
5	No photocopied records included	
6	No training time counted prior to enrolment date	
7	No fields left blank	

Summary of Veterinary Nurse Training

	Final Weeks	Final Hours
Training in Practice		
Training in College	N/A	
Total time:		
I hereby confirm that required 2990 hou Training, at least 18 completed in an app	Signature of student:	



Centre:

Record of Veterinary Nurse Education

This provides a record of the student's education in support of practical veterinary nurse training. This should be completed each term and signed by the **Head of Centre**.

Please ensure that any amendments or alterations made to this record are **countersigned and re-dated** by the Head of Centre.

	Name	e:					
	Enrolmer	nt no:					
Centre:	Centre no:		Commenced (date):		Comple (date	eted e):	

Commenced

(date):

Centre no:

Completed

(date):

Title of course/term no:	Dates attended (must be after student's RCVS enrolment start date)	Absences from course (number of days):	A Total Number of days attended excluding absences:	B Hours in a typical course day (excluding break times):	Total hours spent in education (A x B)	Signature of Head of Centre:	Date:



Student's record of Practical Veterinary Nurse Training

This record must be kept up-to-date by the student. It should be signed by the **Training Practice Principal** of the **approved Training Practice** in question when:

- a) The student leaves employment or placement at a Training Practice (TP) and/or
- b) The student **completes attendance** at a higher education or full-time veterinary nursing course

The signatory should ensure that all data entered on this record is accurate. Signatures are routinely checked and audited.

If you are unsure who your Training Practice Principal is, please contact the Veterinary Nursing Department at the RCVS for advice.

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Surname:							
- ()							

Please ensure:

Enrolment no:

Level 3 Diploma students only:

- All amendments made to entries on the Record of Training or absence are countersigned and re-dated by the Training Practice Principal (or Head of Centre where appropriate)
- The 'from' date for practical training does not precede your enrolment date
- The hours per week do not include on-call, overtime or breaks

Date of enrolment:

Employed student

Placement

student

- All dates given are specific (dd/mm/yyyy)
- All signatures provided are original and not photocopied

Name and full address of Training Practice including postcode: This MUST be the veterinary practice where the student is working. Time spent in unapproved branch surgeries cannot be counted towards	Period of er or practical as an er stud Please gi dat	placement nrolled ent ve exact	A Number of weeks	(divide da give weel	period bys by 5 to ks absent)	C Full weeks counting towards training (A minus	D Hours Per Week (excluding on-call or overtime)	Hours Per Week (excluding on-call or	E Total hours counting towards training	Total hours counting towards training	Total hours counting towards	Signature of Training Practice Principal I certify that, to the best of my knowledge and belief, the above named student completed the period of clinical training indicated in column C	Date of Principal signing (to be completed by Principal)								
veterinary nurse training.	From	То		B1 Days	B2 Weeks	B2)		(C X D)													
									Print name:												
									Print name:												
									Print name:												
									Print name:												
Students in higher education only				Signature of	f Head of Cen	tre:															



Record of Absence and Leave

A record of all periods of annual leave and absence must be kept. These periods must <u>not</u> be counted towards your overall time spent in training.

An absence constitutes any day in which you are **contracted** to work in practice but are absent for any reason and thus **not actively engaged in training.** This must include any **annual leave, bank holidays, sick leave, compassionate leave** or leave of any other kind.

You will need to take your total days absent, convert them into weeks (divide by 5 working days) and subtract them from your weeks in training to calculate your final weeks counting towards training.

Name:	
Enrolment no:	

Dates:	Days:	Reason: (annual leave, sickness etc.)	Signature of Training Practice Principal:	Date signed:

Dates:	Days:	Reason: (annual leave, sickness etc.)	Signature of Practice Principal:	Date signed:
Please attach a continua	tion sheet	if necessary		