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programmes are for recently qualified veterinary graduates who are, or are eligible to be, members of the Royal College of Veterinary Surgeons (RCVS) and who wish to develop their clinical skills, experience and knowledge of small animals, exotics, equines or farm animals. Interns are enrolled on a Postgraduate Diploma in Veterinary Clinical Practice (PGDip VCP).

programmes are for qualified veterinary graduates who are, or are eligible to be, members of the Royal College of Veterinary Surgeons (RCVS) and who wish to pursue further clinical or pathological training to be eligible for veterinary specialisation. Residents would normally have completed a recognised one-year rotating internship within a University or referral hospital, or have equivalent broad veterinary clinical experience of at least two years' duration. These programmes are aligned to residency training programmes of either European and/or American Veterinary Specialist Colleges. Candidates must register with the aligned Veterinary Specialist (or other) College at the start of their programme. It is expected that at the end of the 3-year programme a candidate will have obtained a Masters degree and have either completed or have submitted credentials for their Veterinary Specialist (or other) College. Residents are enrolled on a Masters of Veterinary Medicine (MVetMed).

The Code of Practice is written for Interns and Residents and should be read in conjunction with the [College's Regulations and Procedures](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures), <http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>, PGDip VCP and MVetMed¹ [Programme Specifications](#) and [Assessment & Award Regulations](#). Together, these documents set out the regulations and procedures for Interns and Residents. Further information and forms referred to in the Code of Practice can be found on the Graduate School and/or MVetMed¹ and PGDip VCP sites on RVC Learn.

Or another Masters course if applicable.

The Code of Practice is updated annually and an electronic copy sent to all

1.

networks are not allowed (excluding scientific communications to the scientific and veterinary press), except by permission of the relevant Head of Department, marketing team or the Principal.

Interns and Residents

Working with the Vice Principals for Clinical Services

Ensuring that the Interns/Residents receive an appropriate induction to their programme of study;

Act as supervisor(s)

Resident and the Assessors, a suitable time, date and place for the annual progress assessment meeting to take place between May and June of the first and second year and submitting the completed annual progress assessment paperwork (Documents 1 to 8) to the Graduate School by the 1st July each year.

In common with all College students, adhering to the [RVC](#)

through payroll, is subject to employment law and follows HR requirements, policies and guidelines;

Participating in College activities, as and when asked to do so by their Head of Department;

Inform the College of any international travel planned either affiliated with or representing the College (e.g. presenting at international conference, visiting another institution) and abide by the College policy on [international travel](#);

Discuss with student support services, Graduate school and/or senior clinical tutors at the earliest opportunity if there are any concerns related to their physical or mental health (already OH documented or not), whether or not they have any bearing on their clinical duties or studies.

Reading the [research integrity guidelines](#) and undertaking the online research integrity training within 3 months of registration;

Maintaining regular contact with their supervisors throughout their studentship in order to discuss their programme of study and progress. Residents are expected to take the initiative in arranging meetings with their supervisors;

Fulfil any MVetMed requirements and successfully complete this programme within the 3-year residency period.

Registering annually with the Graduate School via [ROVER](#);

Consulting their supervisor(s) before submitting any work for publication;

Agreeing with their supervisor the dates of holidays which will be taken, with due regard to clinical rotas.

2.5.

Management of the MVetMed and PGDip VCP courses is the remit of the Postgraduate Medicine Course Management Committee. For terms of reference and Committee business, please see the [Academic Committee handbook](#)

2.6.

Interns will have one or two clinical supervisors, usually module leaders of the programme in which they are enrolled. The supervisors will accept the responsibilities and fulfil the criteria laid out below. S/he is ultimately responsible for the supervision and administration (with Departmental and the Graduate School's assistance) of the Intern's progression. They should:

- be current members of permanent academic staff and normally have completed any period of probation;

- have a good track record of supervising interns as evidenced by previous interns having successfully completed the PGDip VCP. Inexperienced supervisors may be part of a supervisory team but should not normally be the primary supervisor. A supervisor may be prevented from further supervision if s/he

expected to take place with much greater frequency. Meetings with a research supervisor can be less frequent in year 1;

Where there is joint supervision, agreeing with the Intern/Resident and the other supervisor(s) the division of responsibility between the supervisors;

Advising the Intern/Resident, where appropriate, on future career development.

Feedback and Progress

Providing constructive feedback (in writing or verbally) on written work such as clinical records and reports or other reports and letters to referring vets;

Monitoring the Intern/Resident's progress, advising them on the adequacy of progress and the standard of their work, and arranging supportive measures or actions where appropriate;

Arranging progress assessment meetings in accordance with the Assessment & Award Regulations.

3.

At Progress Assessment, an Intern or Resident will be evaluated against the standards and achievements appropriate for the stage reached in their clinical training (and Diploma/Master's degree for which an Intern/Resident is registered). Students experiencing difficulties with any aspect of their studies should discuss these in the first instance with their supervisor(s), a programme (Intern) or Master's (Resident) course director. Alternatively, or in addition, they are also welcome to contact the Graduate School or Chair of SPDS (see section 5).

The progress of Interns will be reviewed after 6 months. In addition to completing their 6-month Progress Assessment with the

recommendation to continue in the programme, at least one module will need to have been passed. Interns may be required to attend an ad hoc Progress Assessment if deemed necessary by the Programme Director(s). Copies of the Progress Assessment Forms can be found on the

The leave year for Interns and Residents will run from the start date of the scholarship. Interns/Residents that wish to take annual leave should agree this leave with their supervisor and then send an email to IntResAnnualLeave@rvc.ac.uk where their leave will be recorded.

Annual leave cannot be carried forward from one leave year to the next except in exceptional circumstances and with approval of the relevant Head of Department. In the event of the scholarship ending early, leave entitlement will be on a pro-rata basis.

Interns funded by the College are not entitled to paid maternity, paternity or adoption leave. Any extension of the scholarship following a period of unpaid leave is at the discretion of the relevant Head of Department. Interns funded by other sources are governed by the terms and conditions/MoA of their sponsor and/or collaborative partner contract in these circumstances. All requests to interrupt their studies must be discussed with their supervisor and Head of Department and be submitted in writing to the Graduate School for consideration by the [Student Progress and Development System \(SPDS\)](#), which will make the final decision.

The maternity/paternity/adoption policy for Residents can be found on the MVetMed & PGDip VCP Central Resources Hub under [Absence Policies](#) on RVC Learn. All requests to interrupt their studies must be discussed with their supervisor and Head of Department and be submitted in writing to the Graduate School and will be considered by the SPDS, which will make the final decision.

Interns and residents that are, or will be, absent due to illness must contact their supervisor to inform them of their illness at the earliest opportunity. Supervisors will email, at the start of the absence and upon return to work, a dedicated mailbox (IntResSickness@rvc.ac.uk) where the information is recorded and

senior clinical tutors and/or the Head of the Graduate School who will work with the student, their supervisor(s), Head of Department and/or other member(s) of academic staff in trying to resolve the situation. If it is demonstrated that a supervisory relationship has broken down irrevocably, the supervisor may be changed through this procedure although the student must recognise that this may not always be possible.

The criteria that will be used in deciding whether a change of supervisor would be appropriate are as follows:

Objective evidence (e.g. from progress assessment or SPDS meetings) that (a) the supervisor is not fulfilling their responsibilities as set out in the Code of Practice or (b) the relationship between the supervisor and the scholar has irretrievably broken down;

Availability of an appropriately skilled/qualified alternative supervisor;

The source of funding for the studentship if the student is supported by an external award made to a named supervisor;

Objective evidence (e.g. from a SPDS meeting, (multi-source) feedback from colleagues on clinical/pathology skills at progress assessments, PGDip VCP/MVetMed (or other Masters) modules attended and marks awarded) that the scholar is performing sufficiently well to continue with their programme of study.

Grievances other than of a supervisory nature that cannot be resolved through discussion with the supervisor and/or other relevant members of academic staff and/or the Graduate School will be considered through

leave the programme has the right to appeal through the [College's appeals process](#)

6.

Residents and Interns are represented at the College level on the Postgraduate Medicine/Masters Course Management Committee. They are also represented at Academic Board and other relevant College Committees through the Postgraduate student representatives or their nominees. Residents and Interns are also invited to Departmental meetings which provide an additional channel for the consideration of their views.

	□		□
Prof Kristien Verheyen	Head of Graduate School	kverheyen@rvc.ac.uk	01707 666625
Miss Natalie Hubble until Oct 2021 then Dr Shivanthi Manickasingham (on secondment Oct 20-Oct 21)	Head of Postgraduate Administration	nhubble@rvc.ac.uk smanick@rvc.ac.uk	020 7468 5224
Mrs Carole Tilsley (job share)	Postgraduate Clinical & Research Degrees Officer	ctilsley@rvc.ac.uk	020 7468 5134
Mrs Lisa Matamala-Shaw (job share)	Postgraduate Clinical & Research Degrees Officer	lshaw@rvc.ac.uk	020 7568 5541



	Deputy Module Leader		
Dr Alberta De Stefani	Small Animal Neurology & Neurosurgery Deputy Module Leader	ebeltran@rvc.ac.uk	
Dr Joe Fenn	Small Animal Neurology & Neurosurgery Deputy Module Leader	jfenn@rvc.ac.uk	
Dr Irina Gramer	Small Animal Oncology Deputy Module Leader	igramer@rvc.ac.uk	
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Karla Lee	Small Animal Surgery Deputy Module Leader	klee@rvc.ac.uk	

	□		□
tba	Chair		

- (ii) a business/commercial/financial relationship; or
- (iii) a sexual/romantic relationship; and

(b) a 'working relationship' is any situation in which individuals will interact in the course of their day-to-day work. This includes situations where one of the individuals in the personal relationship is not an employee of the College. For example, they might be an agency worker, or work for a contractor.

The guidelines apply to personal relationships between:

- (a) employees of the College;
- (b) an employee of the College and an agency worker, casual worker, consultant, contractor or supplier, and/or
- (c) an employee of the College and a current student of the College

Although most social and personal relationships need not present a difficulty, it is recognised that there will be certain circumstances where employees may need to avoid taking certain decisions or undertaking certain roles in order to protect themselves and the College from any potential allegations of impropriety, unfair bias, abuse of power or conflict of interest.

These guidelines are therefore intended to:

- (a) provide guidance in areas where a personal relationship overlaps with any working relationship and particularly where it might cause:
 - (i) a conflict of interest (for example where an employee's personal interests clash with their professional obligations);
 - (ii) breach of confidentiality;
 - (iii) unfair advantage; or
 - (iv) allegations of abuse of power;

- (b) ensure that an employee in a personal relationship is not open to allegations that it has affected a working relationship; and
- (c) enable the situation to be managed, if considered necessary, with a view to avoiding difficulties within any working relationship.

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Where a personal relationship exists or develops within a line management or supervisory working relationship, the line manager's manager must be informed. Upon receiving this information, the line manager should seek further guidance from Human Resources.

5.2 Employees may be reluctant to disclose their personal relationship, but it is important that the College is able to assess any risk of conflict of interest, unfair advantage or breach of confidentiality and discuss with employees concerned, ways in which such issues can be avoided.

Information relating to a disclosure of a relationship will be handled with confidence. Employees will be treated with sensitivity during this process.

Upon learning of the personal relationship, the College will consider what, if any, steps need to be taken. Due regard will be given to the potential effect of the relationship on others in the College, any potential negative effect on the workings of a department will be

In no circumstances will an employee be permitted to progress assess another employee with whom they have a personal relationship, nor will they be permitted to sign off expenses or other administrative documentation.

If it is considered necessary to inform other employees about the personal relationship (for example, in order to explain a change in management arrangements) this will be discussed first with the employee concerned.

If the circumstances of the personal relationship change, the employee must also advise their line manager, who may seek advice from Human Resources. The previously agreed actions will be reviewed in consultation with the employee and any further appropriate action taken.

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Even where there is no managerial/supervisory relationship with an employee in a personal relationship, there may still be a risk of a conflict of interest, breach of confidentiality or unfair advantage being perceived to be gained from the overlap of a personal and working relationship.

Where there is any possibility of conflict of interest, breach of confidentiality or unfair advantage, the relationship should also be declared as above.

An employee should seek the guidance of Human Resources if in any doubt as to whether or not there is or might be a risk of a conflict of interest, breach of confidentiality or unfair advantage.

Upon learning of the personal relationship, the College will consider what, if any, steps need to be taken, as above.

If you are pregnant, you should not be given any unnecessary vaccination. Talk to your GP who will be able to advise you about the best course of treatment.